

Vademecum DESIGN

Freshmen 2024-2025

Tips for starting at PoliMi



POLITECNICO
MILANO 1863 | SCUOLA
DEL DESIGN

Hello and Welcome!

This vademecum will help you support you in orienting yourself and living the 101% this experience academic. Here you will be able to find a list of reminders and useful tips to keep at the click of a button!

Should any doubts and questions you will be able to find our contacts on the website:

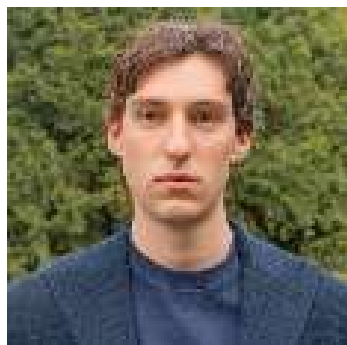
[Student representatives](#)

All doubts are welcome, do not hesitate to contact us!

We wish you a wonderful university experience.

Student representatives

SCUOLA DEL DESIGN



Enrico Forlani

enricomaria.forlani@mail.polimi.it



Maria Alexandra Pantea

mariaalexandra.pantea@mail.polimi.it



Caterina Pernarella

caterina.pernarella@mail.polimi.it



Federica Pompa

federica.pompa@mail.polimi.it



Mercedes Maria Vitali

mercedesmaria.vitali@mail.polimi.it



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Deadlines

Study plan

Filling out the study plan on time is important and crucial: **for newly matriculated students only, the study plan is entered by the Students' Office**; however, it is possible to reformulate the assigned plan in order to change the number of University Educational Credits (CFUs) awarded, **from August 30 to September 9, 2024**. For subsequent years, it is up to the student to take care of the compilation

For more information:

- [Guide to the Study Plan](#)
- [Lessons, calendars and deadlines](#)

Deadlines

Fees

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 credit institutions, except Poste Italiane offices) other methods are described on the Polimi website below. **The ISEE indicator is issued by INPS and you can turn to a CAF for assistance and support.**

- [Tuition fees](#)

Polimi offers tuition relief to students **with a grade point average above 27 (above 29 there is additional relief)**, but there are also other scholarship possibilities: get informed and keep an eye on the announcements!

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

- [Tuition fees, scholarships and financial aid](#)



Deadlines

Exams

Always check **the deadlines to register for exams**. Registration is not required for in-progress tests. Note: If you do not register for the appeal, your grade cannot be recorded.

Before registering for the exam, **you are required to complete the teaching evaluation questionnaire**. Please note: Completing the questionnaire is not equivalent to registering for the exam. After completing the questionnaire, be sure to proceed with registration.

If you wish to decline a grade, you can do so directly in the “Exam Results Consultation” section of online services, after the teacher has posted the grades.

Questionnaires are critical for course improvement. They are used by faculty and offices to understand the positive and improvable aspects of courses. Student representatives also use this feedback to make suggestions for improvement.

Remember that not all faculty members have the same number of credits, and therefore, not all have the same obligation to be present in the classroom, especially in labs where teaching load management may vary.

If you have any doubts or problems, **consult the regulations and FAQs** to try to solve them on your own before contacting the offices.

Strategies

2nd year study plan

Limitations with OFA: **As long as you do not pass the Additional Formative Obligation (OFA)**, you can only include first-year teachings in your study plan. It is essential to pass the OFA by the second-year curriculum submission deadline in order to take all second-year courses.

If you pass the OFA after the curriculum deadline, you will not be able to take second-year courses. If you pass the OFA by March, you will only be able to take second-semester second-year courses. First semester teachings will have to be made up the following year.

After March, you will not be able to continue taking courses until you have passed the OFA.

Access to Studio courses: **To access the second-year studios, you must have passed the first-year studios.**

More information:

- [Study plan and OFA](#)
- [OFA, additional education obligations of english and italian](#)



Strategies

Access to Synthesis Studio 3rd year

Give priority to the first-year exams, especially “Curves and Surfaces,” “Materials,” and “History,” which are known to be among the most difficult exams early in an academic career.

It is important to pass all first-year exams by September of the third year, in addition to the second-year Laboratories. Otherwise, you will not be able to access the Final Synthesis Lab in the third year and, consequently, the PEL (Final Elaboration Project), which is essential for the preparation of your dissertation. However, you will be able to continue attending and taking the exams of the other courses.

Strategies

Access to Master Degrees

To apply for admission to the Master's degree, you must have a valid English certification and a weighted average of at least 23/30. These requirements must be met by the date of application, which is different from the date of matriculation.

Direct access to Master's degree programs is based on exam results from the first two years of the Bachelor's degree program. Results are calculated based on two parameters: N (sum of credits) and V (weighted average), which can be viewed in the "Career" section of Online Services. Each Master's degree program establishes the minimum value of N and V required for direct access. These parameters are applicable only for Continuing Master's Degrees. Those who do not meet the minimum requirements will be evaluated through a portfolio, CV (curriculum vitae) and motivational letter.

Check periodically which English certifications are recognized, as they may change from year to year. Changes are announced at the beginning of the academic year and not close to deadlines. More details here: [English and Italian Language Requirements](#).

To obtain certification, it is possible to take English courses offered by the Politecnico di Milano or attend external courses such as those organized by the City of Milan for TOEFL and IELTS at affordable prices. Details on courses offered by the Politecnico: [Online Services > International Mobility > Language Course Catalog](#).

For concessions on TOEIC certification if taken by the time the bachelor's degree is obtained: [Online Services > Concessions and Agreements](#).

Opportunities

Peer to peer

The School offers a mentoring opportunity to students through the “Peer to Peer” project. In this program, more experienced student tutors provide free support on the core teachings of the first two years to those who request it. Interested students can apply for Peer to Peer tutoring by participating in a call for applications, accessible through “[Online Services > Application](#)”, which is activated at the beginning of each semester by the School.

200 hrs

Each year the university publishes a call for “200-hour” collaborations, which offer deserving students the opportunity to do paid work within the university, such as office support, secretarial work, and counter service. To apply, check www.polimi.it for open call dates and register through Online Services.

New habits

Polimi platforms to stay up-to-date

Read Alerts:

Visit www.design.polimi.it regularly to keep abreast of deadlines, events and opportunities.

Check WEBEEP:

Follow daily updates from professors on the WEBEEP platform.

Monitor your Institutional Email:

Keep an eye on your institutional email (name.surname@mail.polimi.it) so you don't miss important information.

Read the Politamtam:

Check the university newsletter for information on extracurricular activities and events: Politamtam.

Download the Discover Politecnico App:

Use the Discover Politecnico app to have online services always at your fingertips.

Management queries

Iter in private

See the Regulations: check the rules and procedures on the official website of the Politecnico di Milano. You can find useful information in the Career Guides section.

- [Career Guides](#)

Check the FAQs: read the frequently asked questions to see if your issue has already been addressed.

- [FAQs](#)

Contact your students' representatives

If you cannot solve the problem yourself, you can contact the representatives:

- of your course of study: Contact representatives specific to your course.
- of the School of Design

Find names and contacts of your students' representatives at the following link:

- [Students' representatives](#)

Management queries

Secretarial procedures

- **Student Secretariat:** For administrative aspects such as fees, concessions, and career suspensions, visit Student Secretariat.

Contacts

- **Internship Office - SAT/RAP:** For activation of educational internships, references with companies, tutoring and labor market monitoring, visit Internship Office.
- **International Relations Office:** For information on exchange programs with international partner venues, such as Erasmus exchanges and bilateral agreements, see the International Relations Office website.
- **Office of Educational Career Orientation Design:** For matters related to educational aspects, curriculum, student career management, course organization, appeals, degree management, faculty support, transfers and transitions to the three-year degree program, and inbound orientation, contact the office through Contact Orientation Office.

Contacts

Useful links and contacts

Politecnico di Milano

- [Rules and regulations for students](#)
- [Student's charter of rights and duties](#)

In case of violation of the student's charter of rights and duties and/or university regulations, contact the student advocate:

[Student Ombuds](#)

Scuola del Design

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

Students' representatives

- Enrico Forlani
enricomaria.forlani@mail.polimi.it

- Maria Alexandra Pantea
mariaalexandra.pantea@mail.polimi.it

- Caterina Pernarella
caterina.pernarella@mail.polimi.it

- Federica Pompa
federica.pompa@mail.polimi.it

- Mercedes Maria Vitali
mercedesmaria.vitali@mail.polimi.it