LEZIONE ZERO
1ST YEAR MASTER TIPS

MSc Students School of Design
Academic Year 2023-2024
01 The School and its Structure
02 University bodies
03 Didactic Career
04 Students Empowerment
05 Beyond your Curriculum
06 International Opportunities
07 Didactic Tools
01. The School and its Structure
4 SCHOOLS

ARCHITECTURE
3 BS
13 MSc
http://www.auric.polimi.it/en

INDUSTRIAL AND INFORMATION ENGINEERING
17 BS
19 MSc
http://www.ingindinf.polimi.it/en

CIVIL, ENVIRONMENTAL AND LAND MANAGEMENT ENGINEERING
3 BS
4 MSc
http://www.ingcat.polimi.it/en/

Design
4 BS & 7 MSc
110 PROFESSORS & RESEARCHERS
4231 STUDENTS
http://www.design.polimi.it/en/
THE SCHOOL OF DESIGN

DEAN
Prof. Francesco Zurlo
francesco.zurlo@polimi.it

VICE-DEAN
Prof. Anna Meroni
anna.meroni@polimi.it
Each Programme is led by a Coordinator, a point of reference for the students. The Coordinator is supported by one or more Secretaries.

**School: Programme Boards (polimi.it)**
Each Programme Board (Consiglio di Corso di studio, or CCS) pools together professors within each Programme and a number of students representatives elected by the students.

Each programme board appoints a review group that annually monitors and controls the progress of the activities of the course and the programme’s actions for improvement.

It also appoints a commission that evaluates access to the second level of study. Students’ representatives participate at the programme board.

**Integrated product design:**
rappresentantistudenti-ccsprodotto@polimi.it

**Design della comunicazione:**
rappresentantistudenti-ccscomunicazione@polimi.it

**Design for the fashion System:**
rappresentantistudenti-ccsmoda@polimi.it

**Interior and spatial design:**
rappresentantistudenti-ccsinterni@polimi.it

**Design & Engineering:**
rappresentantistudenti-ccsdesignengineering@polimi.it

**Product Service System Design**
Amaglio Elena  elena.amaglio@mail.polimi.it
Tintori Marco  marco1.tintori@mail.polimi.it
Vitali Mercedes Maria mercedesmaria.vitali@mail.polimi.it

**Digital and interaction design**
Chen Rui  rui1.chen@mail.polimi.it
D’Aleo Giulia  giulia.daleo@mail.polimi.it
Puglielli Paolo  paolo.puglielli@mail.polimi.it
All students who wish to complain about behavior that violates the university regulations and the rights and duties of students of Politecnico (please go to Regulations section - in Italian only) may contact the Ombudsman.

The Ombudsman:
- Acts after a non-anonymous complaint is made
- Carries out an adequate investigation into the matter and tries to solve it
- Protects the student against any reprisals
- Informs the complainant and the student representatives of the outcome of the inquiry

The Ombudsman is prof. Maria Vittoria Diamanti.
E-mail: difensoredeglistudenti@polimi.it
ACADEMIC ORIENTATION | OFFICE

Campus Bovisa Durando, B1 Building

To contact the School staff: please use the methods below

LOW COMPLEXITY: CLICK HERE TO START A CHAT THROUGH "CONTACTS FOR STUDENTS" (SCHOOL OF DESIGN CHAT HOURS: MONDAY TO FRIDAY 9.30 A.M. - 12.30 P.M.)
- information on Logistics (classrooms and timetables)
- information on admissions to degree courses
- information on orientation
- how to look for an internship, duration, timing, start-up and structures

MEDIUM COMPLEXITY: CLICK HERE TO SEND AN EMAIL
- information on exam sessions, optional courses and workshops
- Bachelor’s and Master’s final exams
- transfers and degree program’s validation
- admission to Master of Science programs
- procedures for activating the Internship and agreements with companies, training projects and validation of the internship
- information on international mobility for ingoing and outgoing

HIGH COMPLEXITY: CLICK HERE TO ACCESS THE DESK BY APPOINTMENT
- information and resolution of the problems of the study plan
- exams and graduation calls
- problems emerged during the internship, training project of the internship not respected and difficulties with the company tutor, accidents and insurance management

Answers questions about:
study plan issues, admission process

Exams registration, final degree

Provides information and support about transfers and degree changing

https://www.design.polimi.it/en/menu-servizio/contact-us
Administrative Information for Enrolled Students
Campus Bovisa La Masa, via Lambruschini 15

→ Solves questions about enrolment, tuition fees, ISEE, exemptions and reimbursements

→ Provides certifications and official documents

→ Solves questions about Dsu benefits – financial aid

Contacts: Current students: polimi
INTERNATIONAL STUDENTS OFFICE

Help Desk for:
- students interested in Laurea and Laurea Magistrale programmes
- students who have been admitted in Laurea Magistrale programmes in Milano campuses

Answers questions about, enrolment, fiscal code, Polimi badge

Provides certifications and official documents

Provides information and support about the stay permit, visa issues, health insurance

https://www.polimi.it/en/international-prospective-students/contact-us-and-faqs/international-students-office/
02. University Bodies
CENTRAL BODIES

ACADEMIC SENATE

23 MEMBERS
- Rector;
- 12 Department Representatives;
- 4 Professor Representatives;
- 2 Technical-Administrative Staff Representatives;
- 4 Student Representatives

ROLE:
The Senate addresses and plans the development of the University, with particular attention to education and research, and monitors the whole operation of the institution.

THE ACADEMIC SENATE MEETS ONCE A MONTH

BOARD OF GOVERNORS

11 MEMBERS
- Rector;
- 4 Professor Representatives;
- 1 Technical-Administrative Staff Representative;
- 3 External Members;
- 2 Student Representatives

ROLE:
The board of governors defines the long-term economic programme on the basis of the proposals and opinions of the Academic Senate.

THE BOARD MEETS ONCE A MONTH
# School Bodies

## Joint Committee

**10 Members**
- 5 Professors appointed by the Dean of the School
- 5 Student Representatives

**Role:**
- Monitors the provision of training, the quality of teaching and services offered to students.

## School Board

**Members**
- Dean of the School
- N. of Directors of Connected Departments
- N. of Presidents of the CCS
- 2/3 Representatives of Students appointed in the Joint Committee

**Role:**
- It coordinates the study programmes and provides the main orientation to the school.

## Study Programme Board – CCS

**Members**
- President of the CCS
- N. of Professors of the CCS
- N. of Student Representatives

**Role:**
- It defines the subjects of the study programmes, the teaching methods and its use, the analysis of the effectiveness of the courses, carried out, the organization of the study plan, the ECTS distribution.

**The total number of members vary from school to school.**

**The CCS meets every 3-4 months.**

**The attendance varies according to each study programme.**
The School's Student-Professor Joint Committee (Commissione Paritetica)

- **Monitor** the academic offer within the Programmes and the course’s quality
- **Identify** indicators for evaluating results.
- **Draws up** proposals for their improvement.

It is made up of 10 members: 5 professors and 5 student representatives.
Professors members of the Joint Committee are:

→ Umberto Tolino (President) umberto.tolino@polimi.it
→ Chiara Colombi chiara.colombi@polimi.it
→ Barbara Di Prete barbara.diprete@polimi.it
→ Marco Ajovalasit marco.ajovalasit@polimi.it
→ Venere Ferraro venere.ferraro@polimi.it

Students members of the Joint Committee are:

→ Enrico Maria 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
03.

Didactic Career
CREDIT SYSTEM

Each subject is assigned a number of credits which the student obtains when they pass the final examination. The CFU fully coincide with ECTS credits.

1 CFU = 25 hours of workload lectures and other forms of instruction (exercises, assignments and independent work)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Per Semester Approx</th>
<th>Per Year Approx</th>
<th>Total in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TEACHING MODALITIES

The didactic activities will be offered in presence, even though some courses and/or lectures may be set online.

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

Some monodisciplinary and integrated courses, may be available for non-attending students. Otherwise, the attendance is required as per the Design studios.

Read the course details of each course to be updated about the attendance requirements.
EXAMS | REGISTRATION

To take an exam you must register for the exam session in which you intend to take the exam. If you miss the exam registration it will be impossible to register your grade in your career.

Exam registration opens approximately **1 month before the exam session**

- **DECEMBER** (January exam session)
- **MAY** (June/July exam session)
- **WORKSHOPS WEEK** (throughout the workshop’s end)

REGISTRATION FOR AN EXAM IS STILL POSSIBLE **UNTIL MIDNIGHT** ON THE DAY OF THE EXAM, BUT REQUESTS FOR LATE REGISTRATION MUST BE ACCEPTED BY THE PROFESSOR.
The exam sessions are distributed during the year:

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

2nd semester courses the exams session are on:
- June and July with 2 different exams dates available
- August and September with 1 exam date available
- January and February with 2 different exams dates available

The Design Studios will only have one exam date scheduled at the end of the semester the design studio has been held.

Given the particular nature of the Workshops and the Design Studios, no make-up exams are foreseen. If not passed, the Design Studios and Workshops must be re-attended the following academic year.

To be able to sit an exam session, you must register within the deadlines provided through the Online Services.
When registering for an exam, students will be asked to express their opinion on the didactic activity they just carried out; if you don't complete the survey you won't be able to register to the exam.

Student's opinion on classes is fundamental to improve the didactics and is deeply valued; don't miss the chance to give your contribution with fair and constructive comments.

Once you have filled it the survey, remember to complete the registration for the exam session.

Students whose Workshop will be a pass/fail must fill in the survey by entering the online services, under "evaluation of teaching" (section "DATA" > "filling in questionnaires").
EXAMS | GRADES

After the publication of the marks by the Professors, students have the possibility (before the marks are consolidated) to decline the evaluation attributed, by replying the email in which the grades are communicated by the Polimi email.

In the absence of explicit waiver of the grade, the Professor will consolidate (register) the grade in your career.

The evaluation that students can receive are:

POSTPONED  PASSED
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 (with exception for the design studios).
The allocation procedure for optional courses, is based again on a **merit ranking** considering the **student’s academic average** passed on 31st July of each year.

**The preferences** expressed will be accepted considering the student’s **ranking** until the maximum number of places available for each course is reached, the first options will be evaluated first.
# IMPORTANT DATES

## 1ST SEMESTER

<table>
<thead>
<tr>
<th>LESSONS</th>
<th>13 September 2023</th>
<th>22 December 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Holidays</td>
<td>23 December 2023</td>
<td>7 January 2024</td>
</tr>
<tr>
<td>Exams session</td>
<td>8 January 2024</td>
<td>17 February 2024</td>
</tr>
<tr>
<td>Workshop Week</td>
<td>12 February 2024</td>
<td>16 February 2024</td>
</tr>
<tr>
<td>Workshop Week (Communication Design)</td>
<td>5 February 2024</td>
<td>9 February 2024</td>
</tr>
</tbody>
</table>

## 2ND SEMESTER

<table>
<thead>
<tr>
<th>LESSONS</th>
<th>19 February 2024</th>
<th>31 May 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter Holidays</td>
<td>29 March 2024</td>
<td>2 April 2024</td>
</tr>
<tr>
<td>Exams session</td>
<td>6 June 2024</td>
<td>27 July 2024</td>
</tr>
<tr>
<td>Workshop Week</td>
<td>3 June 2024</td>
<td>7 June 2024</td>
</tr>
</tbody>
</table>

Check the school academic calendar here:  
Online safety course for the Labs of the Design Department

Online Services >> Data >> Training courses >> Courses on Safety >> Course to access the Design Department Labs

Lab Immagine

Send an e-mail to accessolabb-design@polimi.it >> enclosing the certificate of passing and specifying the following information: Immagine Lab, name, surname, personal code.

Lab Prototipo, Moda, Allestimenti

Book your specific training in Lab with APP Affluences

Bring identity card and two passport pictures to withdraw your lab card
• **Basic Course on Safety:** *Course pass certificate attained* on 01 September 2014.

For workers and must be integrated by specific training in relation to the duties performed with regard to occupational health and safety. Recipients: RADRL and Supervisors appointed by the Directors for the purposes of safety.

Preparatory courses: the Basic Course on Safety must be achieved before to start this course.

Access course in **ITALIAN**

• **Managing Emergencies:** *not taken*

Recipients: guests who are not considered to be workers but who remain in the Politecnico di Milano for significant periods of time.

Access course in **ITALIAN ENGLISH**

• **Course to access the Design Department Labs:** *Course pass certificate attained* on 06 October 2014 and *valid till the 05 October 2019.*

It is possible to take the course again.

Access course in **ITALIAN ENGLISH**
04. Students Empowerment
Within the Politecnico di Milano, specialised support for students with disabilities and SpLD (Specific Learning Disorders) is guaranteed by a multidisciplinary team that develops customised plans and provides ad hoc technical and educational services, from sitting the entrance tests and throughout their academic career. The service also includes a specific counselling programme related to post-graduate job placement, putting the student directly in contact with companies.

**Disability and SpLD: polimi**
**multichance@polimi.it**
A new strategic programme

from the Politecnico di Milano to guarantee a study and work environment that respects gender identity, disability, culture and background. The POP programme is structured around five strategic lines of action: gender identity, culture, nationality and religion, sexual orientation, disability and psychological wellbeing. For each of the five lines of action, the university is promoting and organising a range of training initiatives and services (accompaniment, listening and support etc.) aimed at creating an inclusive environment that allows students, researchers and teaching and administrative staff to pursue their career successfully, inside and outside the university.

Polytechnic Equal Opportunities (POP): polimi EQUALOPPORTUNITIES@POLIMI.IT
In times of distress and uncertainty

PoliPsi is the free counselling and psychological and psychotherapeutic support service for students and PhD candidates at the Politecnico di Milano. It employs psychologists and psychotherapists who are experts in relationship dynamics and learning processes and it offers a space in which you can seek advice and receive competent support.

To use the identity *you identify with.*

The protocol ensures that students into (or aspiring at) a gender transition live in an inclusive environment where interpersonal relationships are grounded in fairness and mutual respect for the individual’s freedom and inviolability. According to the current protocol version, the student gets a badge reporting the name of election and a new institutional e-mail.

sgs@polimi.it
LGBTI+: polimi
MAP OF SERVICES FOR STUDENTS

mappa_dei_servizi.pdf (polimi.it)
Beyond your Curriculum
**NEWSLETTER & ASSOCIATIONS**

**POLITAMTAM**

The **Politamtam** newsletter: to find out about events, activities organised by student associations and opportunities for students.

**REPRESENTATIVES AND ASSOCIATIONS**

Register in the student's associations to have more moments of aggregation and collaboration among students.
Passion in Action is a catalogue of open participation teaching activities that the Politecnico offers to students to support the development of transversal, soft and social skills and to encourage/facilitate students in enriching their personal, cultural and professional experience.

This opportunity is open to everyone. Students may choose from a range of subjects depending on their own interests and personal attitudes.

Passion in Action - YouTube
To enrich the development of transversal, soft and social skills.

Design Explores is a "passport" which will recount the journeys and experiences undertaken by individual students in different "territories" of design, giving value to your passions and aptitudes.

Students will be able to identify, within a series of DESIGN initiatives and events in line with their studies and with specific personal needs and passions.

School: Design Explorer (polimi.it)
COLTIVANDO is a shared vegetable garden located in the green spaces of Bovisa campus. Developed by the Polimi DESIS Lab within the Design Department/School of Design, Coltivando was born from the collaboration of service designers and space designers, who conducted a co-design process with the local community.

Contact us!
coltivando@polimi.it
06. International Opportunities
INTERNATIONAL MOBILITY PROGRAMS

350 STUDENTS LEAVING FOR AN INTERNATIONAL EXPERIENCE EVERY YEAR

145 ERASMUS UE UNIVERSITIES FOR ERASMUS EU

73 EXCHANGE EXTRA UE UNIVERSITIES FOR ERASMUS EXTRA EU

7 DOUBLE DEGREE UNIVERSITIES FOR DOUBLE DEGREE PROGRAMS

ERASMUS + TRAINEESHIP
### WHAT – WHEN - WHERE

<table>
<thead>
<tr>
<th>FOR</th>
<th>WHAT</th>
<th>WHEN</th>
<th>WHERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year Master Students</td>
<td>Mobility for study</td>
<td>2nd Year Master 1st and/or 2nd semester*</td>
<td>In UE or extra UE</td>
</tr>
<tr>
<td></td>
<td>Double Degree</td>
<td>2nd Year Master 2° semester</td>
<td>In UE or extra UE</td>
</tr>
<tr>
<td></td>
<td>Erasmus+ Traineeship</td>
<td>2nd Year Master 2nd semester</td>
<td>In UE</td>
</tr>
</tbody>
</table>

Considering your Master, you can go in exchange:

- **Integrated Product Design**
  - 1st Year Master 2nd semester and/or 2nd Year Master 2nd semester

- **Design for the Fashion System**

- **Communication Design**

- **Interior and Spatial Design**
  - 2nd Year Master 1st and/or 2nd semester

- **Digital and Interaction**

- **Product Service System**
  - 2nd Year Master 2nd semester
INTERNATIONAL DOUBLE DEGREE

France

Les Écoles Centrales

China

Tsinghua University

China

Tongji University

China

Xi’an Jiatong University

Brazil

Universidade do Vale do Rio dos Sinos

Universidad de São Paulo

Chile

PUC - Pontificia Universidad Católica de Chile

Politecnico di Milano | Lezione zero
INTERNATIONAL MOBILITY PROGRAMS

2 calls

➔ NOVEMBER
➔ MARCH

07.

Didactic Tools
DESIGN SCHOOL WEBSITE

http://www.design.polimi.it
CURRENT STUDENTS

Information, rules and useful links for students enrolled at Politecnico di Milano to Laurea degree (equivalent to Bachelor of Science), Laurea Magistrale degree (equivalent to Master of Science), and single courses.

- What to do after the enrolment
- Admission to Laurea Magistrale programmes

RULES AND REGULATIONS FOR STUDENTS

- Study Plan and OFA of English and Italian
- Language requirements: English and Italian
- Experience abroad
- Interruption, Suspension, Withdrawal, Loss of student status
- Simultaneous Registration
- Tuition fees, scholarships and financial aid
- Didactic Activities and Degree Examination
- Changing Degree Programmes/Transfer to other University
- State Examination

OTHER INFORMATION

https://www.polimi.it/en/current-students
Online Services
Students deadlines
Contacts for Students
Search for Professors
........
WEBEEP | THE STUDENT COMMUNICATION SYSTEM

https://webeep.polimi.it
POLIMI APP

The app to experience Polimi at 360°:

- **Manage your didactic career** from a single-entry point, keeping track of study plans, lessons, exams and fees thanks to a proactive and personal agenda
- Receive **personalized news** based on your interests
- Receive personalized notifications and **stay updated on deadlines** relevant for you
- Search for classroom and available classroom inside campuses
- Contact the most suitable support service
NEXT ACADEMIC MEETINGS CALENDAR

October – November 2023
Promotion International Mobility Programs

June – July 2024
New Year New Tips all you need to know for the 2nd year Master

October 2024
Internships are you ready? all you need to know
YOUR OPINION

Your opinion is important! Please answer this short questionnaire.
Thank you!

This Presentation is available online:
School: Welcome e “Lezione 0” (polimi.it)