

HELLO!

And welcome from the **student representatives** of the **School of Architecture Urban Planning and Construction Engineering**



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We want to offer you this simple tool to help you orient yourself at the beginning of your **academic career**.
It is a list of **reminders and advice** that we think will be really useful for you.
Never forget these simple guidelines, and everything else will be a breeze!

LET'S BEGIN!



POLITECNICO
MILANO 1863

Vademecum - AUIC School

a.a. 2024-2025

1. FEES AND DISCOUNTS

The total amount is paid in **2 installments** (no further installment options are available):

- **1st fixed installment** of €888.59, to be paid at the beginning of the academic year (unless the student is eligible for a reduction, according to the 2017 budget law);
- **2nd variable installment** based on your ISEE FOR UNIVERSITY USE or participation in the call for University Right to Study, to be paid mid-academic year;

For more information please go to:

<https://www.polimi.it/en/students/tuition-fees-scholarships-and-financial-aid>

In addition, we recommend keeping an eye on the “Economic Benefits” section in the Online Services, where private scholarships often appear, created to support specific interests and personal curricula.

2. EXAMS

In order to be able to take an exam, you must register **BEFORE THE DEADLINES** via the Online Services in the exams > exam registration section. Once registered, you can also decide to withdraw from the exam; deadlines are usually provided by professors. Exam results can be viewed on the WebeeP platform or via Online Services. You will receive an email on your Politecnico email account.

When choosing courses for your study plan, pay attention to prerequisite or priority exams. Some exams might prevent you from accessing subsequent years' courses if not passed. Focus on these first to avoid falling behind.

Here you can find the 2024/2025 academic calendar, complete with deadlines:

<https://www.auic.polimi.it/en/students/translate-to-english-calendario-accademico-e-manifesti-degli-studi>



3. STUDY PLAN

Complete your study plan within the required timeframes. You can add the courses you will attend throughout the year and have the opportunity to modify it in a window between the end of the winter session and the start of second-semester courses.

- Always consult the deadline calendar:
<https://www.auic.polimi.it/en/students/translate-to-english-calendario-accademico-e-manifesti-degli-studi>
- Watch the webinar on how to fill out the Study Plan:
https://www.youtube.com/playlist?list=PL_06oobzMEuvylcph-797Z2onhcfOpWag

4. ENGLISH LANGUAGE

OFA

If you were assigned an OFA (Additional Educational Obligation) upon entering Politecnico, you will have some limitations in compiling your study plan from the second year onward. To fulfill the OFA, you must take an online test session (TENG) in October. For the international track of architecture design, the TENG is not sufficient to certify the required English.

<https://www.polimi.it/en/students/study-plan-and-ofa/ofa-additional-education-obligations-of-english-and-italian>

TOEIC

To enroll in the Master's program, you must have an English language certification. Pay attention to the deadline for submitting this certificate because if you don't submit it on time, you cannot enroll. If you already have a certification, check if it meets the requirements here:

<https://www.polimi.it/en/students/language-requirements>



5. USEFUL CONTACTS

OFFICES

If you have a problem related to administrative matters (e.g., fees), you can contact the STUDENT SERVICES OFFICE: <https://www.polimi.it/en/students/contacts>

If you have a problem with your academic career, you can contact the PRESIDENCY OFFICE: <https://www.auic.polimi.it/en/school/contact-details/contacts-for-students>

CAREER SERVICE

This service helps students find professional and educational opportunities such as internships and placements.

<https://www.careerservice.polimi.it/en-US/Home/Index/>

AUIC INTERNSHIP OFFICE

This office is responsible for formalizing curricular internship experiences.

<https://www.auic.polimi.it/en/education/internships-and-workshops/internships>

RAPPRESENTANTI DEGLI STUDENTI

The university is the place where we can expand our knowledge and the aspirations for our future. But it is also a space where we, as students, have the right to freely and democratically express our opinions. Every two years, elections are held for student representatives in the University bodies, and some of us choose to run with the desire to propose improvements to teaching, services, study support, but also to suggest meetings, trips, and cultural events. We are students just like you, so don't hesitate to contact us if you need a hand.

<https://www.auic.polimi.it/en/la-scuola/student-representatives>



6. POLIMI APP

WHY DOWNLOAD IT

It will be useful for checking the academic calendar and deadlines, discovering new events, finding free classrooms to study with your colleagues, and accessing WeBeeP and webmail through external links. The app is available for both tablets and smartphones (Android and iOS). The "PoliMi library" app remains active for booking and searching books and extending loans.

<https://www.polimi.it/en/campus-and-services/ict-services/politecnico-di-milano-mobile-apps>

TELEGRAM CHANNEL

The Politecnico's Student Services has created a Telegram channel to communicate more "smartly" every piece of news related to deadlines, study plans, tuition fees, scholarships, and closures for national holidays.

<https://t.me/PoliMiOfficial>

FAULTS AND REPORTS

Through the PoliMi App, you can report any faults or malfunctions: just scan the QR code located in the relevant areas or open the application and submit a report by clicking on the "support" option.

WIFI ON CAMPUS

To have a stable connection during your time on campus, without having to log in every day, follow the procedure:

<https://www.ict.polimi.it/wifi/permanent-connection/?lang=en>

SOFTWARE LICENCE MANAGEMENT

To follow the correct procedures during the installation of software with a university license, follow the instructions provided at this link: <https://www.software.polimi.it/?lang=en>



7. USEFUL LINKS

EDUCATIONAL RULES

The School publishes the educational rules every year. They contain all the information about your course of study, and often, when you have a problem, you can find the solution within them before resorting to the offices.

<https://www.auic.polimi.it/en/education/educational-rules>

CANTEENS AND BARS

For more information on the catering services offered by Politecnico in the various campuses, you can consult:

<https://www.polimi.it/en/campus-and-services/canteens-and-cafes>

8. NEW HABITS

Finally, a brief recap of some good practices for future architects, urban planners, and engineers:

1. Read the periodic "**Politamtam**" email to stay updated on "PoliMi" events and initiatives;
2. Consult the **School's website** (<https://www.auic.polimi.it>) to get all the news on Workshops, exhibitions, visiting professors, and experiences that complement university life;
3. Always carry your **university badge** to benefit from discounts and exemptions at most museums and cultural initiatives across the country;
4. For choosing professors after the first year, attend the **lab presentations**, consult the course page and the information regarding the professors and their evaluations available on the personal pages of Politecnico.

