Admission to Laurea Magistrale
(equivalent to Master of Science) programmes
Milano, Lecco, Mantova, and Piacenza Campuses
Academic Year 2016/17

General Regulations

Architecture
Architecture-Architecture and Building Construction
Architecture-Architectural Design
Architectural Design and History
Sustainable Architecture and Landscape Design

Building and Architectural Engineering
Building Engineering
Management of Built Environments

Urban Planning and Policy Design
General Regulations

First level graduate students can attend Laurea Magistrale (equivalent to Master of Science) programmes. Second level graduate students coming from a different class of Laurea (equivalent to Bachelor of Science) can also attend.

Applicants will be admitted subject to an assessment of merit and the teaching contents of their “previous career”. Their training road will be verified to identify possible curricular integrations or recognise exams and attendance.

Students with curricular integrations cannot enrol in a Laurea Magistrale (equivalent to Master of Science); doing so is only permitted after the integrations have been completed through enrolment in single programmes.

**Requirements**

- First or second-level Laurea (equivalent to Bachelor of Science);
- English Language Certification.

You can also submit your request for assessment if you are a student:
- of Politecnico di Milano, and you have registered for the Degree Exam Sessions
- of another University and will graduate before enrolling in the Laurea Magistrale (equivalent to Master of Science).

In all cases of positive assessment, you must have obtained your Laurea (equivalent to Bachelor of Science) **before the enrolment deadline date** in order to proceed with registration.

**Who must apply for a career assessment?**

**ALL** applicants seeking admission to Laurea Magistrale (equivalent to Master of Science) programmes at the School of Architecture Urban Planning Construction Engineering must apply for a career assessment. These applicants include:

- Students entitled to admission;
- Students subject to an assessment of merit;
- Students admitted with curricular integrations in previous assessments;
- Students already registered for a different Laurea Magistrale (equivalent to Master of Science) programme but who have the intention of transferring.

**Special features for foreign students**

Students with a foreign qualification should follow the pre-enrolment procedure described on the Polinternational website at [www.polinternational.polimi.it](http://www.polinternational.polimi.it), respecting the given deadlines. By using this process, students can apply for merit scholarships and obtain more information on the organisation of their stay in Italy following admission.
How to apply for your career assessment

Your career assessment application must be submitted using the appropriate activated service on:

- www.polimi.it
- "ONLINE SERVICES"
- enter your credentials or register as a new user
- select: “Admission to the Laurea Magistrale (equivalent to Master of Science): application submission, result consultation, enrolment”

Each applicant can request assessments for up to a maximum of 3 Laurea Magistrale (equivalent to Master of Science) programmes (e.g. Architecture, Building Engineering, Urban Planning and Policy Design); with multiple admissions, they can opt for the Laurea Magistrale (equivalent to Master of Science) programme deemed to be most appropriate. Students can only change their application for admission once. Enrolment, however, cannot be modified once it has been registered.

The School of Architecture Urban Planning Construction Engineering offers nine Laurea Magistrale (equivalent to Master of Science) programmes:

- **Architecture**, programme with differentiated study plans, also in English, Milano campus
- **Architecture-Architecture and Building Construction**, programme with study plans in Italian and in English, Milano campus
- **Architecture-Architectural Design**, programme with differentiated study plans, also in English, Milano campus
- **Architectural Design and History**, programme in English, Mantova campus
- **Sustainable Architecture and Landscape Design**, programme in English, Piacenza campus
- **Building and Architectural Engineering**, programme in English with differentiated study plans, Milano and Lecco campuses
- **Building Engineering**, programme with differentiated study plans, Milano campus
- **Management of Built Environments**, programme in English with differentiated study plans, Milano campus
- **Urban Planning and Policy Design**, programme in English, Milano campus.
An application for presenting documents online using the “Admission to the Laurea Magistrale (equivalent to Master of Science): application submission, result consultation, enrolment” application has been active since Academic Year 2013/14.

The page that appears for the student contains a list of requests and file uploads for insertion; it is a generic page that takes into account the needs of all of the University programmes.

Should a request for the assessment of several Laurea Magistrale (equivalent to Master of Science) Programmes be made, the relative documentation must be submitted for each request, according to the different methods indicated by the individual programmes. Students who only submit one portfolio will be assessed on a single programme.

Students are required to verify the requirements of the programme they intend to follow and observe the instructions that are given.

After expressing your preferences and including the required documents, a .PDF file is generated. This file is the ENROLMENT RECEIPT, which should be PRINTED and SAVED.

**English Language Certification**

The following language skills are required:
- English Language Certification obtained by passing one of the tests listed in the "Guide to the English language" published on: [www.polimi.it/studenti/guide](http://www.polimi.it/studenti/guide).

The original certificate must be submitted to the Registrar’s Office, located in Via Golgi 42, Milan, within the established deadline for each Programme. Students who acquired their language certification at institutions affiliated with Politecnico di Milano are exempt, and must communicate the positive result of the test directly. The communication must, however, be received within the dates specified above.

**When to submit the career assessment application**

Early windows were suppressed as of academic year 2014/15.

Applicants, when admitted to a Laurea Magistrale (equivalent to Master of Science) programme can access the first or second semester by submitting their career assessment application according to the established deadlines given in the academic calendar.

**First Semester**

<table>
<thead>
<tr>
<th>Laurea Magistrale (equivalent to Master of Science) Programme</th>
<th>Presentation of assessment application</th>
<th>Applicant Assessment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>from 22/08/2016 to 09/09/2016</td>
<td>from 22/08/2016 to 21/09/2016</td>
</tr>
<tr>
<td>Architecture-Architectural Design</td>
<td>from 22/08/2016 to 09/09/2016</td>
<td>from 22/08/2016 to 21/09/2016</td>
</tr>
<tr>
<td>Architectural Design and History</td>
<td></td>
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<tr>
<td>Sustainable Architecture and Landscape Design</td>
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<tr>
<td>Urban Planning and Policy Design</td>
<td></td>
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</tr>
<tr>
<td>Building and Architectural Engineering</td>
<td>from 22/08/2016 to 03/09/2016</td>
<td>from 22/08/2016 to 27/09/2016</td>
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<tr>
<td>Building Engineering</td>
<td></td>
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<tr>
<td>Management of Built Environments</td>
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</tbody>
</table>

The deadline for submitting English Language Certification is the same as the last valid day for presenting requests for assessment.
Second Semester

<table>
<thead>
<tr>
<th>Programme</th>
<th>Presentation of assessment application</th>
<th>Applicant Assessment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>from 21/01/2017 to 14/02/2017</td>
<td>from 21/01/2017 to 22/02/2017</td>
</tr>
<tr>
<td>Architecture-Architecture and Bldg Constr.</td>
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<tr>
<td>Architecture-Architectural Design</td>
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</tr>
<tr>
<td>Building and Architectural Engineering</td>
<td>from 21/01/2017 to 14/02/2017</td>
<td>from 21/01/2017 to 28/02/2017</td>
</tr>
<tr>
<td>Building Engineering</td>
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</table>

The deadline for submitting English Language Certification is the same as the last valid day for presenting requests for assessment.

**Where to read the results and the meaning of the symbols**

When consultation has been completed, the Boards release the assessment results, listed in person code order to make them easier to locate. The assessment results are published online on www.auic.polimi.it.

The assessments expressed by the Board will subsequently appear on the personal page of each applicant and can be seen on:
- www.polimi.it
- “ONLINE SERVICES” - enter your credentials
- “Admission to the Laurea Magistrale (equivalent to Master of Science): application submission, result consultation, enrolment”

This is the legend of the symbols:

- Preference to be assessed

- Preference Pending: the Board informs that the applicant’s request has been considered, but that there are still not enough elements to render a definitive assessment. The applicant may be required to supply additional information in order to integrate the submitted application

- Preference evaluated positively - Admitted with obligations (enrolment in single programmes can be continued in order to fulfil curricular integrations)

- Preference evaluated positively - Admitted without obligations (the applicant can continue with enrolment)

- Preference evaluated negatively
Enrolment

Applicants who are admitted to a Laurea Magistrale (equivalent to Master of Science) programme can register within the timeframe established by the calendar and according to University regulations.

<table>
<thead>
<tr>
<th>Laurea Magistrale (equivalent to Master of Science) Programme</th>
<th>First Semester Enrolment Period</th>
<th>Second Semester Enrolment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>from 21/09/2016 to 26/09/2016</td>
<td>from 22/02/2017 to 01/03/2017</td>
</tr>
<tr>
<td>Architecture-Architecture and Bldg Constr.</td>
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<tr>
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<tr>
<td>Urban Planning and Policy Design</td>
<td></td>
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</tr>
<tr>
<td>Building and Architectural Engineering</td>
<td>from 12/09/2016 to 03/10/2016</td>
<td>from 19/02/2017 to 03/03/2017</td>
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<tr>
<td>Building Engineering</td>
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<tr>
<td>Management of Built Environments</td>
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</tbody>
</table>

In order to confirm your enrolment please go to:

- www.polimi.it
- "ONLINE SERVICES" - enter your credentials
- Select: "Admission to the Laurea Magistrale (equivalent to Master of Science): application submission, result consultation, enrolment"
- "Details"
- "Enrol"
- choose the payment plan

After payment, applicants are given a code to complete enrolment. Please proceed with enrolment and print out the receipt.

Curricular integrations enrolment in single programmes

Students with curricular integrations cannot enrol in a Laurea Magistrale (equivalent to Master of Science). The integrations can be completed by enrolling for single programmes online at:

- www.polimi.it
- "ONLINE SERVICES" - enter your credentials
- Select: "Admission to the Laurea Magistrale (equivalent to Master of Science): application submission, result consultation, enrolment"

The maximum limit is 80 credits per year and can include:
- the curricular integrations assigned by the Board during the career assessment phase;
- anticipated Laurea Magistrale (equivalent to Master of Science) courses, in accordance with the educational rules, for a maximum of 30 credits per year.
Additional procedures for PSPA options (subject-oriented roads within a programme), study plan submission, etc. are regulated by each individual programme and shown on the reference pages that follow.

For further information consult the University website on www.polimi.it, students' guide and regulations, Guide to Laurea Magistrale (equivalent to Master of Science) registration.
General Notes

To access the Laurea Magistrale (equivalent to Master of Science) Programmes in Architecture, Architecture-Architectural Design, Architecture-Architecture and Building Construction, students must have:
- a Laurea (equivalent to Bachelor of Science), class L-17 (or class 4 ex Min.Decree 509/1999), without any curricular integrations, or a qualification obtained abroad and recognized as valid;
- a laurea (equivalent to Bachelor of Science) or a 3-year university qualification (Min.Decree 270/04, art. 6);
- fulfilled the indispensable training activities shown in the table and relating to the L-17 Laurea (equivalent to Bachelor of Science) in Architectural Science, considered as a mandatory educational requirement, in accordance with EEC Directive 85/384 and its recommendations;
- passed the entrance exam required for enrolling in a Laurea (equivalent to Bachelor of Science) programme and/or single-cycle Laurea Magistrale (equivalent to Master of Science), explicitly finalised for “architect training”, as regulated at national level.

Admission to the LM-4 Laurea Magistrale (equivalent to Master of Science) in Architecture is subject to students passing their selection test, consisting of an assessment of merit which takes into account their previous career (on the basis of documentation submitted by the applicant at the time of pre-enrolment) and possibly other adequately documented significant training or professional experiences.

ALL applicants, even those entitled to admission, are required to submit a career assessment application using the online application activated on www.polimi.it online services, within the deadline indicated on the Calendar in the appropriate section below. Graduating students will be allowed to register for a career assessment, provided that they have passed their exams and earned at least 145 credits.

Two windows per year are provided for this assessment: one for the first semester and one for the second semester.

We advise you to print out the receipt indicating your registration number as proof of successful application submission.

The term "Laurea Magistrale (equivalent to Master of Science) Programme" is understood to mean the programme and not the educational roads, addresses and guidance that structure it.

- **Students Entitled to Admission**

  Students who enrolled for 3-year programmes at the School of Architecture Urban Planning Construction Engineering, who have graduated within 4 years from their first enrolment, and who by 30 September of the second calendar year from their first enrolment have earned the N/V parameter required by the Laurea Magistrale (equivalent to Master of Science) programme that they intend to follow (identified by their own study plan) are entitled to admission.

  These required parameters are differentiated according to the year of access:

  **For the Laurea Magistrale (equivalent to Master of Science) Programme in Architecture:**
  - Students who registered from AY 2003/04 to AY 2009/10: N/V 104/25
  - Students who registered in Academic Year 2010/11: N/V 104/27

  **For the Laurea Magistrale (equivalent to Master of Science) Programmes in Architecture-Architectural Design and Architecture-Architecture and Building Construction:**
  - Students who registered from AY 2003/04 to AY 2009/10: N/V 100/25
  - Students who registered in Academic Year 2010/11: N/V 100/27

  The assessment of those entitled to admission is based solely on their educational curriculum (study plan) for the purpose of allocating any necessary integrations.

  Graduate students who graduated in Class L-21 and L-23 (with the exception of graduate students in Architecture and Building Construction) and with a high number of curricular integrations cannot enrol in a Laurea Magistrale (equivalent to Master of Science) in Architecture, Architecture-Architectural Design, Architecture-Architecture and Building Construction, even if they have fulfilled the N/V parameter.
Students with an unfulfilled N/V parameter, external students, students who transferred from another Laurea Magistrale (equivalent to Master of Science) Programme

The assessment is entrusted to reference programmes with up to 150 points:

- **up to 110 points** = assessment of the educational curriculum (weighted average of the test scores on a basis of at least 145 credits earned). The average of the planned registered exams considered at the time of the assessment will be valid;
- **up to 20 points** = assessment of a portfolio of educational accomplishments including texts and illustrative material, which will be evaluated according to the criteria of originality and consistency of contents, formal quality, argumentative skills, graphics, linguistic expression and a Motivational letter (max 2,000 characters), worth up to 5 points of the 20 assigned;
- **up to 10 points** = assessment of internship or work experience, fully documented, certified by the companies, relevant to and significant for training as an architect;
- **up to 10 points** = assessment of other fully documented research qualifications or training, relevant and significant for training as an architect.

When deemed useful for assessment purposes, the Board can request further illustrations of these qualifications, even by way of an interview.

Programmed number

Students with a fulfilled N/V parameter and an earned English Language Certificate are entitled to admission and precede all other applicants on the list.

Students who present a portfolio are eligible for admission with a minimum score of 100. At each deadline date, the top ranked students are accepted according to the planned number of admissions for that semester. In the event that there are eligible students with equal scores, their priority in the ranking will consider the weighted average until all available place openings have been filled.

English Language Certification

Those students not yet in possession of English Language Certification can still apply for a career assessment. The certificate must be received at the Registrar’s Office (Via Golgi, 42 - Milan) within the presentation deadline date of the career assessment application.

In order to obtain an instant update of student data, while remaining within the valid deadline, it would be appropriate to submit English Language Certification BEFORE enrolling for a career assessment.

When the list is closed, any available place openings will be reassigned to those students who submitted their certification after the deadline and, in any event, by the “assessment and access conditions” deadline date.

The following language skills are required:
- English Language Certification obtained by passing one of the tests listed in the “Guide to the English language” published on [www.polimi.it](http://www.polimi.it) student guides and regulations
Documents relevant for assessment

The following documents are required for a Laurea Magistrale (equivalent to Master of Science) in Architecture, Architecture-Architectural Design, Architecture-Architecture and Building Construction:

Students currently attending Politecnico di Milano

- **Entitled to admission**
  Do not attach any documents to your career assessment application.

- **Admitted with an assessment of merit**
  - Motivational letter
  - Curriculum Vitae
  - Portfolio

Students coming from other universities

- Self-certification of the qualification held (graduate students only)
- Self-certification of the exams taken
- Motivational letter
- Curriculum Vitae
- Portfolio

Curriculum studiorum (study curriculum)

- Self-certification of the qualification held and exams passed with at least 145 credits (**only Students coming from other universities**, because the career of Politecnico di Milano students is automatically produced by the University computer system)
- Other certifications of any university qualifications held: Master, PhD, and Postgraduate Schools
  The documentation can be self-certified in accordance with statutory provisions concerning substitute statements (see example): it must contain the exact title of the exams taken, the Disciplinary Scientific Sectors, the number of credits for the scientific sector, the score and the date on which it was recorded. **Sign the documents**, otherwise they are not legally binding and cannot be accepted by the Examination Board.

Curriculum Vitae European format

Motivational letter

A text consisting of about 2,000 characters in which you explain your choices, the fields of greatest interest, and the reasons why you desire to continue your studies. The theme addressed in the portfolio must be indicated and described.
Portfolio

The work presented by applicants for admission to Laurea Magistrale (equivalent to Master of Science) programmes will be collected in a portfolio as indicated in the relevant paragraph which appears further on.

Students wishing to confirm their assessments acquired in previous semesters do not have to re-enter the already-assessed portfolio, but simply indicate in the “student's notes” section: *I confirm the assessment already obtained in the ....... semester of Academic Year.....*

Students wishing to integrate a portfolio already assessed in previous semesters do not have to enter the already-assessed portfolio, but only the integration, indicating on the cover: *Integration to the portfolio assessed during the ....... semester of Academic Year .......*
Results of the assessments

The judgment of the Board in charge of career assessment is published online at www.auic.polimi.it in the following manner:

ENTITLED TO ADMISSION: the N/V parameter and the 4 annuities for graduation have been met, and English language certification is available (even with curricular integrations, which have to be completed through the acquisition of single programmes prior to registration).

ELIGIBLE: the minimum required score for admission (even with curricular integrations, which have to be completed prior to registration by acquiring single programmes), and English language certification, have been obtained. Should those who are eligible exceed the number set for the semester, "Eligible. Enrolment not permitted because the programmed number has been reached" will be indicated.

INELIGIBLE: the minimum required score has not been obtained; there are too many curricular integrations; the assessment is positive but English Language Certification was not submitted within the deadline date.

Following their publication, the results are added to the student's personal page in order to provide access to the enrolment procedures.

Post-enrolment the next steps

Study roads with differentiated Plans

Students who have been admitted to, and have subsequently enrolled in, a Laurea Magistrale (equivalent to Master of Science) in Architecture, Architecture-Architectural Design, Architecture-Architecture and Building Construction should express their PSPA (Previously Approved Study Plan) options at webpoliself within the periods indicated further on.

PSPA preferences are allocated by merit, with reference to the degree score and only if students enrol within the deadline date. Otherwise, the PSPAs are allocated according to the availability of place openings.
### First Semester

<table>
<thead>
<tr>
<th>Laurea Magistrale (equivalent to Master of Science) Programmes</th>
<th>PSPA Options Period</th>
<th>Allocation of Publications</th>
<th>Study Plan Submission Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>from 201/09/2016 to 26/09/2016</td>
<td>28/09/2016</td>
<td>from 28/09/2016 to 04/10/2016</td>
</tr>
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<td>Architecture-Architecture and Bldg Constr.</td>
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### Second Semester

<table>
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</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>from 22/02/2017 to 01/03/2017</td>
<td>06/03/2017</td>
<td>from 06/03/2017 to 08/03/2017</td>
</tr>
<tr>
<td>Architecture-Architecture and Bldg Constr.</td>
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</table>
Guide to portfolio preparation

Format and mandatory information

The available online memory is 20MB, therefore use suitable programmes that make it possible to respect this limit while maintaining visual quality (e.g. Acrobat Professional). Load files in .pdf format. The book, in landscape A3 and containing between 25 and 30 pages, should be composed as follows:

- the cover page indicating: (mandatory and complete with the info requested)
  ✓ the personal data of the applicant
  ✓ the educational qualification obtained
  ✓ the Laurea Magistrale (equivalent to Master of Science) Programme to be followed
  ✓ the semester to be accessed

- the inside cover: (mandatory)
  ✓ complete index (just like in the facsimile)

Facsimiles of the cover and the inside cover are attached. They are mandatory and cannot be edited.

The specified scores laid down in the Regulations will not be awarded if incomplete documents are received.

Contents and assessment criteria

The book is the tool that bridges the gap between the weighted average of the scores obtained during the three years of the Laurea Triennale (three-year single-cycle programme) and the threshold value indicated for access to a Laurea Magistrale (equivalent to Master of Science) Programme (currently set at 100 points).

The assessment of the Board starts from the AVERAGE OF THE SCORES weighted and calculated at the conclusion of the three-year Laurea (equivalent to Bachelor of Science) programme. For graduating students, the average is calculated using the exams recorded at the time of assessment.

The book value, which is summed to this base score, is worth a maximum of 40 points, assigned as follows:
1. **Educational training**: up to 20 points
   - **Motivational letter**: (max 2,000 characters) worth up to 5 points of the 20 available
   - **Portfolio**: worth up to 15 points of the 20 available

   It is important to put the Board in a position to understand the criteria with which applicants select their proposed assignments. It is necessary, for example, to choose a theme that is considered to be interesting and organise a presentation that places the applicant’s personal professional experience in an expanded framework.

   It is a good idea to develop an introductory page, in which you highlight:
   - your chosen theme or the identified interpretative approach
   - your reasons for choosing it
   - what the distinguishable designs in your book are that motivate and substantiate your choice

   In any event, even if the materials are grouped according to other criteria, you need to put the Board in a position to grasp the meaning and purpose of the selection made.

2. **Professional experience**: up to 10 points
   
   **What NOT to include:**
   - The experiences that are already part of your regular educational training will not be evaluated, such as experience abroad (e.g., Erasmus Training or Erasmus Project) or a curricular internship.
   - Professional experience that deviates from your programme of study will not be evaluated.
   - Experience obtained before your university programme will not be evaluated.
   - Single programmes or study courses as extra to the Laurea Magistrale (equivalent to Master of Science) taken prior to assessment application will not be evaluated.

   **What to include:**
   - The experiences which, starting from your curricular training, have led to insights and/or assignments that differentiate and expand said academic training, obtained either during or after this university programme.

     Everything must, however, be certified and documented, for example:
     - optional internship: a letter with signature and company stamp of the company tutor and in which the time-related extent of the undertaking is indicated; a short report (mandatory) by the applicant and, if possible, technical drawings which illustrate the work done.
     - study collaborations and professional experiences that were consistent with and meaningful to your training: a letter signed and stamped by your supervisor and highlighting the time-related extent of the undertaking; a short report (mandatory) by the applicant and, if possible, technical drawings which illustrate the work done.

3. **Training**: up to 10 points
   
   **What NOT to include:**
   - The experiences that are already part of your regular educational training and which contributed to the earning of credits within your study plan will not be evaluated.
   - Experiences that deviate from your programme of study will not be evaluated.
   - Experiences obtained prior to your university programme will not be evaluated.
   - Single programmes or study courses as extra to the Laurea Magistrale (equivalent to Master of Science) taken prior to assessment application will not be evaluated.

   **What to include:**
   - In the same manner as for your experience, the educational experiences of your training at university will also be assessed, but only if certified and documented with a short report written by the applicant, and confirmed by an attendance certificate issued by the organization, for example:
     - conferences and seminars
     - workshops
     - lifelong learning programmes (LLP)

     Even in this case you must indicate the extent of your training experience.
Presentation: page layout, graphics, texts

Paying careful attention to the graphics of the document is essential; only in this way will the examining board be able to understand and correctly read your documents. It is therefore necessary to submit the materials following the index, making them easily recognizable and following a logical order. It is important to select the best graphic printouts, and make sure they are legible. An effective method could be, for example, to choose a different colour to distinguish the different parts of the prepared document and insert a colour reference on each page. This makes the different parts of the document immediately distinguishable: educational road, experience, training. The texts must be concise and accurate, with complete information. As an example, and with reference to training, indicate the following when presenting documents produced during programmes and laboratories: the academic year, the name of the programme, the reference professors.
Laurea Magistrale (equivalent to Master of Science) in
(specify the study programme to be followed)
- access (specify: October 2016/March 2017)

First submission
Replacement portfolio presented for entry ...
Integration to portfolio presented for entry ...

Only indicate the programme you want to access, not the PASP

First-time submission of the portfolio

The portfolio completely replaces one that was already assessed in previous semesters. The assessment will be considered as new.

ONLY insert additional info to a portfolio that was already assessed in previous semesters. Do not resubmit the entire portfolio; otherwise it would be viewed as a "replacement".

Student Identification Number (if internal) __________
Surname, Name ________________
Place and date of birth ________________
Graduate/Graduating Student in ________________
c/o the School of ________________
University of ________________

Specify
Index

Part One - Work relating to your university career

Part Two - Certificates and documents of internship or professional activities

Part Three - Certificates and documents related to research or training

SUBSTITUTE DECLARATION OF CERTIFICATION  
(To be completed when Article 46 of Presidential Decree No. 445, dated 28/12/2000, applies)

I, the undersigned…………………………………………………………………………………………………………………………

born in …………………………………………………………… on ………………………………………………………………………

graduate/graduating student at the University …………………………………………………………………………. Programme …………………………………………………………………………………

aware of the penalties, in the event of false declarations regarding the production or use of false documents, referred to in Article 76 of Presidential Decree No. 445 dated 28 December 2000 and the additional penalty provided for by Article 75 of Presidential Decree No. 445 dated 28 December 2000, consisting of the loss of benefits awarded as a result of false declarations,

DECLARE:

that all documentation and records that make up this portfolio are original and the result of my own work carried out within the framework of the programme programmes and outside experiences.

_________________________________

(Full signature of the applicant)
SUBSTITUTE DECLARATION OF CERTIFICATION
(To be completed when Article 46 of Presidential Decree No. 445, dated 28/12/2000, applies)

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DECLARE:

<table>
<thead>
<tr>
<th>Programme</th>
<th>No. ECTS credits</th>
<th>Scientific Sector</th>
<th>Exam Date</th>
<th>Score</th>
</tr>
</thead>
</table>

I declare that, pursuant to and for the purposes referred to in Legislative Decree No. 196/03, I am aware that the personal data collected will be treated, including by electronic means, exclusively within the framework of the procedure for which this statement has been made.

______________________________
(Full signature of the applicant)

Date

Facsimile only for students outside Politecnico
### General Notes

First level graduate students without any educational debits can take the Laurea Magistrale (equivalent to Master of Science) in Building and Architectural Engineering, Building Engineering, and Management of the Built Environments, as shown below:

<table>
<thead>
<tr>
<th>Laurea Magistrale (equivalent to Master of Science) programmes</th>
<th>Degree Programmes in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Architectural Engineering</td>
<td>- Building Engineering (L-23)</td>
</tr>
<tr>
<td></td>
<td>- Engineering and Techniques for Construction and Architecture (L-23)</td>
</tr>
<tr>
<td></td>
<td>- Civil Engineering (L-7)</td>
</tr>
<tr>
<td></td>
<td>- Architectural Design (L-17)</td>
</tr>
<tr>
<td></td>
<td>- Environmental Architecture (L-17)</td>
</tr>
<tr>
<td></td>
<td>- Of Construction Architecture (L-17)</td>
</tr>
<tr>
<td></td>
<td>- Architecture and Building Construction (L-23)</td>
</tr>
<tr>
<td></td>
<td>- Architectural Design (L-17)</td>
</tr>
<tr>
<td></td>
<td>- Architectural Sciences (L-17)</td>
</tr>
<tr>
<td>Building Engineering</td>
<td>- Building Engineering (L-23)</td>
</tr>
<tr>
<td></td>
<td>- Engineering and Techniques for Construction and Architecture - Civil Engineer Profile (L-23)</td>
</tr>
<tr>
<td></td>
<td>- Building Engineering (L-23)</td>
</tr>
<tr>
<td>Management of the Built Environments</td>
<td>- Building Engineering/Civil Engineering (L-23)</td>
</tr>
<tr>
<td></td>
<td>- Civil Engineering (L-7)</td>
</tr>
<tr>
<td></td>
<td>- Management Engineering (L-8/L-9)</td>
</tr>
<tr>
<td></td>
<td>- Environmental Architecture (L-17)</td>
</tr>
<tr>
<td></td>
<td>- Architecture and Building Construction (L-23)</td>
</tr>
<tr>
<td></td>
<td>- Architectural Sciences (L-17)</td>
</tr>
</tbody>
</table>

Graduate students who have a Laurea (equivalent to Bachelor of Science) or a three-year university qualification, or another qualification obtained abroad and recognized as being valid, are also granted admission, after an assessment of their previous careers and with the possible assignment of curricular integrations.

### Criteria for admission

Assessment is entrusted to the reference Programmes that have up to 100 points:

<table>
<thead>
<tr>
<th>Criteria for Admission</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Order of the preferences expressed at the time of your application for admission</td>
<td>Up to 15</td>
</tr>
<tr>
<td>2. Duration of your three-year Laurea (equivalent to Bachelor of Science) career</td>
<td>Up to 15</td>
</tr>
<tr>
<td>3. Average at the end of your 3-year road apportioned on a score of 40</td>
<td>Up to 40</td>
</tr>
<tr>
<td>4. Previous curriculum (origin of your Laurea (equivalent to Bachelor of Science))</td>
<td>Up to 30</td>
</tr>
</tbody>
</table>

The minimum score for admission is 54
Programmed number
Students are eligible for admission when they possess a minimum score of 54. At each deadline date, the top ranked students are accepted based on the number of planned admissions for that semester. In the event that there are eligible students with equal scores, their priority in the ranking will take into account the weighted average until all available place openings have been filled.

English Language Certification
Those students not yet in possession of English Language Certification can still apply for a career assessment. The certificate must be received at the Registrar’s Office (Via Golgi, 42 - Milan) within the presentation deadline date of the career assessment application. In order to obtain an instant update of student data, while remaining within the valid deadline, it would be appropriate to submit English Language Certification BEFORE enrolling for a career assessment.
When the list is closed, any available place openings will be reassigned to those students who submitted their certification after the deadline and, in any event, by the “assessment and access conditions” deadline date.

The following language skills are required:
- English Language Certification obtained by passing one of the tests listed in the "Guide to the English language" published on www.polimi.it student guides and regulations

Documents relevant for assessment
The following documents are required for the Laurea Magistrale (equivalent to Master of Science) Programmes in Building and Architectural Engineering, Building Engineering, Management of Built Environments:

Students currently attending Politecnico di Milano
- Do not attach any documents to your assessment application; the previous career assessment will be supplied to the Assessment Commissions by the Registrar’s Office.

Students coming from other Italian universities
- Self-certification of the qualification held (graduate students only)
- Self-certification of the exams taken
- Other certifications of any university qualifications held: Master, PhD, and Postgraduate Schools
The documentation can be self-certified in accordance with statutory provisions concerning substitute statements (see example); it must contain the exact title of the exams taken, the Disciplinary Scientific Sector, the number of credits for the scientific sector, the score and the date it was recorded on. **Sign the documents**, otherwise they are not legally binding and cannot be accepted by the Examination Board.

**Students coming from other universities abroad**

- The documents indicated by the procedure, which can be found on the [http://www.polinternational.polimi.it/](http://www.polinternational.polimi.it/) site, must be attached to the assessment application.

**Results of the assessments**

The judgment of the Board in charge of career assessment is published online at [www.auic.polimi.it](http://www.auic.polimi.it) in the following manner:

**ELIGIBLE:**

the minimum required score for admission (even with curricular integrations, which have to be completed prior to registration by obtaining single programmes), and English language certification have been obtained.  
Should those who are eligible exceed the number set for the semester, “Eligible. Registration not allowed because the programmed number has been reached” will be indicated.

**INELIGIBLE:**

the minimum required score has not been obtained;  
there are too many curricular integrations;  
the assessment is positive but English Language Certification was not submitted within the deadline date.

**Post-enrolment the next steps**

Applicants are obliged to use the “Admission to a Laurea Magistrale (equivalent to Master of Science) Programme: application submission, result consultation, and enrolment” application, available on the [www.polimi.it](http://www.polimi.it) online services, to enrol within the established deadline.  
Subsequently, respecting the terms indicated, you must always submit your Study Plan using the online services. Failure to submit your plan may result in one being assigned to you.
SUBSTITUTE DECLARATION OF CERTIFICATION
(To be completed when Article 46 of Presidential Decree No. 445, dated 28/12/2000, applies)

I, the undersigned……………………………………………………………………………………………………………………………..

born in ………………………………………………………… on ……………………………………………………………………………………

graduate/graduating student at the University ……………………………………………………………………………………………

Programme ……………………………………………………

aware of the penalties, in the event of false declarations regarding the production or use of false documents, referred to in Article 76 of Presidential Decree No. 445 dated 28 December 2000 and the additional penalty provided for by Article 75 of Presidential Decree No. 445 dated 28 December 2000, consisting of the loss of benefits awarded as a result of false declarations,

DECLARE:

Programme No. ECTS credits Disciplinary Scientific Sector Exam Date Score

I declare that, pursuant to and for the purposes referred to in Legislative Decree No. 196/03, I am aware that the personal data collected will be treated, including by electronic means, exclusively within the framework of the procedure for which this statement has been made.

___________________________________
(Full signature of the applicant)

Date

Facsimile only for students outside Politecnico
First level Class L 21 (Spatial Planning, Urban Planning, Landscape and Environment Sciences) graduate students with no educational debits can be admitted to a Laurea Magistrale (equivalent to Master of Science) in Urban Planning and Policy Design. Graduate students with a Laurea (equivalent to Bachelor of Science) or a three-year university qualification, or another qualification obtained abroad and recognized, can also be admitted subject to assessment of their previous careers and with the possible assignment of curricular integrations.

**ALL** applicants, even those entitled to admission, are required to submit a career assessment application using the online application on [www.polimi.it](http://www.polimi.it) online services, within the deadline date indicated on the Calendar in the appropriate section further on. **Graduating students** can register for a career assessment, provided that they have passed their exams and have at least 145 credits. Two windows per year are provided for this assessment: one for the first semester and one for the second semester.

We advise you to print out the receipt indicating your registration number as proof of the successful submission of your application.

- **Students Entitled to Admission**

  Students who enrolled for 3-year programmes at the School of Architecture Urban Planning Construction Engineering, who have graduated within 4 years from their first enrolment, and who by 30 September of the second calendar year from their first registration have earned the N/V parameter required by the Laurea Magistrale (equivalent to Master of Science) programme that they intend to access (identified by their own study plan) are entitled to admission. These are the required parameters, which differ according to the year of access:

  - For the Laurea Magistrale (equivalent to Master of Science) programme in Urban Planning and Policy Design and the Laura Magistrale (equivalent to Master of Science) programme in Architecture
    - Students who registered from AY 2003/04 to AY 2009/10: N/V 104/25
    - Students who registered in Academic Year 2010/11: N/V 104/27

  The assessment of those entitled to admission is based solely on the educational curriculum (study plan) in order to assign possible curricular integrations.

- **Students with an unfulfilled N/V parameter, external students, students who transferred from another Laurea Magistrale (equivalent to Master of Science) Programme**

  The assessment is entrusted to reference programmes that have up to 150 points:

  - **up to 110 points** = assessment of the educational curriculum (weighted average of the test scores on a basis of at least 145 credits earned). The average of the planned exams registered at the time of the assessment will be valid;
  - **up to 20 points** = assessment of a portfolio of educational accomplishments including texts and illustrative material, which will be evaluated according to the criteria of originality and consistency of contents, formal quality, argumentative skills, graphics, linguistic expression and a Motivational letter (max 2,000 characters), worth **up to 5 points** of the 20 assigned;
  - **up to 10 points** = assessment of internship or work experience, fully documented, certified by companies, relevant to and significant for training as a planner;
  - **up to 10 points** = assessment of other fully documented research qualifications or training, relevant to and significant for training as a planner.

  When deemed useful for assessment, the Board can request further illustrations of these qualifications, even through an interview.
Programmed Number
Students with a fulfilled N/V parameter and an earned English Language Certificate are entitled to admission and precede all other applicants on the list. Students who present a portfolio are eligible for admission with a minimum score of 100. At each deadline date, the top ranked students are accepted according to the planned number of admissions for that semester. In the event that there are eligible students with equal scores, their priority in the ranking will consider the weighted average until all available place openings have been filled.

English Language Certification
Those students not yet in possession of English Language Certification can still apply for a career assessment. The certificate must be received at the Registrar’s Office (Via Golgi, 42 - Milan) within the presentation deadline date of the career assessment application. In order to obtain an instant update of student data, while remaining within the valid deadline, it would be appropriate to submit your English Language Certification BEFORE enrolling for a career assessment.
When the list is closed, any available place openings will be reassigned to those students who submitted their certification after the deadline and, in any event, by the “assessment and access conditions” deadline date.

The following language skills are required:
- English Language Certification obtained by passing one of the tests listed in the "Guide to the English language" published on www.polimi.it student guides and regulations

Documents relevant for assessment

The following documents are required for the Laurea Magistrale (equivalent to Master of Science) in Urban Planning and Policy Design:

Students currently attending Politecnico di Milano
- Entitled to Admission
Do not attach any documents to your career assessment application.

- Admitted with an assessment of merit
  ● Motivational letter
  ● Curriculum Vitae
  ● Portfolio

Students coming from other universities
- Self-certification of the qualification held (graduates only)
- Self-certification of the exams taken
- Motivational letter
- Curriculum Vitae
- Portfolio
Curriculum studiorum (study curriculum)
- Self-certification of the qualification held and exams passed with at least 145 credits (only Students coming from other universities, because the career of Politecnico di Milano students is automatically produced by the University computer system)
- Other certification of any university degrees held: Master, PhD, Postgraduate Schools
The documentation can be self-certified in accordance with statutory provisions concerning substitute statements (see example); it must contain the exact title of the exams taken, the Disciplinary Scientific Sectors, the number of credits for the scientific sector, the score and the date on which it was recorded. Sign the documents, otherwise they are not legally binding and cannot be accepted by the Examination Board.

Curriculum Vitae European format

Motivational letter
A text consisting of about 2,000 characters in which you explain your choices, the fields of greatest interest, and the reasons why you desire to continue your studies. The theme addressed in the portfolio must be indicated and described.

Portfolio
The work presented by applicants for admission to the Laurea Magistrale (equivalent to a Master of Science) Programme must be collected in a portfolio as indicated in the relevant paragraph below.

Students wishing to confirm their assessments acquired in previous semesters do not have to re-enter the already-assessed portfolio, but simply indicate in the "student's notes" section: I confirm the assessment already obtained in the ....... semester of Academic Year......

Students wishing to integrate a portfolio already assessed in previous semesters do not have to enter the already-assessed portfolio, but only the integration, indicating on the cover: Integration to the portfolio assessed during the ....... semester of Academic Year .......
Results of the assessments

The judgment of the Board in charge of career assessment is published online at www.auic.polimi.it in the following manner:

ENTITLED TO ADMISSION: the N/V parameter and the 4 annuities for graduation have been met, and English language certification is available (even with curricular integrations, which have to be completed through the acquisition of single programmes prior to registration).

ELIGIBLE: the minimum required score for admission (even with curricular integrations, which have to be completed through the acquisition of single programmes prior to registration), and English language certification have been obtained. Should those who are eligible exceed the number set for the semester, "Eligible. Enrolment not permitted because the programmed number has been reached" will be indicated.

INELIGIBLE: the minimum required score has not been obtained; there are too many curricular integrations; the assessment is positive but English Language Certification was not submitted within the deadline date.

After the results have been published, they will be added to the student’s personal page in order to provide access to the enrolment procedures.

Post-enrolment the next steps

Applicants are obliged to use the "Admission to a Laurea Magistrale (equivalent to Master of Science) Programme: application submission, result consultation, enrolment" application, available on the www.polimi.it online services, to enrol within the established deadline. Subsequently, respecting the terms indicated, you must always submit your Study Plan using the online services. Failure to submit your plan may result in one being assigned to you.
Guide to portfolio preparation

Format and mandatory information

The available online memory is 20MB, therefore use suitable programmes that make it possible to respect this limit while maintaining visual quality (e.g. Acrobat Professional). Load files in .pdf format. The book, in landscape A3 and containing between 25 and 30 pages, should be composed as follows:

- **the cover page indicating**: (mandatory and complete with the info requested)
  - the personal data of the applicant
  - educational qualification obtained
  - the Master of Science Programme to be accessed
  - the semester to be accessed

- **the inside cover**: (mandatory)
  - complete index (just like in the facsimile)

Facsimiles of the cover and the inside cover are attached. They are mandatory and cannot be edited. The specified scores laid down in the Regulations will not be awarded if incomplete documentation is received.

Contents and assessment criteria

The book is the tool that bridges the gap between the weighted average of the scores obtained during the three years of the Laurea Triennale (3-year single-cycle programme) and the threshold value indicated for access to the Laurea Magistrale (equivalent to Master of Science) Programme (currently set at 100 points).

The assessment of the Board starts from the **AVERAGE OF THE SCORES** weighted and calculated at the conclusion of the three-year single cycle programme. For graduating students, the average is calculated using the planned exams recorded at the time of the assessment.

The book value, which is summed to this **base score**, can reach a maximum of **40 points**, assigned as follows:
1. **Educational training**: up to 20 points
   - **Motivational letter**: (max 2,000 characters) worth up to 5 points of the 20 available
   - **Portfolio**: worth up to 15 points of the 20 available

Care taken when preparing the portfolio is a key factor for its assessment: only a well-composed document allows the Board to understand its logic and read the documents correctly. It is therefore necessary to present the materials following the index, which must have a clear and effective order. It is important to select the best prepared and most significant graphics from those produced during your training, ensuring the quality of their explanation and their actual readability. To structure the portfolio, an effective method can be to insert a different chromatic reference for the pages of each section, so that the different parts that make up the document can be recognised immediately. The texts must be concise and accurate, the information must be complete. For example, when you submit documents produced during programmes and laboratories, and which refer to your training, you must include: the academic year, the title of the programme, the names of the professor/s.

2. **Professional experience**: up to 10 points

**What NOT to include:**
- The experiences that are already part of your regular educational training will not be evaluated, such as experiences abroad (e.g. Erasmus Training or Erasmus Project) or curricular internships.
- Professional experiences that deviate from your programme of study will not be evaluated.
- Experience obtained before your university programme will not be evaluated.
- Single programmes or study courses as extra to the Laurea Magistrale (equivalent to Master of Science) taken prior to assessment application will not be evaluated.

**What to include:**
- The experiences which, starting from your curricular training, have led to insights and/or assignments that differentiate and expand said academic training, carried out either during or after this university programme.
  
  Everything must, however, be undoubtedly **certified and documented**, for example:
  - optional internship: a letter with **signature and company stamp** of the company tutor and in which the time-related extent of the undertaking is indicated; a short report (mandatory) regarding the applicant and, if possible, technical drawings which illustrate the work done.
  - study collaborations and professional experiences that were consistent with and meaningful to your training: a letter **signed and stamped** by your supervisor, highlighting the time-related extent of the undertaking; a short report (mandatory) by the applicant and, if possible, technical drawings which illustrate the work done.

3. **Training**: up to 10 points

**What NOT to include:**
- The experiences that are already part of your regular educational training and which contributed to the earning of credits within your study plan will not be evaluated.
- Experiences that deviate from your programme of study are not evaluated.
- Experience obtained before your university programme will not be evaluated.
- Single programmes or study courses as extra to the Laurea Magistrale (equivalent to Master of Science) taken prior to assessment application will not be evaluated.

**What to include:**
In the same manner as for your experience, the educational experiences of your training at university will also be assessed, but only if **certified and documented with a short report written by the applicant**, and confirmed by an attendance certificate issued by the organization, for example:
- conferences and seminars
- workshops
- lifelong learning programmes (LLP)

Even in this case you are required to indicate the extent of your training experience.
Presentation: page layout, graphics, texts

Paying careful attention to the graphics of the document is essential; only in this way will the examining board be able to understand and correctly read your documents. It is therefore necessary to submit the materials following the index, making them easily recognizable and following a logical order. It is important to select the best graphic printouts, and make sure they are legible. An effective method could be, for example, to choose a different colour to distinguish the different parts of the prepared document and insert a colour reference on each page. This makes the different parts of the document immediately distinguishable: educational road, experience, training. The texts must be concise and accurate, with complete information. As an example, and with reference to training, indicate the following when presenting documents produced during programmes and laboratories: the academic year, the name of the programme, the reference professors.
Laurea Magistrale (equivalent to Master of Science) in
- access (specify: October 2016/March 2017)

First submission
Substitution portfolio presented for entry…
Integration to portfolio presented for entry…

First-time submission of the portfolio

Only indicate the programme you want to access, not the PASP

The portfolio completely replaces one that was already assessed in previous semesters. The assessment will be considered as new.

**ONLY** insert additional info to a portfolio that was already assessed in previous semesters. **Do not resubmit the entire portfolio; otherwise it would be viewed as a "replacement".**

Student Identification Number (if internal) __________
Surname, Name __________
Place and date of birth _________________
Graduate/Graduating Student in _________________
c/o the School of _________________
University of _________________
Index

Part One - Work relating to your university career

- 

- 

Part Two - Certificates and documents of internship or professional activities

- 

Part Three - Certificates and documents related to research or training

- 

SUBSTITUTE DECLARATION OF CERTIFICATION

(To be completed when Article 46 of Presidential Decree No. 445, dated 28/12/2000, applies)

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__________________________
(Full signature of the applicant)

Date