Academic Information

Exchange students – School of Design
Academic Year 2024–2025

INFORMATION
www.design.polimi.it
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01. Courses and Credits

Exchange students – School of Design
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OUR PROGRAMS
Both the programs of the bachelor and master courses are divided in sections. The main difference among them is defined mostly by the topics of the design studios: **Laboratorio** and the **Workshop**. Make sure to read the course details for the laboratories available so you can choose the most suitable for you.

### BACHELOR

<table>
<thead>
<tr>
<th>Course</th>
<th>ITA – sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION DESIGN</td>
<td>C1 – C2 – C3</td>
</tr>
<tr>
<td>FASHION DESIGN</td>
<td>M1 – M2 – M3</td>
</tr>
<tr>
<td>INDUSTRIAL DESIGN</td>
<td>P1 – P2 – P3 – P4 – P5</td>
</tr>
<tr>
<td>INTERIOR DESIGN</td>
<td>I1 – I2 – I3 – I4 – I5</td>
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### MASTER

<table>
<thead>
<tr>
<th>Course</th>
<th>ITA – sections</th>
<th>ENG – sections</th>
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<tbody>
<tr>
<td>COMMUNICATION DESIGN</td>
<td>C1 – C2</td>
<td>C3</td>
</tr>
<tr>
<td>DIGITAL AND INTERACTION DESIGN</td>
<td>DId1 – DId2</td>
<td></td>
</tr>
<tr>
<td>DESIGN FOR THE FASHION SYSTEM</td>
<td>M1 – M2</td>
<td></td>
</tr>
<tr>
<td>INTEGRATED PRODUCT DESIGN</td>
<td>IP1</td>
<td>IP1 – IP2</td>
</tr>
<tr>
<td>DESIGN &amp; ENGINEERING</td>
<td>DE1 – DE2</td>
<td></td>
</tr>
<tr>
<td>INTERIOR AND SPATIAL DESIGN</td>
<td>IS1</td>
<td>IS2 – IS2- IS3 - IS4</td>
</tr>
<tr>
<td>PRODUCT SERVICE SYSTEM DESIGN</td>
<td>PS1 – PS2</td>
<td></td>
</tr>
</tbody>
</table>
COURSE TYPES

1. DESIGN STUDIOS (laboratorio)
   Project based courses
   Students are divided in sections

2. MONODISCIPLINARY & INTEGRATED COURSES
   Project and Theory courses
   May host all the sections or be divided

3. WORKSHOPS
   Design Studios fixed in 1 fulltime week
   At the end of the semester: February and June

4. ELECTIVE COURSES
   Interdisciplinary courses
   Available to all the students of the School.
CREDIT SYSTEM
Each subject is assigned a number of credits which the student obtains when he passes the final examination. The CFU fully coincide with ECTS credits.

1 CFU = 25 hours of workload approx. This includes lectures and other forms of instruction like: exercises, assignments and independent work.

EXAMS AND GRADES
Exams are graded using a scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest. Students have the possibility to refuse the final mark and present again the exam further.

The only exception is for Design Studios: if you refuse, you don’t have any other chance to improve your grade.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE DESCR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 – 30</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>27 – 28</td>
<td>VERY GOOD</td>
</tr>
<tr>
<td>24 – 27</td>
<td>GOOD</td>
</tr>
<tr>
<td>19 – 24</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>18 – 19</td>
<td>SUFFICIENT</td>
</tr>
<tr>
<td>&gt;18</td>
<td>FAIL</td>
</tr>
</tbody>
</table>
02. Search and select your courses online
HOW TO SEARCH AND SELECT YOUR COURSES

Please check this [short tutorial](#) to see how to search the Courses and read the respective courses details and timetable. Click [here](#) to go directly to the programme structure.

Due to a recent redesign of the university's main website, the first part of the video is no longer up-to-date. Please begin viewing directly from minute 00:22.

02. Search and select your courses online
RULES TO SELECT THE COURSE

• The courses you’ll select should be coherent with your program and level of studies.
• As an exchange student you can select 6 credits minimum up to 30/36 credits maximum per semester.

• You can select maximum 3 Elective Courses per semester
• A full workload is 30 credits (ECTS) per semester, this normally equates to 3/4 courses per semester. We recommend not exceeding this number of credits.
• You can select courses in other Schools (ARQ or ENG) for a maximum of 12 credits per semester.
• All the courses are subject to availability

Select the Programme you’ve applied for to visualize the list of courses

02. Search and select your courses online
TIPS AT SELECTING THE COURSES

• The recommended study load for a full time students is to attend 1 design studio and 2 or maximum 3 small courses of 6 ects each.

• We recommend avoiding the selection of only small course since you’ll have extra work to do in each course you’re attending.

• Courses timetables will be published from next week in Polimi website.

• You can also check the courses timetables for all the Design School courses here in this link: Lessons Timetable

Use the Customized Schedule function to check if the courses you’re selecting overlap.

You can identify the Elective Courses among the track «non diversified», they are offered in the 3rd year Bachelor and in the 1st or 2nd year Master.
WORKSHOPS

One full week of **intensive studio** with the assistance of Companies and/or Visiting Professors.

1st semester workshop week will take place:

**From 10th to 14th February**
**From 3rd to 7th February** (only for communication design)

The workshops content will be defined through the semester; therefore, you can’t see now what will be each workshop about.

**If you want to register in a workshop, you can register this temporarily in your study plan selecting:**
**Erasmus Experience – 053823**

We’ll send the workshops details in proximity to the workshop week around December, so you’ll be able at that moment to select the workshop of your preference and we’ll modify your study plan registering you in the workshop you’ve selected.

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**WORKSHOPS AVAILABLE IN THE 1st SEMESTER**

**BSc Programme**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>YEAR</th>
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</thead>
<tbody>
<tr>
<td>COMMUNICATION DESIGN</td>
<td>3rd</td>
</tr>
<tr>
<td>PRODUCT DESIGN</td>
<td>3rd</td>
</tr>
</tbody>
</table>

**MSc Programme**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION DESIGN</td>
<td>1st &amp; 2nd</td>
</tr>
<tr>
<td>DIGITAL AND INTERACTION DESIGN</td>
<td>2nd</td>
</tr>
<tr>
<td>INTERIOR AND SPATIAL DESIGN</td>
<td>1st</td>
</tr>
<tr>
<td>INTEGRATED PRODUCT DESIGN</td>
<td>1st</td>
</tr>
</tbody>
</table>
TEACHING MODALITIES

The didactic activities will be held in presence, even though some lessons may be set online.

ATTENDANCE

Courses last one semester and are held once per year.

The attendance in the Design studios is mandatory: to achieve attendance, it will be necessary to acquire a minimum 80% of attendance is necessary.

Some monodisciplinary and integrated courses, may be available for non-attending students. It’s important to check if this option is indicated in the course details. Otherwise, the attendance is required as per the Design studios.

EXAMS SESSION

The exam sessions are distributed during the year:

1st semester courses the exams sessions are on:
- February with 2 different exams dates available
- July with 2 different exams dates available
- September with 1 exam date available

The Design Studios will have only two exam dates scheduled and only at the end of the semester the design studio has been held.

To be able to sit an exam session, you must register within the deadlines provided through the Online Services.
03. Submit your Study Plan
In order to be registered in the courses, you need to register your study plan. The study plan submission for Exchange students is available at beginning of each semester. Therefore, you’ll be able to select only courses held in the first semester.

The study plan submission will be visible on your online services only after the enrolment that will be done by the exchange offices around August.

Meantime you can start to identify the courses of your preference, considering the courses details and timetable.

You can’t have courses overlapping since most of the courses requires the attendance.

Watch this tutorial to see how to submit your study plan: [Study plan submission for Exchange incoming Students](#)
# STUDY PLAN AND LEARNING AGREEMENT

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHO</td>
<td>STUDENT</td>
<td>STUDENT</td>
<td>SCHOOL OF DESIGN</td>
<td>STUDENT</td>
<td>SCHOOL OF DESIGN &amp; STUDENT</td>
</tr>
<tr>
<td>WHAT</td>
<td>COURSE SELECTION</td>
<td>STUDY PLAN SUBMISSION</td>
<td>STUDY PLAN APPROVAL</td>
<td>LEARNING AGREEMENT UPDATED (ONLY ERASMUS)</td>
<td>LEARNING AGREEMENT SIGNED</td>
</tr>
<tr>
<td>WHEN</td>
<td>JULY &amp; AUGUST</td>
<td>FROM 29/08/2024 TO 05/09/2024</td>
<td>WITHIN 12/09/2024</td>
<td>FROM 23/09/2024</td>
<td>FROM 24/09/2024</td>
</tr>
<tr>
<td>TIPS</td>
<td>When you select the courses take into consideration the <strong>timetable</strong> to do <strong>not have overlapping classes</strong>. Be sure to identify also some <strong>extra courses</strong> in case you can’t attend your first options.</td>
<td>The Course allocations are on a <strong>first-come basis</strong>. The earlier you submit your study plan, the better it is. Once your study plan is finalized, contact us through this website: <strong>School: Send an email (polimi.it)</strong> And select the following option: <strong>Exchange Students – Incoming</strong></td>
<td>We’ll verify the courses you’ve registered and approve it, in case of problems with the courses we’ll contact you back to correct the study plan.</td>
<td>Only for <strong>Erasmus Students</strong>: when you will <strong>fill the OLA</strong> remember to use the following information:</td>
<td>The Learning Agreement will be signed only after the first week of classes, once it is certain that no further modifications to the study plan are necessary. <strong>Students have one week to make any changes.</strong></td>
</tr>
</tbody>
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03. Submit your Study Plan
04. Additional Informations

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### IMPORTANT DATES

Check the School academic calendar here: Lessons Timetable, Calendars & Deadlines – Design (polimi.it)

### 1° SEMESTER

<table>
<thead>
<tr>
<th>LESSONS</th>
<th>16TH SEPTEMBER</th>
<th>20TH DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRISTMAS HOLIDAYS</td>
<td>21ST DECEMBER</td>
<td>7TH JANUARY</td>
</tr>
<tr>
<td>EXAMS SESSION</td>
<td>8TH JANUARY</td>
<td>14TH FEBRUARY</td>
</tr>
<tr>
<td>WORKSHOP WEEK</td>
<td>10TH FEBRUARY</td>
<td>14TH FEBRUARY</td>
</tr>
<tr>
<td>WORKSHOP WEEK (ONLY COMMUNICATION DESIGN)</td>
<td>3RD FEBRUARY</td>
<td>7TH FEBRUARY</td>
</tr>
</tbody>
</table>
BEFORE ARRIVAL

Before arriving at Polimi you have the opportunity to join:

**Buddy program**: this foresees a match between international students and Politecnico students, to assist you in the phase prior to your arrival and in the first months after your arrival.

**Italian courses**: set up by Polimi, these courses are addressed to foreign students at Politecnico di Milano. Pay attention about the registration deadlines for the Italian courses! You can also join a free **Online Italian course** aimed at beginners, that will guide you into the discovery of Italian language and culture.

**Poli tam tam – la newsletter degli studenti** (polimi.it)

to find out about events, activities organised by student associations and opportunities for students

**Design Students Network**:  
[http://design.polinetwork.org/](http://design.polinetwork.org/)

**Polimi Network**:  

**Students Associations**  
Representatives and Associations: [polimi](mailto:polimi)
WELCOME WEEK

From 10th to 12th September 2024
Politecnico di Milano will organize the welcome and orientation week.

We’ll meet on 11th September to give you an overview about our programs, academic system, etc.

The complete welcome week program will be available online and will include seminars and meetings to help incoming students to become familiar with the university facilities, professors and staff.

More information about the welcome week program here:
Politecnico di Milano: Upon arrival (polimi.it)
INTERNATIONAL MOBILITY UNIT

Check the contacts here: 

Bovisa Campus
Address: via Lambruschini 15, building 20, ground floor, 20158 Milano

Online appointments:
Monday–Wednesday from 10.00 am to 13.00 pm
In-person appointments:
Thursday from 10.00 am to 13.00 pm

exchange–bovisa@polimi.it;
doubledegrees.design@polimi.it

Answers questions about, enrolment, fiscal code, Polimi badge

Provides attendance certificate and official documents like TOR

Provides information and support about the stay permit, visa issues, health insurance
ACADEMIC ADVISORY SCHOOL’S OFFICES

The School’s offices will help you with study plan issues, timetables and courses registration. We will also provide the signature on the learning agreement for Erasmus students.

In order to contact us visit this website:
School: Send an email (polimi.it)

And select the following option:
Exchange Students – Incoming

Answers questions about Study plan issues, courses registration, timetables

Provides Learning Agreement signature
HOW TO REACH BOVISA CAMPUS

By bus 92
Get out at the stop “Via Imbriani – Piazzale Bausan”

By bus 82
Get out at the stop “Via Maffucci Via Baldinucci”

By train
Get out at the stop “Bovisa Politecnico”. Out of the station turn left.
Trains headed to Bovisa: S1, S2, S3, S4, S12, S13

By Bike sharing (BikeMI)
Two bike stations located near Bovisa Train station and Bausan square

www.trenord.it/EN/  
www.atm.it/en  
www.bikemi.com/en/
BOVISA CAMPUS DURANDO / CANDIANI

- **Entrance**

- **B1** Library – 1st floor
  School of Design Offices – 3rd floor

- **B2** Classrooms and Design Labs

- **B3** Polifactory

- **B4** Polishop and print shop

- **B5** Poli.Design

- **B6** Classrooms and Crash Test Lab

- **B7** Department Design

- **B8** Classrooms

- **B9** Aula “Carlo De Carli”
Thank you!

You’ll find this presentation here:
School of Design: Incoming Students

Contact School:
Send an email (polimi.it)