



GUIDE 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 nominations by your University you will receive an e-mail from us with 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:

December 5th, 2018

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.quadrodeitoli.it/Index.aspx?IDL=2>

- Politecnico di Torino runs on a 2 semester basis: from October 01st 2018 to January 19th 2019 (1st semester) and from March 4th 2019 to June 15th 2019 (2nd semester).
- Examinations take place during 3 defined periods (called “sessioni”) in the year:
1st semester (from January 21st 2019 to March 2nd 2019)
2nd semester (from June 17th 2019 to July 27th 2019)
September 2019 (from September 2nd until September 21st)
- Two dates (“appelli”) are offered in each session for courses just concluded and one date for the past courses.



- 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 till the end of the semester, examination period included.

ARRIVAL INFORMATION

All incoming students are strongly invited to attend the Welcome Orientation Meeting that will be held according to the following program:

Date	Location
February 18 th 2019	Aula Magna (main campus)

The Welcome Orientation Meeting is compulsory for all students since the date coincides with the official beginning of the Exchange Programme. The days following the Meeting and prior the beginning of classes you will need to formally define your Learning Agreement and enroll at Politecnico. In addition you will be introduced to your Academic Advisor.

We advise you to arrive approximately 1 or 2 days prior to your 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. Please, take notice that an email from your home institution confirming your exams dates will be required.

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
- Bachelor and Master students can choose courses from study plans of 1st and 2nd level (cycle) with the exception of courses from 1st year of 1st level.



Please notice that there are limited places on 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 a second choice 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’s a high chance these can **overlap**. We therefore strongly advise you to choose most courses belonging to the same study plan and same year. Please take notice that timetables will be published just a few weeks before the semester starts at the following link:

http://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 on your application. Please be flexible in reconsidering changes to your L.A. At arrival in case some courses are not approved, are cancelled or there are timetable clashes.
- You must ensure to have the appropriate academic knowledge to study the courses you choose. Incoming students are able to request courses they believe they are academically capable of studying at Politecnico. Please note that some study areas/courses are restricted unless you have very specific knowledge. An academic year consists of two semesters, some courses are held only in the first period (label 1 in picture below) and some only in the second semester (label 2). A few courses are taught during the whole academic year and **these can be chosen only by students that stay for both semesters** (label 1,2). This information is given in the ‘period’ column on the left of the course:

1 year	Period	Code	Language	Insegnamento	CFU	Teacher	Notes	Vincoli
	1	06AHMLZ	🇮🇹	Chemistry	8	B. Onida (237 iscr.) M. Tomalino (236 iscr.) C. Gerbaldi (247 iscr.)		Yes
	1	06ACFLZ	🇮🇹	Mathematical analysis I	10	A. Tabacco (237 iscr.) E. Serra (234 iscr.) E. Berchio (247 iscr.)		
	1; 2	07LKILZ	🇬🇧	English Language 1st level	3			Yes
	2	02BHDLZ	🇮🇹	Computer science	8	P. Laface (267 iscr.) A. Acquaviva (278 iscr.)		Yes

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

- Politecnico offers programs taught in Italian and some programs taught in English. To view the language click on the degree program:

BIOMEDICAL ENGINEERING	TORINO	🇮🇹🇬🇧
CHEMICAL AND FOOD ENGINEERING	TORINO	🇮🇹🇬🇧
CINEMA AND MEDIA ENGINEERING	TORINO	🇮🇹🇬🇧
CIVIL ENGINEERING	TORINO	🇮🇹🇬🇧
COMPUTER ENGINEERING	TORINO	🇮🇹
CONSTRUCTION ENGINEERING	TORINO	🇮🇹



You will be able to see what language the courses are offered in the study plan by a flag next to each course:

Period	Code	Language	Insegnamento	CFU	Teacher	Notes	Vincoli
2	01QNJOD	🇮🇹	(It) <u>Visione sostenibile nell'interno architettonico</u>	6	<u>A. Marotta</u> (84 iscr.)		
2	01DDVOD	🇬🇧	<u>Automotive evolution</u>	6	<u>G. Genta</u> (157 iscr.)		Yes
2	01OHOOD	🇮🇹	<u>Chemistry lab for engineering</u>	6	<u>N. Penazzi</u> (98 iscr.)		Yes
2	02FZUOD	🇮🇹	<u>Communication and Writing Techniques</u> 📄	6	<u>D. Corno</u> (277 iscr.)		Yes
2	01OQAOD	🇮🇹	<u>Communication, Technology and Society</u>	6	<u>S. Monaci</u> (187 iscr.)		Yes
2	01PRQOD	🇬🇧	<u>Digital and Connected World</u>	6	<u>V. Curri</u> (115 iscr.)		Yes
2	01ONLON	🇮🇹	<u>Digital representation techniques</u>	6	<u>R. Spallone</u> (117 iscr.)		

- To have more information about a course you can click on it. You will find a page with useful information such as pre-requisites, contents, text books, examination modalities, etc:

Period	Code	Language	Insegnamento	CFU	Teacher	Notes	Vincoli
2	01QNJOD	🇮🇹	(It) <u>Visione sostenibile nell'interno architettonico</u>	6	<u>A. Marotta</u> (84 iscr.)		
2	01DDVOD	🇬🇧	<u>Automotive evolution</u>	6	<u>G. Genta</u> (157 iscr.)		Yes
2	01OHOOD	🇮🇹	<u>Chemistry lab for engineering</u>	6	<u>N. Penazzi</u> (98 iscr.)		Yes
2	02FZUOD	🇮🇹	<u>Communication and Writing Techniques</u> 📄	6	<u>D. Corno</u> (277 iscr.)		Yes

- Your Learning Agreement proposal will be discussed in full once you arrive in Turin, where you will be assigned an Academic Advisor. Therefore some modifications to your Learning Agreement can be done herein.
- For students in Architecture: studios, ateliers and workshops have a limited capacity of students, therefore we cannot assure you that you will be enrolled to the preferred studio, atelier or workshop. Please take notice that you can attend only one Atelier per semester. 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 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 a second choice 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 (thesis) you are more than welcome. Please, note that the work load is 5-6 months long, therefore it is advisable to spend this period at the Politecnico di Torino.

You are invited to suggest a selection of topics you are interested in when you fill in the Student Exchange Application Form and to search for a Supervisor at Polito even before your arrival to Italy. The more topics proposed, the more chances to come to the Politecnico di Torino you will have!!!

Consider to be flexible in case the final project you intend to prepare does not match the purpose of project you have planned. It is very important that you cooperate with the academic advisors and accept their suggestions. The Italian University system does not provide a mark for the final project, nor is there a final exam, the Italian Supervisor will only send an informal work evaluation of the project to the partner-university by e-mail.

Unfortunately, the Politecnico di Torino is not able to assist undergraduate students in carrying out their final projects.

DOUBLE 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 different 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 you can attend an Italian language course. Politecnico offers different levels of Italian language courses from A1 to B2 level.

Information about Italian language courses and their enrollment procedure will be given during the Welcome Orientation Meeting.

Please take notice that 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 159,53€ and includes:

- regional fee for university right to study (€140,00)
- accident insurance premium (€3,53)
- tax stamp (€16,00)

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