



POLITECNICO
MILANO 1863

EDUCATION DIVISION

Decree Index no. 12.139/2022
Ref. no. 269.505
Date 22.11.2022
Title III Class 14
UOR SMI

The Director

- HAVING REGARD TO Erasmus interinstitutional agreements in place or being drawn up between Politecnico di Milano and partner universities, aimed at giving its students the opportunity to spend a period of study abroad recognized by the University;
- HAVING REGARD TO interinstitutional agreements in place or being drawn up between Politecnico di Milano and non-European partner universities, aimed at giving its students the opportunity to spend a period of study abroad recognized by the University;
- HAVING REGARD TO interinstitutional agreements in place between Politecnico di Milano and European and non-European partner Universities aimed at allowing its students the opportunity to spend a period of study abroad recognized by the University aimed at obtaining a Double Degree;
- HAVING REGARD TO the Erasmus Charter for Higher Education 2021-2027 awarded by the European Commission;
- HAVING REGARD TO Erasmus programme guidelines for the seven-year period 2021-2027 issued by the European Commission;
- PENDING the agreement between the Erasmus National Agency and Politecnico di Milano for individual mobility in the field of education and training for the a.y. 2023/2024
- HAVING REGARD TO the Erasmus+ KA171 2022 Convention between the Erasmus National Agency and Politecnico di Milano
- HAVING REGARD TO “Guidelines for the management of international student mobility” approved by the Academic Senate on 16.11.2021;
- HAVING REGARD TO the resolution of the Board of Governors of 25.10.2022
- HAVING REGARD TO the resolution of the Academic Senate of 21.11.2022

HEREBY DECREES

the issue of the **First call for participation in International Mobility programmes for the academic year 2023/2024 – edition for the School of Design**

the text of which, attached hereto, is an integral part.

Milan,

The Director
Dr. Assunta Marrese

Digitally signed under CAD - Leg. Dec. 82/2005 as amended art. 21(1.2)



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First Call
for
participation in
International Mobility
programmes
for the academic year
2023/2024

Edition
School of Design



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► **dl** **International Double Degree Mobility**

► **ms** **International Mobility for Study**



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1. GENERAL INFORMATION

Politecnico di Milano offers its students the opportunity to take part in the following international study activities:

- International Mobility aimed at obtaining ECTS credits that are an integral part of the programme for the completion of the study cycle, hereafter called **International Mobility for Study purposes**;
- International Mobility with a view to obtaining a Double Degree qualification with the partner and Politecnico di Milano, hereafter called **International Double Degree Mobility**.

The student may perform the following activities overseas:

- A period of study aimed at obtaining ECTS credits that are an integral part of the programme for the completion of the study cycle.
- A thesis research period, possibly linked to a study period as described above.
- A period of study as described above that also includes a brief internship, of less than 2 months, immediately following the period of study or undertaken in the same period. This type of mobility, called *combined*, will be considered as a period of study.
- A period of thesis research linked to a brief internship, of less than 2 months, immediately following the period of study or undertaken in the same period.

All of the above activities can be performed both "in presence" at the partner's facilities and in *Blended* mode, with "remote" and "in presence" components. **The "in presence" part of the mobility shall have a minimum duration of 2 months for mobility to be eligible and valid.**

International mobility offered by Politecnico di Milano is based on **agreements** established with numerous partner Institutions. Depending on the type of agreement, the following are offered:

- Erasmus mobility for study purposes¹;
- Non-European mobility for study purposes²;
- Double Degree mobility with European partner Universities participating in the Erasmus programme and with partner Universities in non-European countries.

¹ Participating in the Erasmus Programme are i) EU countries: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Hungary, ii) countries of the European Economic Area: Iceland, Liechtenstein and Norway, and ii) candidate countries (Turkey and former Yugoslav Republic of Macedonia).

² All mobility in countries not included in point 1 above shall be deemed to be non-European mobility. Mobility to Switzerland and the United Kingdom is considered non-European mobility.



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Mobility for the a.y. 2023/2024 will be announced twice during the current academic year:

- this first Call announces all mobility places available for the a.y. 2023/2024, both Mobility for Study, to be carried out in the first or second semester, and Double Degree mobility.
- The second Call will be published in April 2023. This will contain all mobility places still available for the a.y. 2023/2024, compatibly with the internal organization of partner Institutions, for both Mobility for Study or Double Degree mobility, and any new mobility opportunities agreed in the meantime.

1.1 CALL TARGET

This Call is addressed to all students enrolled:

- on Laurea (equivalent to Bachelor of Science) courses
- on Laurea Magistrale (equivalent to Master of Science) courses
- on Single Courses

of the School of Design.

If a student is enrolled on two programmes at Politecnico di Milano, a single application for Double Degree and a single application for Mobility for Study may be submitted, for one or the other programme as chosen by the applicant.

Upon completion of the selection process for the First Call, applicants may be:

- **Ineligible**
- **Eligible** but not selected due to lack of available places
- **Confirmed**: selected, and have confirmed mobility
- **Withdrawn**: selected but have turned down mobility, or have not responded to the assignment within the Call deadline

For the Second Call the following may **NOT** apply for a Double Degree:

- Students who confirmed a Double Degree mobility in the first Call
- Students who confirmed a Mobility for Study in the first Call
- Students who turned down a Double Degree mobility in the first Call

For the Second Call the following may **NOT** apply for Mobility for Study:

- Students who confirmed a Double Degree mobility in the first Call
- Students who confirmed a Mobility for Study in the first Call
- Students who turned down a Mobility for Study in the first Call



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1.2 RIGHTS AND DUTIES OF STUDENTS IN MOBILITY

In accordance with interinstitutional agreements signed by Politecnico di Milano and partner Universities, valid for the a.y. 2023/2024, the international mobility student will be entitled to:

- obtain the services offered to students regularly enrolled at the partner Institution without having to pay tuition fees;
- attend courses at the partner Institution and take the relevant exams useful for obtaining the qualification at Politecnico di Milano;
- receive full academic recognition for activities agreed upon and successfully completed during the mobility period.

To take part in International Mobility for Study, students shall:

1. at the time of departure, be enrolled at least in the second year of a Laurea course at Politecnico di Milano, or have the status "students about to complete studies" (cf. art. 11 of the Regulation on student grants);
2. register for the a.y. 2023/2024, if requested, within the set deadline;
3. have fulfilled any additional educational requirements (OFA TEST or ENG);
4. regularly pay the student contribution due for the a.y. 2023/2024 to Politecnico di Milano. Students are not required to pay fees at the host University. The host Institution may however request payment of a small sum in order to cover insurance costs, membership of student associations or the use of different materials (photocopies, laboratory products, etc.), in an identical way to that of local students;
5. sign before departure and adhere to the Mobility Agreement governing relations between the student and Politecnico di Milano during his/her stay abroad and submit all the required documentation;
6. comply with the regulations and the academic calendar of the host University;
7. carry out the activities agreed upon with the host University, taking the relevant exams.



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1.3 MOBILITY PROGRAMMES

▶ dl 1.3.1 INTERNATIONAL DOUBLE DEGREE MOBILITY

Double Degree programmes enable students of Politecnico di Milano to spend a period of study abroad and attend courses aimed at obtaining both the Italian qualification and the corresponding foreign qualification.

The participation conditions vary depending on the agreement with the partner University, the year of attendance and academic requirements. In most cases, such programmes require:

- attendance from 1 to 2 academic years at a partner University
- up to 120 ECTS credits (comparable with Italian CFU credits), of which up to 60 recognised by Politecnico di Milano
- a minimum of 60 ECTS credits at Politecnico di Milano
- defending the Degree thesis at Politecnico di Milano and at the partner University, where required.

It is noted that the duration of mobility and number of available places depend on the agreement with the partner University.

For more details on each agreement, please refer to the "Map of partner Universities and Mobility Agreements", available at the link <https://www.polimi.it/en/campuses-and-services/international-mobility/international-mobility>, giving details on:

- the year's requirements for the applicant. It is also noted that, solely for the purposes of this Call, students enrolled on Master's Degree courses in the second semester of the a.y. 2021/2022 will be considered as students enrolled in the first year.
- average grade requirements (the total weighted average of the entire university course)
- the double degree mobility scheme,
- available places and the Study Programmes that have access to them,
- links to the web pages of the partner Institution and to the part dedicated to exchange students.

The minimum requirements may be reviewed by the mobility host Institution at the time of application and admission to courses.



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1.3.2 INTERNATIONAL MOBILITY FOR STUDY

International Mobility Programmes for Study give the students of Politecnico di Milano the opportunity to spend a period of study overseas and attend courses aimed at obtaining ECTS credits that will be recognised in their academic career.

The duration of Mobility for Study and **number of available places depend on the agreement with the partner Institution**. The duration of mobility shall not in any case be less than **2 months** or greater than **12 months**.

It is stressed that Mobility for Study generally lasts for one semester. Any extension shall be agreed between Politecnico di Milano and the host Institution.

Mobility within the Erasmus Programme shall be between 1 July 2023 and 30 September 2024.

Non-European mobility may be between 1 July 2023 and 31 December 2024, and may not commence beyond 30 June 2024.

Warning! The rule for the first semester of the Master's Degree

Students who at the time of applying are enrolled on the third year of a three-year Laurea course or on Single Courses and who enrol in a Laurea Magistrale course in the second semester of the a. y. 2022/2023 will be able to carry out Mobility in the first and the second semester of the a.y. 2023/2024.

Students who at the time of applying are enrolled on the third year of a three-year Laurea course or on Single Courses and who enrol in a Laurea Magistrale course in the first semester of the a. y. 2023/2024, will be able to carry out international mobility only in the second half of the same year.

Students who at the time of applying are enrolled on the third year of a three-year Laurea course and who enrol in a Laurea Magistrale course in the second semester of the a. y. 2023/2024, will not be able to carry out international mobility in the semester of matriculation.

Students who at the time of applying are enrolled on the third year of a three-year Laurea course and who will not graduate in time to enrol on a Laurea Magistrale course in the a. y. 2023/2024, will be able to carry out international mobility in the first and the second semester of the same year, as long as they are enrolled on a three-year Laurea course.



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SPECIAL INTERNATIONAL MOBILITY STUDY PROJECTS

MEDes

Students will have the opportunity to apply, where envisaged, and exclusively with this Call, for the **MEDes Project**. Applicants must express that choice as their first preference; otherwise, it cannot be taken into consideration. The Promoter of the MEDes agreement may fix individual meetings with the applicants, during which they will be able to express the order of preference of the MEDes institutions. The final destination institution will be decided during the Board Meeting in March 2023, at which the selected students will be asked to participate. For further information on the MEDes Project, see the link: <https://www.design.polimi.it/it/area-internazionale/partners-networks-collaborations/reti-internazionali-e-scuole-partner>



2. CHOICE OF DESTINATION

For a valid and effective application, the student shall:

- Consult the "Map of partner Universities and Mobility Agreements", where for each agreement details are given on available places and eligible study programmes, as well as references to the web pages of partner Institutions dedicated to exchange students, if present.
- Check the offer and academic calendar, language requirements, application submission deadlines, etc. on the web pages of partner universities.
- Check additional requirements indicated in the Regulations of his/her study programme (see art. 12 of the Regulations) available on the University website, and/or the information/rules published on the websites of the School or programme.

N.B. Actual mobility is subject to the selected student being accepted by the partner Institution, which can always define mobility constraints and limitations.

It is also noted that some proposed mobility places will be confirmed only after the finalisation of agreements still being negotiated.

It is also pointed out that the educational offer of partner Universities might be subject to changes that would not allow the proposed exchange to go through.

Warning! Many partner Institutions require, among exchange admission requirements, knowledge of a language, as confirmed by official certification. The applying student should check on the website of the partner Institution any exchange constraints and prepare the necessary documentation to prove the required linguistic skills within the deadlines set by the partner Institution.



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3. SUBMISSION OF APPLICATION

Students interested in applying for a Double Degree Mobility programme and/or International Mobility for Study must fill out the online application tool via the "International Mobility for Study" tool, available from personalised Online Services **from 22 November 2022 to 11 January 2023 (midday)**. **The closing date for applications is compulsory. No application can be modified or completed beyond midday of 11 January.**

Students wishing to apply for both the Double Degree mobility and International Mobility for Study will have to fill out two separate applications online.

When applying for International Double Degree Mobility, the student will be able to select up to 3 preferences.

When applying for International Mobility for Study, the student will be able to select up to 6 preferences.

For each of the possible destinations, the student will be able to see, at the time of application, the number of places available for the Call in the a.y. 2023/2024, and the number of preferences expressed by applicants for Calls for the a.y. 2022/2023 if available.

N.B. students enrolled on Laurea Magistrale courses who have obtained a Laurea (or equivalent qualification) at an Italian University other than Politecnico di Milano will have to self-certify, in the ad hoc section of the online application, the weighted average of grades for exams taken, for which the top value is 30, and the very first year of matriculation (the first year of enrolment on any Laurea course, even if different from that for which the qualification was obtained). Total ECTS credits obtained in the first cycle will in any case be considered equal to 180. These students shall also self-certify any participation in mobility programmes for study, having a minimum duration of 3 months and carried out during the previous university course.

Any self-certified data that does not comply with requirements will result in the applicant being excluded from the selection process. If, following checks, self-certified data prove to be false or untruthful, the applicant will forfeit the benefits obtained further to the untruthful declaration, pursuant to art. 75 of Presidential Decree 445/2000.

Students who at the time of application are enrolled in the third year of a three-year Laurea course or on a single course will be asked to **indicate the Study Programme they intend to attend in the a.y. 2023/2024**. Selections will be effected on the basis of the declarations made by the student in the application phase. If the actual programme enrolled on is different from that indicated in the application, mobility may not take place.

Students with a non-Italian qualification enrolled on the first year of a Laurea Magistrale course will be able to make an international mobility application only after completing the enrolment procedures: <https://www.polimi.it/en/international-prospective-students/laurea-magistrale-programmes-equivalent-to-master-of-science/application-procedures/after-admission/prepare-documents-for-the-enrolment>



Students who have not uploaded portfolio and profile and/or have not expressed at least one preference will be considered as not assessable, and consequently excluded from the selections.



4. EVALUATION OF APPLICANTS: GRADE

The student's academic record will be assessed by applying the **grade formula** function. The value generated by the formula, i.e. the **grade**, considers the total weighted average, that is, the weighted average of the entire university career, ECTS and academic career time. If students have the same weighted average and ECTS, the formula therefore gives greater chances to students who have achieved the same results in a shorter time frame.

The grade is calculated automatically, during the selection phase, with data from the student's record as of 31 December 2022.

The grade is calculated as follows:

$$Media\ totale + 0.1 \left(\frac{CFU_{1^{livello}} + CFU_{2^{livello}}}{Anni\ di\ immatricolazione\ totali - 1} - 30 \right)$$

where

$$Media\ totale = \frac{CFU_{1^{livello}} \cdot Media_{1^{livello}} + CFU_{2^{livello}} \cdot Media_{2^{livello}}}{CFU_{1^{livello}} + CFU_{2^{livello}}}$$

"Anni di immatricolazione totali" (Total enrolment years) means all the years that have passed since the very first matriculation to any Laurea programme, even if different from that for which the qualification was actually obtained. The years when studies have been put on hold are therefore also included.

A bonus of 3 points will be added to the grade for International Mobility for Study applicants who:

- have never experienced international mobility for study at a foreign partner University, either remotely or in presence, with Politecnico di Milano or with another Italian University;
- have turned down by midday of 15.01.2023 international mobility to be undertaken in the second semester of the a.y. 2022/2023, by accessing the online services "International Mobility for Study" and clicking on "My mobility" (top left) and on the appropriate WITHDRAW button.

A three-year Laurea degree obtained at foreign universities is in any case considered as international mobility.

A Double Degree Mobility applicant will still receive a bonus of 3 points on the value of the grade, for the Double Degree application only, regardless of previous mobility experiences.

The grade may therefore reach a maximum value of 33 points + 3 bonus points.

For the purposes of calculating the grade of students enrolled on Laurea Magistrale courses with Laurea (or equivalent degree) obtained at an Italian University other than Politecnico



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di Milano and for the purposes of assigning the 3 bonus points, self-certified data provided in the application phase will be used, considering a total number of ECTS credits of 180.

For the purposes of calculating the grade of students enrolled on a three-year Laurea course, with another Laurea (or equivalent title) already obtained and recognition of previous university studies, the year of first matriculation of the previous studies will be considered as the very first year of matriculation, but the weighted average and ECTS credits will refer only to the current three-year course.

Applicants in possession of non-Italian qualifications enrolled on the first year of a Laurea Magistrale course will be assigned a value based on the average obtained in the University of origin converted on a scale out of thirty-three.

For applicants in possession of a non-Italian academic degree enrolled in a year following the first of a Laurea Magistrale course, the grade will be calculated, for the part referring to the first level, considering the average obtained in the University of origin converted on a scale out of thirty, total ECTS credits of 180 and a total "level one" time of 3 years. For the part relating to "level two", the data present in the university record at 31.12.2022 will be considered.

The grade formula is not applicable to applicants enrolled in the first year of a Laurea course; they will be placed in the ranking based on the grade calculated by starting from the score obtained in the entrance test, converted on a scale out of thirty-three.

For students with equal grade, priority will be given in the ranking to the student with the higher average. In the event the average is also equal, priority will be given to the younger student.



5. SELECTION AND ASSIGNMENT OF MOBILITY DESTINATION

Each selected student can be assigned only one mobility place, exclusively in the a.y. 2023/2024.

Selections for International Double Degree Mobility will be conducted first. Only upon completion of the final assignment phase for international Double Degree mobility will applicants for International Mobility for Study be evaluated and selected.

Students applying for both International Double Degree Mobility and International Mobility for Study will not be evaluated for the latter if they have confirmed acceptance of Double Degree mobility.

All students selected with this Call for an International Double Degree Mobility who turn it down or do not respond to the assignment within the deadlines set out below will not be able to apply for Double Degree Mobility with the Second Call, to be published in April 2023.

All students selected with this Call for International Mobility for Study who turn it down or do not respond to the assignment within the deadlines set out below will not be able to apply for International Mobility for Study with the second Call, to be published in April 2023.

All students selected with this Call for an International Double Degree Mobility or International Mobility for Study accepting the assignment within the deadlines set out below will not be able to apply for Double Degree Mobility or International Mobility for Study with the Second Call, to be published in April 2023.



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►dl **INTERNATIONAL DOUBLE DEGREE MOBILITY**

5.1 SELECTION PROCESS FOR INTERNATIONAL DOUBLE DEGREE MOBILITY

Applicants will be evaluated by the Promoter of the first preference expressed, based on a score made up of:

- Grade (max. 33 points) + 3 bonus points (cf. art. 4)
- Portfolio (max 10 points)
- Profile (max 10 points).
- Eligibility for the first preference (0 to 3 points)
- Mandatory interview, possibly remotely (max 10 points). Failure to attend the interview will result in the applicant not being eligible for Double Degree mobility, and consequently being excluded from the rankings. The dates of interviews will be published online, on the Call page, by 16 December 2022. Procedures and times will be communicated to applicants close to the dates indicated.

The total score of applicants may thus reach a maximum of 69 points, for the first preference only, and a maximum of 66 for all other preferences after the first.

The student will then have a score with which to compete for selection for his/her first preference.

The score with which he/she will compete for other preferences expressed will not take into account the assessment of eligibility (0 and 3 points) for the first preference.

If the Promoter of first preference is unavailable, the portfolio, profile and eligibility for the first preference expressed will be assessed by a Panel specifically appointed by the School. The same Panel will conduct the interview with the student.

The Promoters of the first expressed preference, or the Panel, may also indicate the applicant not eligible for mobility. In this case, the applicant will automatically be excluded from selection for International Double Degree Mobility.

All Promoters, for their own Institutions/Schools only, may also decide on the student's ineligibility for individual preferences expressed.



5.2 INTERNATIONAL DOUBLE DEGREE MOBILITY ASSIGNMENTS

Each applicant must view the results of their application via the "International Mobility for Study" online tool, according to the following timetable:

Results first assignment	31 January 2023
Acceptance by the student	31 January - 6 February 2023, by midday
Results second assignment	9 February 2023
Acceptance by the student	9 - 13 February 2023, by midday

The reading of this Call and of the timetable for the selection process contained herein shall count as notification to applicants.

Instructions on how to confirm the assigned destination are given in the online tool and published online on the dedicated webpage: https://www.polimi.it/en/campuses-and-services/international-mobility/study-abroad/erasmus-and-other-programmes/1-how-to-apply?polij_step=0&t=1669038061038&_pj0=0&_pj1=3e5d614d662c5eb6a2696a0d4e13af40&cHash=a67ddafc8ad933646c0be8679f4351fc

The selected student shall in any case give his/her decision (I accept the assigned destination, I reject it, I'll wait for the next assignment if possible) by clicking on the link "What do you want to do?" next to the name of the partner Institution for which the student is selected (highlighted in green).

The selected student who turns down the placement or does not give his decision within the set deadline for the assignment for which he/she is selected will automatically be excluded from subsequent selection phases and from International Double Degree Mobility for the a.y. 2023/2024.

First assignment

STUDENTS SELECTED FOR ONE OF THE FIRST 2 PREFERENCES:

The student selected for any of the first 2 preferences will have to accept or turn down the assigned destination.

STUDENTS SELECTED FOR THE 3RD PREFERENCE:

The student selected for the 3rd preference may:

- accept the assigned destination, which is thus definitively confirmed.
- turn down the assigned destination, and consequently withdraw from Double Degree mobility for the a.y. 2023/2024.
- ask to wait for the second assignment phase, where he/she might be selected for a better preference, or, if this is not possible, be placed again for the preference already assigned with the first placement.



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Second assignment

With the second assignment phase, the student selected for any of the expressed preferences will have to accept or turn down the assigned destination.

►ms **INTERNATIONAL MOBILITY FOR STUDY**

5.3 SELECTION PROCESS FOR INTERNATIONAL MOBILITY FOR STUDY

All students who have confirmed a Double Degree International Mobility will be excluded from the selection process for the **International Mobility for Study**.

Applicants will be evaluated by the Promoter of the first preference expressed, based on a score made up of:

- Grade (max. 33 points) + 3 bonus points (cf. art. 4)
- Portfolio (max 10 points)
- Profile (max 10 points).
- Eligibility for the first preference (0 to 3 points)

The total score of applicants may thus reach a maximum of 59 points, for the first preference only, and a maximum of 56 for all other preferences after the first.

The student will then have a score with which to compete for selection for his/her first preference.

The score with which he/she will compete for other preferences expressed will not take into account the assessment of eligibility (0 and 3 points) for the first preference.

If the Promoter of first preference is unavailable, the portfolio, profile and eligibility for the first preference expressed will be assessed by a Panel specifically appointed by the School. The same Panel will conduct the interview with the student.

The Promoters of the first expressed preference, or the Panel, may also indicate the applicant not eligible for mobility. In this case, the applicant will automatically be excluded from selection for International Mobility for Study.

All Promoters, for their own Institutions/Schools only, may also decide on the student's ineligibility for individual preferences expressed.



5.4 ASSIGNMENT OF INTERNATIONAL MOBILITY FOR STUDY

Each applicant must view the results of their application via the "International Mobility for Study" online tool, according to the following timetable:

Results of first assignment	23 February 2023
Acceptance by the student	from 23 February to 2 March 2023, by midday
Results of second assignment	8 March 2023
Acceptance by the student	8 - 14 March 2023, by midday

The reading of this Call and of the timetable for the selection process contained herein shall count as notification to applicants.

Instructions on how to confirm the assigned destination are given in the online tool and published online on the dedicated webpage: https://www.polimi.it/en/campuses-and-services/international-mobility/study-abroad/erasmus-and-other-programmes/1-how-to-apply?polij_step=0&t=1669038061038&_pj0=0&_pj1=3e5d614d662c5eb6a2696a0d4e13af40&cHash=a67ddafc8ad933646c0be8679f4351fc

The selected student shall in any case give his/her decision (I accept the assigned destination, I reject it, I'll wait for the next assignment if possible) by clicking on the link "What do you want to do?" next to the name of the partner Institution for which the student is selected (highlighted in green).

To confirm the mobility place highlighted in green, the applicant shall also indicate the activity he/she intends to perform abroad.

The selected student who turns down the placement or does not give his/her decision within the set deadline for the assignment for which he/she is selected will automatically be excluded from subsequent selection phases and from International Mobility for Study for the a.y. 2023/2024.

First assignment

STUDENTS SELECTED FOR ONE OF THE FIRST 3 PREFERENCES:

The student selected for any of the first 3 preferences will have to accept or turn down the assigned destination.

STUDENTS SELECTED FOR ONE OF THE PREFERENCES BETWEEN 4 AND 6:

The student selected for any of the preferences listed between 4 and 6 may:

- accept the assigned destination, which is thus definitively confirmed.
- turn down the assigned destination, and consequently withdraw from International Mobility for Study for the a.y. 2023/2024.



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- ask to wait for the second assignment phase, where he/she might be selected for a better preference, or, if this is not possible, be placed again for the preference already assigned with the first placement.

Second assignment

With the second assignment phase, the student selected for any of the expressed preferences will have to accept or turn down the assigned destination.

6. INITIAL PROCEDURES FOR SELECTED AND CONFIRMED STUDENTS

The International Mobility Unit will inform students who have confirmed mobility of the subsequent procedures necessary to the start of mobility:

- completion of Application Form of the partner Institution according to the methods and timing indicated by the latter;
- definition of the Learning Agreement (study program form) with one's Referee.

7. RE-PLACEMENT REQUESTS

Students selected with the first Call for International Mobility, both for Double Degree and for Study, will be able to request a re-placement for one of the preferences expressed in the application, in the following cases:

- rejection of the Application Form submitted by the student by the partner Institution;
- proven impossibility of drawing up a Learning Agreement, endorsed by the mobility Referee
- impossibility of following courses in the host country/Institution due to force majeure. Causes of force majeure are all those unforeseeable and exceptional situations and events that may prevent normal teaching activities or jeopardise the safety and security of the student. Examples of this are major natural disasters (e.g. earthquakes) or the emergence of difficult socio-political or health conditions in the destination country.

Under no circumstances will re-placement applications be accepted for failure to attain the language level required by the partner Institution.

Re-placement requests will be evaluated and possibly accepted by the International Mobility Unit, after having consulted mobility Referees.

Students whose re-placement request is accepted will automatically turn down the place already assigned.

They will be able to access the second International Mobility Call if the request and approval of the Referee arrive in time. They will then submit a new application and be



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evaluated alongside other applicants, with whom they will compete for mobility places without any guarantee of being re-selected.

If, on the other hand, the request and possible approval of the Referee does not arrive in the time needed to access the second Call, a specially appointed Panel, which will meet whenever necessary as from July 2023, will check whether the student can be re-placed in one of the universities previously listed in the application, for the same mobility programme, if available.

8. GRANTS



The Board of Governors of Politecnico di Milano will decide on the criteria, methods and amount of grants by July 2023, based on the sums assigned by the Erasmus National Agency for the a.y. 2023/2024 and on the funding allocated by the Ministry for University and Research to Universities to promote international student mobility in and outside Europe, after having ascertained budgetary constraints.

Generally speaking, the criteria for defining grants take into account the type of mobility, country of destination and ISEE (household income) bracket of the participant. By way of example, please refer to: <https://www.polimi.it/campus-e-servizi/mobilita-internazionale/studiare-allestero/erasmus-e-altre-mobilita-per-studio/2-prima-di-partire>

The student selected for a mobility place in one of the countries that are partners of the Erasmus Programme (cf. note 1 p.4) shall have the *status* of Erasmus student, entailing rights and obligations in accordance with the Charter of the Erasmus student. Erasmus *status* does not necessarily entitle the student to an Erasmus grant.

The above rules do not apply to Erasmus KA171 mobility towards Partner (non-European) Countries, for which the provisions of art. 3.2 of this Call shall apply.

During the mobility, the student will in any case continue to receive any national/regional study grants or scholarships of which he is a beneficiary. The students receiving the scholarship referred to Legislative Decree no. 68 of 29 March 2012 and the eligible students not receiving the same scholarship may also seek supplementary grants, according to the deadlines of the Call for assignment of Financial Aid Benefits, for scholarships.

To allow a broader participation in International Mobility of students with disabilities or SLDs, there are **special grants that will be based on costs actually incurred, the request for which shall be duly motivated and justified in advance**. Interested students shall submit a regular application for the assignment of special grants within the deadlines and in the manner that will be communicated at a later date.



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9. INSURANCE COVERAGE

Politecnico di Milano students undertaking international mobility are covered by an insurance policy for accidents and third-party liability borne by the Politecnico di Milano for claims occurring during educational activities at the host Institution.

With regard to healthcare, the student must have a European Health Insurance Card (EHIC/TEAM) or other insurance scheme/coverage required in the country of destination.

Politecnico di Milano students may also take out a travel insurance policy (EuropAssistance S.p.A.) at a reduced cost.

10. DATA PROCESSING BRIEFING

With regard to the processing of personal data, pursuant to art. 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the content in the specific web page <https://www.polimi.it/privacy/>.

11. ADMINISTRATIVE OFFICER

In accordance with the provisions of art. 5 of Law 241 of 7 August 1990, 241, the person in charge of the procedure referred to herein is Dr. Rossella Magni, e-mail: bando-mobilita@polimi.it