GUIDELINES FOR EXCHANGE STUDENTS

The following guide is intended for those who are planning or have already been accepted at the Politecnico di Torino. The guide provides relevant information to make your time at Politecnico di Torino rewarding. If you have any questions at all, be sure to contact the staff at the Incoming Mobility Office (incoming.students@polito.it). We will do all we can to assist you as you get ready for your big adventure in Italy. We look forward to seeing you here! Further information can be found at the following link: http://international.polito.it/

APPLICATION DEADLINES

Shortly after we have received your nomination by your home University, you will receive an e-mail from the Incoming Mobility office containing your log-in information and instructions on how to complete the online application. When you will enter for the first time into the online application page you will be asked to enter with the e-mail account used by your home University to nominate you (you cannot change it!). The on-line application is intended to provide general information about the applicant and the home university. It must be completed and submitted on-line. Further information can be found via the following link: http://international.polito.it/admission/exchange_programmes

Applications must be submitted by:
May 30th 2019

Please notice: we will not accept applications after the given deadline.

ACADEMIC YEAR AND CALENDAR

Have a look at the university system, the following link shows the Italian university framework for the Higher Education: http://www.quadrodeittoli.it/Index.aspx?IDL=2

Politecnico di Torino runs on a two semester basis: from September 30th 2019 to January 18th 2020 (1st semester) and from March 2nd 2020 to June 13th 2020 (2nd semester)

• Examinations take place during 3 defined periods (called “sessioni”) during the academic year:
  1st semester: from January 20th 2020 to February 29th 2020;
  2nd semester: from June 15th 2020 to July 25th 2020;
  Recovery exam session: from August 31st to September 19th.

• Two dates (“appelli”) are offered in each session for courses concluded in that specific semester and one date for those concluded in the previous one.

See the academic calendar available online for the most up-to-date information: http://international.polito.it/admission/exchange_programmes

Please notice: you are required to stay in Italy until the end of the semester, examination period included.

ARRIVAL INFORMATION

All incoming students are strongly invited to attend the Welcome Orientation Meeting:
The Welcome Orientation Meeting is compulsory for all students since the date coincides with the official beginning of the Exchange Programme. During the days following the Meeting and prior the beginning of classes you will need to formally define your Learning Agreement and enrol at Politecnico. In addition to that, you will be introduced to your Academic Advisor.

We advise you to arrive approximately 1 or 2 days prior to the Welcome Orientation Meeting date.

The only reason we may make an exception to not attend the Welcome Orientation Meeting is if you have exams to attend at your home institution. If this is the case, please email us as far in advance as possible.

ACCOMMODATION

You will be able to find useful information on accommodation at the following link:
http://international.polito.it/practical_information/accommodation

GUIDELINES FOR YOUR PROPOSAL OF LEARNING AGREEMENT

Read the following guidelines carefully before completing your proposal of Learning Agreement.

- All programs offered at the Politecnico can be found at the following link: https://didattica.polito.it/offerta/index_en.html
- Exchange students can choose courses from study plans of 1st and 2nd level (cycle) with the exception of curricular courses from 1st year of 1st level.
- Please notice that there are limited places on 1st and 3rd year at Bachelor of Science level “free choice courses” in the area of architecture and engineering. Due to the restricted number, it is not possible to guarantee that all interested incoming students will be able to attend these courses. The suggestion, in this case, is to consider more than one option approved by your home university!
- Courses are called “insegnamenti” in Italian language. You may select relevant courses from various degree programs, however, please note that when you take courses from different study plans and/or years there is a high chance that these can overlap. Take notice that timetables will be published just a few weeks before the beginning of the semester at the following link:
https://www.swas.polito.it/dotnet/orari_lezione_pub/filtri_consultazione_generale.aspx
- We strongly advise you to select at least 20/30 ECTS per semester in your proposal of Learning Agreement. Please be flexible in reconsidering changes to your L.A. at your arrival in case some courses are not approved, cancelled or there are timetable clashes.
- When selecting the teaching activities, be sure to look at the courses offered during the academic year you will spend at PoliTO. In order to do that, first select the right academic year on the drop-down menu, and then click on the “Academic Year” button, as the picture below:

![Academic Year selection](image)

- You must ensure to have the appropriate academic knowledge to study the courses you choose. Please note that some degree courses deal with very specific topics and unless you hold that knowledge, you should consider other options. An academic year consists of two semesters, some courses are hold only in the first semester (named 1 in picture below) and some only in the second semester (named 2 in picture below). A few courses are taught during the
whole academic year and these can be chosen only by students that stay for both semesters (named 1, 2 in the picture below). This information is given in the ‘period’ column on the left of the course:

Please make sure you pick courses hold in the semester you will be at Politecnico

• Politecnico offers degree programs taught in English, in Italian and in both languages at the same time. To view the language of teaching click on the degree program:

BIOMEDICAL ENGINEERING
CHEMICAL AND FOOD ENGINEERING
CINEMA AND MEDIA ENGINEERING
CIVIL ENGINEERING
COMPUTER ENGINEERING

You will be able to see in what language each course is through a flag next to the name of each course:

You can indicate your preference in your L.A. proposal, though its approval will only be done once you arrive at Politecnico.

Even if your proposal of Learning Agreement will be potentially accepted by the Mobility Board, this could not be the final version. Due to the restricted number of places of some courses (such as Atelier/Design Units, Workshops, free choices 1st and 3rd year Bachelor of Science programs, etc.), it is not possible to guarantee the attendance of those courses because it is necessary to check that the number of exchange students who selected those courses will match with the seating capacity and with the choices of local students. This analysis will be done at the beginning of each semester.

Possible other changes can be done after the meeting with your Academic Advisor or due to timetable clashes. The suggestion, in these cases, is to consider more choices approved by your home university!

FINAL PROJECT INFORMATION

If you are enrolled at home university in 4th or 5th year and you wish to prepare your final project at Politecnico (thesis) you are more than welcome. Please, note that the workload is 5-6 months long, therefore it is advisable to spend this period at the Politecnico di Torino.

You have to find a Supervisor at PoliTO when you submit the Student Exchange Application Form. Before the Mobility Board evaluates your application form, the Incoming Mobility Office will double check it with the thesis Supervisor. In case you do not specify the name of the thesis Supervisor in the application form, the evaluation of it will be pending until you will find a tutor.

Be flexible: the project you might undergo may not perfectly match the purpose of the project you initially planned to do. It is very important that you cooperate with the thesis Supervisor and accept his/her suggestions. The Italian University system does not provide a mark for the final project, nor is there a final exam, the Italian Supervisor will prepare an informal work evaluation of the project that you will deliver to your home university. Unfortunately, the Politecnico di Torino is not able to assist undergraduate students in carrying out their final projects.
DOUBLE/JOINT DEGREE STUDENTS’ LEARNING AGREEMENT

If you are a double/joint degree student, you will only be allowed to follow the study plan of your field of study and cannot choose subjects from different study plans (as described in the previous section).

Further information can be found at the following link: http://international.polito.it/admission/exchange_programmes

ITALIAN LANGUAGE COURSE

During your study period at Politecnico di Torino you can attend an Italian language course. Politecnico offers different levels of Italian language courses from A0 to B2 level. Information about Italian language courses and their enrolment procedure will be given during the Welcome Orientation Meeting.

Exchange students cannot take language courses other than Italian.

EXTERNAL TAXES

All European and Non-European double/joint degree students have to pay the external taxes, no matter which program or project they belong to (Erasmus+, Erasmus+ Non EU Partner Countries etc.), the type of Agreement established between our institutions or the duration of stay as they will be formally enrolled to a degree program offered by Politecnico di Torino as any other local student. The amount of those taxes is around €160 and includes:

- regional fee for university right to study
- accident insurance premium
- tax stamp

European and Non-European exchange students attending courses, courses and final project, final project, research, traineeship/internship are totally exempted from paying external taxes.