



GUIDELINES TO FILL IN YOUR STUDY PLAN - EXCHANGE STUDENTS



POLITECNICO
MILANO 1863

SCUOLA DI ARCHITETTURA URBANISTICA
INGEGNERIA DELLE COSTRUZIONI

JULY 2020

1.

You need to register on the [Online Services](#).

Your study plan must be completed and saved in order to be submitted.

It is possible to overwrite and save the study plan until the presentation's deadline.

- You cannot attend courses nor sitting the exams if you do not have these teachings included and approved in your study plan.
- The only valid document to attend courses and sit exams is the study plan presented (and/or modified) by the below deadlines. No request of being included in courses, even agreed with Polimi Professors, which do not follow the procedure, will be taken into account

2.

You can choose teachings from both Bachelor and Master of Science offer for a maximum of 40 ECTS per semester; according to the following criteria:

- At least one teaching of your Study Programme
- Only 12 credits per semester can be purchased out of the School courses
- You cannot pick up courses of the School of Design
- **ONLY one studio per semester - 70% attendance is mandatory**
- [Workshops](#) - short and intense, 4 credits, with no exam nor mark. Some of them are free, others have some expenses to cover. Please be sure that your home institution accepts a teaching without marks.

3.

With your teacher at your **Home University**, choose teachings that you are able to attend, **based on your actual level of education** (ie, you are suggested not to select teachings of much higher level). When courses have started, should you decide to cancel the teaching from your study plan, you might not find other available teachings.

4.

Some courses (as an example, MIAW, Parametric Design BIM, IC Advanced Architectural Design Studio, MSC Final Studio, workshops of thesis, annual studios and all teachings of the 1st year of BSc), **are not available to Exchange students so you will not be able to include them in your study plan**. This is a School choice and not a bug in the system!

5.

For students (@ Architecture, @Urban Planning, @Landscape,

FIRST choose the studio you are interested in, then the other courses from the Manifesto/Tutorial.

6. All studios and some courses have limited places which will be assigned on the “first come, first served” criteria.
- **Your best option of studio/course might not be guaranteed. So it is strongly recommended that you also think of back up plans** with your Exchange Coordinator at your home University (example a Thematic Studio could have a similar content as a Design Studio). Due to the big scale of AUIC school, our programmes offer many sections within each studio/course and you have plenty of choices!
 - Your studio will be confirmed as soon as you fill in the study plan in July.

7. **English vs Italian studio.** As the Exchange experience is based on the full immersion in a different culture, what is a better way to dive into the Italian culture through a studio in Italian? Every studio is designed with practical team work, and there are at least 5 foreign students enrolled. So, do not think of Italian as a barrier to select a studio suitable for your carrier!

8. Always check the timing schedule of the courses in order not to choose courses overlapping others, above all the studio.

9. If you need your **Learning Agreement** to be signed again, because you modified your study plan, please follow the following procedure by **5 weeks from the beginning of the semester**:
- Print a hard copy of your study plan
 - Print a hard copy of all pages of your LA
 - Take an appointment with the Promoter of your Exchange so that they can check and sign the LA. Please do not just send emails hoping to receive an answer.

IMPORTANT DEADLINES:

Fill in the study plan – JULY 20-27 at 3 p.m. CEST + 1

Welcome week – SEPT 7-11