

Vademecum

Freshmen 2022-23

*Everything you wish you had
known before starting
the Politecnico*



POLITECNICO
MILANO 1863

Vademecum

Hello and welcome!
We are the student representatives of the School of Design, and this vademecum is a useful tool we offer you to orient yourself as you begin this new journey.
It is a list of reminders and tips not to forget and to always keep at hand.
For any other doubts please refer to us.



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DEADLINES

Strategies

Opportunities

New habits

**When you have
a problem**

01

Study Plan

Filling out the plan of studies on time is important and crucial: for only newly matriculated students, the plan of studies is entered ex officio; however, it is possible to reformulate the assigned plan to change the number of University Educational Credits (CFUs) awarded, from August 30 to September 6, 2022

<https://polimi.it/en/current-students/study-plan-and-ofa-of-english-and-italian>

<https://www.design.polimi.it/en/teaching/studying-design/lessons-timetable-calendars-and-deadlines>

Taxes

Fees can be paid through the PagoPA system: through Online Services, with the appropriate payment form in Online Services > Fees and Economic Benefits > Last Unpaid Application, which can be used at payment points that have an agreement with the PagoPA system (all major banks, except Poste Italiane offices) other methods are described on the Polimi website below

ISEE indicator is issued by INPS and you can turn to a CAF for assistance and support

<https://www.polimi.it/en/current-students/tuition-fees-scholarships-and-financial-aid/student-contribution>

02



tax information

The Politecnico offers tuition relief to students with a grade point average above 27 (above 29 there is additional relief), but there are also other scholarship opportunities: get informed and keep an eye out for announcements!!!

For all forms of financial relief, check out this link:

<https://www.polimi.it/en/current-students/tuition-fees-scholarships-and-financial-aid>

03

Exams

Always carefully check the deadlines for registering for exam appeals. You will not have to register for midterm exams, but remember that if you do not register for the exam roll, your grade cannot be recorded. In addition, you will be asked to fill out the teaching evaluation questionnaire before registering for the exam.

Be careful because filling out the questionnaire does not count as registration, so when you have completed it, continue with your registration.



exam information

If you want to reject a grade, you can do so directly from the exam outcome consultation on online services. If you have any doubts, consult the regulations and FAQs to try to solve them yourself before contacting the offices.

Teaching evaluation questionnaires are to be taken very seriously: they are used by faculty and offices to understand what worked and what is improvable about a course. We representatives also rely on those to make suggestions for improvement.

In evaluating lecturers, remember that not all have the same number of credits and therefore do not have the same obligation to be present in the classroom (especially in labs where the division of the load is managed by lecturers according to teaching needs).

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01

Second-year study plan

As long as you have the OFA, you can only include teachings related to the first year in your study plan. You must then pass it by the deadline for submitting your second-year study plan in order to attend all second-year teachings.

If you pass it after that deadline, by March, you will be able to take second-semester second-year teachings (but not first-year teachings, which must be made up the following year).

After that, you cannot continue taking courses until you have passed the OFA.

You must have passed the first-year Laboratories to access the second-year Laboratories.

<https://www.design.polimi.it/it/studenti/carriera/piano-di-studi-e-ofa>

<https://www.polimi.it/studenti-iscritti/piano-degli-studi-e-ofa-di-inglese-e-italiano/ofa-obblighi-formativi-aggiuntivi-di-inglese-e-di-italiano/ofa-di-inglese-per-tutti-i-corsi>

Accessing the 3rd year Final Synthesis Lab

02

Try to prioritize first-year exams, especially *Curve e Superfici, Materiali* and *Storia* (which are statistically the “tough bones” at the beginning of the academic career). Those who do not pass all the first-year exams by September of the second year and the second-year Laboratories, CANNOT ACCESS THE FINAL SYNTHESIS LABORATORY of the third year and the subsequent PEL (crucial for the dissertation)! In this case, you can still attend and take the exams of the other courses.

03

Accessing master's degree

Remember as of now that in order to apply to the Master's Degree, you must have English certification and an average of at least 23/30 by the date of application, which does not coincide with the date of matriculation: during the next few years, check which English certifications are valid and which are not, keeping in mind that there may be changes from year to year (although in any case they would be published at the beginning of the year and never close to the deadline).

Also, it is important to know that for direct access to master's degree programs, only exam results from the first two years are taken into account, weighted in N and V values that you can find in the Career section of Online Services. Each LM course determines the value required for direct access. The N and V parameters apply on the Continuing Majors. Those who have not reached it will be evaluated on the basis of a portfolio, CV (curriculum vitae) and motivational letter.



language test information

In order to get certified, it is necessary to study English or take specific courses: the Politecnico di Milano offers courses at various levels for English while the City of Milan offers excellent courses for TOEFL and IELTS at affordable prices. Here is the link for scores and certifications

<https://www.polimi.it/en/current-students/language-requirements-english-and-italian>

For courses offered by PoliMi:
Online Services > International Mobility > Language Course Catalog.
The polytechnic also provides facilities for TOEIC certification if taken by the time the bachelor's degree is obtained.
For enrollment:
Online Services > Facilities and Conventions

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Peer to peer

The School offers tutoring opportunities to its students through the “Peer to Peer” project, where more experienced student tutors provide, to students who request it, help on the basic teachings of the first two years. Students can apply for free Peer to Peer tutoring by participating in a call for applications, through *Online Services > Application for Admission* activated at the beginning of the semester by the School.

150 hours

The university publishes an annual call for 150-hour collaborations, which allow the most deserving students to perform, under remuneration, some particular tasks in the university (office and secretarial support, counter service...).

Check www.polimi.it for the opening dates of the call for applications and join by registering through Online Services.

02

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NEW HABITS

**When you have
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Read the alerts on
www.design.polimi.it/en/

Check professor
updates daily on the
WEBEEP platform

02

03

Always keep an eye on
institutional email so as not
to lose valuable information

Read the Politamtam for
extracurricular activities
and university events

04

05

Download the 'Discover
Politecnico' App to have online
services always at your fingertips

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**WHEN YOU HAVE
A PROBLEM**

01

On your own

Proceed in stages:
- Check out the regulations

<https://www.design.polimi.it/en/teaching/documents/career-guides>

- Check the FAQs
- Use the online chat

<https://chatbotstudenti.eu-de.mybluemix.net>

Representatives

If you have failed to resolve it yourself, you can contact THE REPRESENTATIVES:

- Of Your Study Course
- Of Your School

<https://www.design.polimi.it/en/school/organization/student-representatives>

02

03

Secretary

- The Student Secretariat - administrative aspects - fees, benefits, career suspensions...

<https://www.polimi.it/en/current-students/desks-and-offices-for-students>

- Ufficio orientamento carriera didattica Design - aspects of teaching, curriculum, student careers, course organization, appeals, degree management, faculty support, and transfers and transitions to the three-year degree program and incoming orientation. To communicate with the offices visit this link:

<https://www.design.polimi.it/en/menu-servizio/contact-us>

- ufficio Tirocini - SAT/RAP - activation of educational internships, connection with companies, tutoring and monitoring of the labour market.

- Ufficio Relè (International Relations) - exchange programmes with international partner locations (Erasmus exchanges and bilateral agreements).

Polimi

Rules and regulations for students

<https://www.polimi.it/en/current-students>

Difensore degli studenti

(In case of breach of the Charter or conduct Not complying with the Athenaeum Regulation)

<https://www.polimi.it/en/current-students/student-ombuds-office>

Scuola del Design

School of Design website

<https://www.design.polimi.it/it>

Student representatives

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