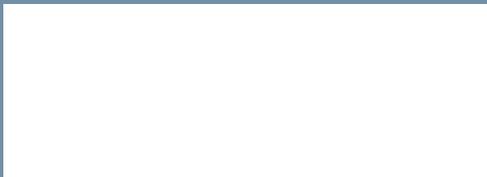




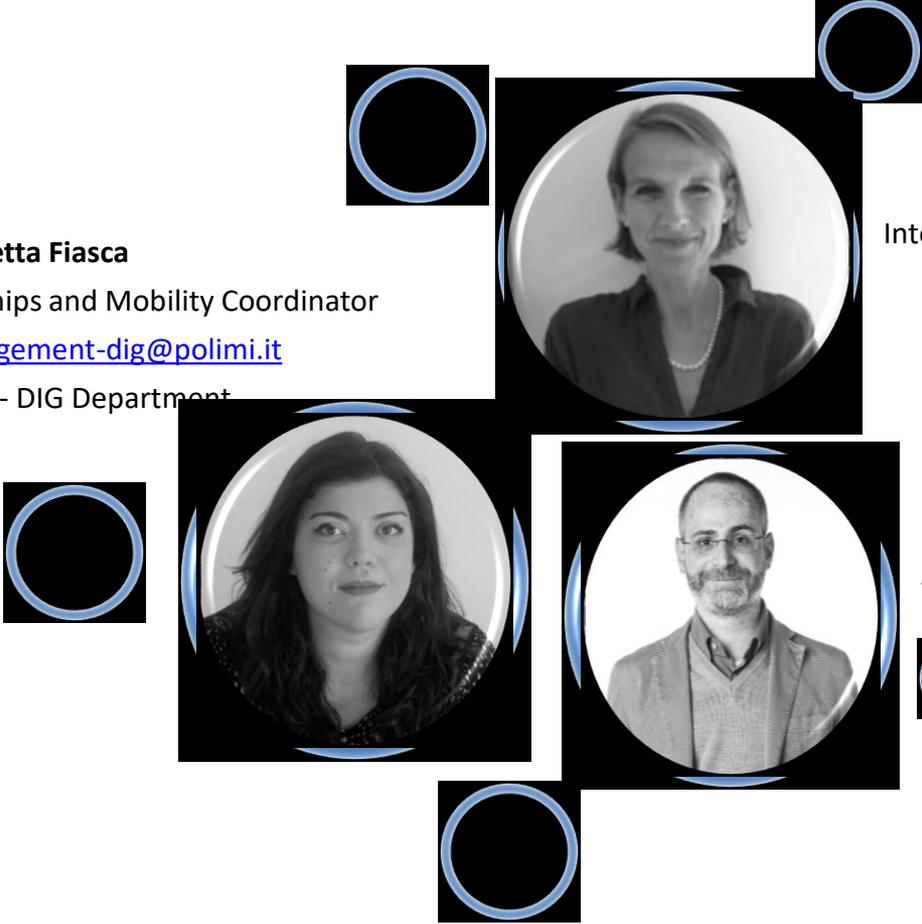
# *How to plan a Successful Mobility Experience + Q&A Session*

April 8, 2022



Sergio Terzi, Anna Colella, Diletta Fiasca

# Useful Contacts



**Diletta Fiasca**

International Partnerships and Mobility Coordinator

[exchangemanagement-dig@polimi.it](mailto:exchangemanagement-dig@polimi.it)

Office 0.44 - DIG Department



**Anna Colella**

International Partnerships and Mobility Manager

[exchangemanagement-dig@polimi.it](mailto:exchangemanagement-dig@polimi.it)

Office 0.44 - DIG Department



**Sergio Terzi**

Academic Responsible for Exchange Mobilities for  
ME students

[sergio.terzi@polimi.it](mailto:sergio.terzi@polimi.it)

DIG Department



# Today's Agenda

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- The International Mobility Process: where you are now and what comes next
- Get to know the Host university (*Format Dossier*)
- The Learning Agreement: Tips & Tricks
- Msc Thesis & BSc Final Work Abroad
- Be prepared! Recap of available Guides and Info sources
- Q&A

## The International Mobility Process @ POLIMI: Who is involved?

Remember, a successful international experience is based on the **collaboration between three main actors:**

**THE STUDENT:** responsible of making decisions and meeting deadlines

**THE MOBILITY STAFF (STUDESK):** in charge of administrative aspects, liaison with partner schools

**THE ACADEMIC ADVISORS:** Management Engineering Faculty appointed to advise students by geographic area – **in charge of Learning Agreement ONLY**

# The “International Mobility” process @POLIMI: PHASE ONE → Apply for the International Mobility Call



**Student**

**International  
Mobility Offices**

**CCS Mgt.  
Engineering  
Intl Commission**

1) Launch the

2) Part  
the Mc  
(de

**DONE!**

3) Evaluate the candidates and define a  
merit list

4) Accepts the  
location assigned  
to him/her



# The International Mobility Process: PHASE TWO → Get to know the Host University

Well done for making it through the selection process!

WHAT'S NEXT?



## First things first: get to know the Host University

You need to understand how the University works, what courses are available to exchange student, how to prepare.

**Your academic advisor is not there to do this part of the job**

The Studesk may have some information, but probably not for the new agreements (+20 new agreements for Management Engineering!)

The list of courses previously taken at your university **is limited** and doesn't give you a full idea of what you could do. And, if the destination is new, there will not be any info!



## PHASE TWO → Get to know the Host University



➤ Start from:

- **Polimi** website: overall [MAP](#) of agreements – LIST view to filter
- **SoM** website (*Info Sheets*): International Network > [Exchange Partners](#)

➤ Then browse the **Host University website** for:

- Detailed course information
- Academic calendar, grading system
- Language of instruction

You will need all this info to **prepare your Learning Agreement** and, later, to **transfer the credits** and courses taken abroad

## PHASE THREE → Prepare your course proposal & submit it to your Academic Advisor

- Carefully analyse the educational offer of the host university
- Identify a coherent set of courses and the **equivalences** with the Polimi courses
- Submit your proposal to the faculty member responsible for the geographic area in which the host university is located
- To do so you can use the **Format Dossier**, a working document that can help you include all the necessary information, and also help the academic advisors in evaluating your course proposals 

# A quick focus on the «Format Dossier»

## Dossier to prepare the International Exchange Plan

*Document Template – Version 1.7 – November 2021<sup>1</sup>*

### Student record

Personal Information	
Last Name	
First Name	
Student ID (matricola @ POLIMI)	
Nationality	
POLIMI e-mail address	
Mobile phone number	
Do you authorize us to share your Polimi email address with other students? (e.g. for exchanging information/feedback on the chosen/completed mobility experience)	<input type="checkbox"/> Yes <input type="checkbox"/> No

REMBEMBER: Advisors have **MANY** advisees. Help your faculty advisor help you!

**The FORMAT DOSSIER is NOT the Learning Agreement**

Available on SoM website INTERNATIONAL EXPERIENCES > [GET READY](#)

# The International Mobility Process: PHASE FOUR → The Learning Agreement and how it works

The Learning Agreement is the document that reflects the academic content of the experience abroad.

You will submit it PRIOR to your departure, but you **will change** it many times.

The faculty advisor will support you in this process but you will be in charge



## Erasmus+ Online Learning Agreement Student Mobility for Studies

**IMPORTANT INFORMATION:** For the Erasmus+ 2021-2027 programme, Learning Agreements must be managed online. Higher Education Institutions can do this by using the [Online Learning Agreement platform](#) or an equivalent system connected to the Erasmus Without Paper Network. Therefore, this template is provided by the European Commission for information purposes only and must not be used to manage Learning Agreements for studies. Please visit the Erasmus Without Paper Competence Centre for a more detailed data standard, to which all equivalent systems need to adhere. For further guidance on how to manage Online Learning Agreements – Please read the [Guidelines on how to use the Learning Agreement for studies](#).

### General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name, email, phone
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name, email, phone
The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

### Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> <li>Semester(s) <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> <li>Blended mobility with short-term physical mobility <input type="checkbox"/></li> <li>Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> </ul>	Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)]/month/year] _____</li> <li>to [day (optional)]/month/year] _____</li> </ul>
Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.	

### Study Programme at the Receiving Institution

Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion



## Online Learning Agreement (OLA)

Within the end of April 2022, will be available the new **Online Learning Agreement (OLA) application**. It will replace the old paper form.

**Therefore, 22/23 outgoing students must submit their OLA – even if they already did it – through the new application, since it is mandatory.**

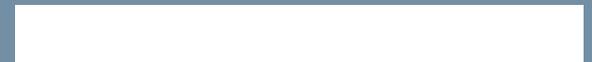
You will find the application on the Polimi Online Services > My Mobilities. There, you will have to check your data and personal information, and include the courses – both the Polimi and the host institution courses.

## Learning Agreement vs. Study Plan

### The **Learning Agreement** is $\neq$ from the **Study Plan**

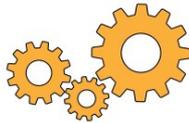
- ❖ The Study Plan is your official course planning at Polimi that must meet the degree requirements
- ❖ The LA testifies your academic commitment during your experience abroad. It is however a **living document** and it may be changed multiple times.

The Study Plan and the LA must match, but this can happen also **at the END** of the experience



## Learning Agreement vs. Study Plan

- ❖ When students go abroad your Study Plan becomes «autonomous»: this allows your academic advisor to include the courses you took abroad within your academic career, both in terms of **credits** and **course equivalencies**.
- ❖ To increase your options, remember to consider taking abroad your **FREE** courses, as this **facilitates** equivalencies.
- ❖ In some cases (especially Double Degrees) you may be required to **change your Major** to facilitate course matching.



# Building your Learning Agreement

## CREDITS: Some flexibility is allowed!



- ❖ A Polimi **10** credit course can be matched with a teaching load at the host university of **at least 7.5 ECTS**, and these can be earned **also by completing more than one course**. For 5 credit Polimi courses the match is with at least 4 ECTS abroad.
- ❖ When replacing a Polimi 30-credit course load with foreign exams, the course load at the host university can be between **27.5 and 32.5 ECTS credits**.

**NB:** This and other useful info can be found on the Guide to Intl Exchanges: **SOM website - INTERNATIONAL EXPERIENCES > [GET READY](#)**



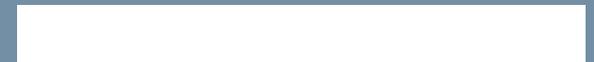
# Building your Learning Agreement

**PAY ATTENTION!**



When browsing and then selecting courses at the Partner university pay attention to:

- The courses you have access to as Erasmus student
- The **language** of instruction of each course
- Course location (there may be  $\neq$  Campuses)
- Whether the courses have limited **enrollment** (smaller classes abroad)
- Possible **pre-requisites** needed to attend the course



# Building your Learning Agreement

- Whether there is a **minimum of credits** to be accomplished
- What course combinations are allowed across modules and/or programmes and/or departments
- You **CANNOT** earn credits from Language courses (even if mandatory at partner school)

**No one keeps the initial Learning Agreement (changes may be due to: a) full courses; b) courses are cancelled; c) you do not meet the pre-requisites)**

If possible, always prepare a PLAN B 

**NB:** This and other useful info can be found on the **INFO SHEETS - SOM website**  
**- INTERNATIONAL NETWORK/EN > EXCHANGE PARTNERS**

## Final MSc Thesis Abroad?

ME MSc students can work on their thesis **worldwide** as long as they have a **POLIMI thesis supervisor**, as per Italian Law

They can pursue **all types** of thesis work available to ME students:

**Report**  
(max 2 points)

**Thesis without discussant**  
(max 4 points)

**Thesis with discussant**  
(max 7 points)

Details on different types of thesis work are available on the [3i School website](#)

# Final MSc Thesis Abroad?

Students who wish to work on their thesis abroad must:

Find a Polimi thesis supervisor **before** they leave. Often there is a connection between the supervisor and the faculty at the receiving institution, as this facilitates the student's work



Define their project **before** they leave. Often the project is also related to a specific foreign university

## Final MSc Thesis Abroad?

For these reasons taking part in the Mobility Call - where the final destination assigned to the student may NOT be his/her first choice - **is NOT always recommended for a thesis work**

Students also risk suffering isolation and not taking part in the host university life if they are merely working on a thesis

Hence, the School requires for students to take **AT LEAST ONE COURSE** when studying abroad for their thesis if they decide to go through an exchange programme (Mobility Call)

## BSc Final Work Abroad?

Bachelor level students may also do their final work abroad, so they are **free to go on exchange in their third year.**

Project works can be done abroad and it may be possible to find the equivalent of the L.A.M.P. course.

Each case must be assessed individually, so students must be in contact with the **Programme Office** ([management-engineering@polimi.it](mailto:management-engineering@polimi.it)) and then with Prof. Terzi.

## Once you are back → How to transfer the credits

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Remember, upon your return from the exchange there are a few important steps to take.

The **TRANSCRIPT OF RECORDS** (ToR) is the document, issued by the Host University, that officially certifies your academic work abroad. It is sent to Politecnico or given to the student.

Once the ToR is received and posted online by the Studesk, **you will need to “accept it” in the online system**, to allow your faculty advisor (the same that signed your Learning Agreement) to proceed with your course/credit validation.



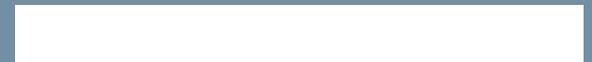
## Once you are back → How to transfer the credits

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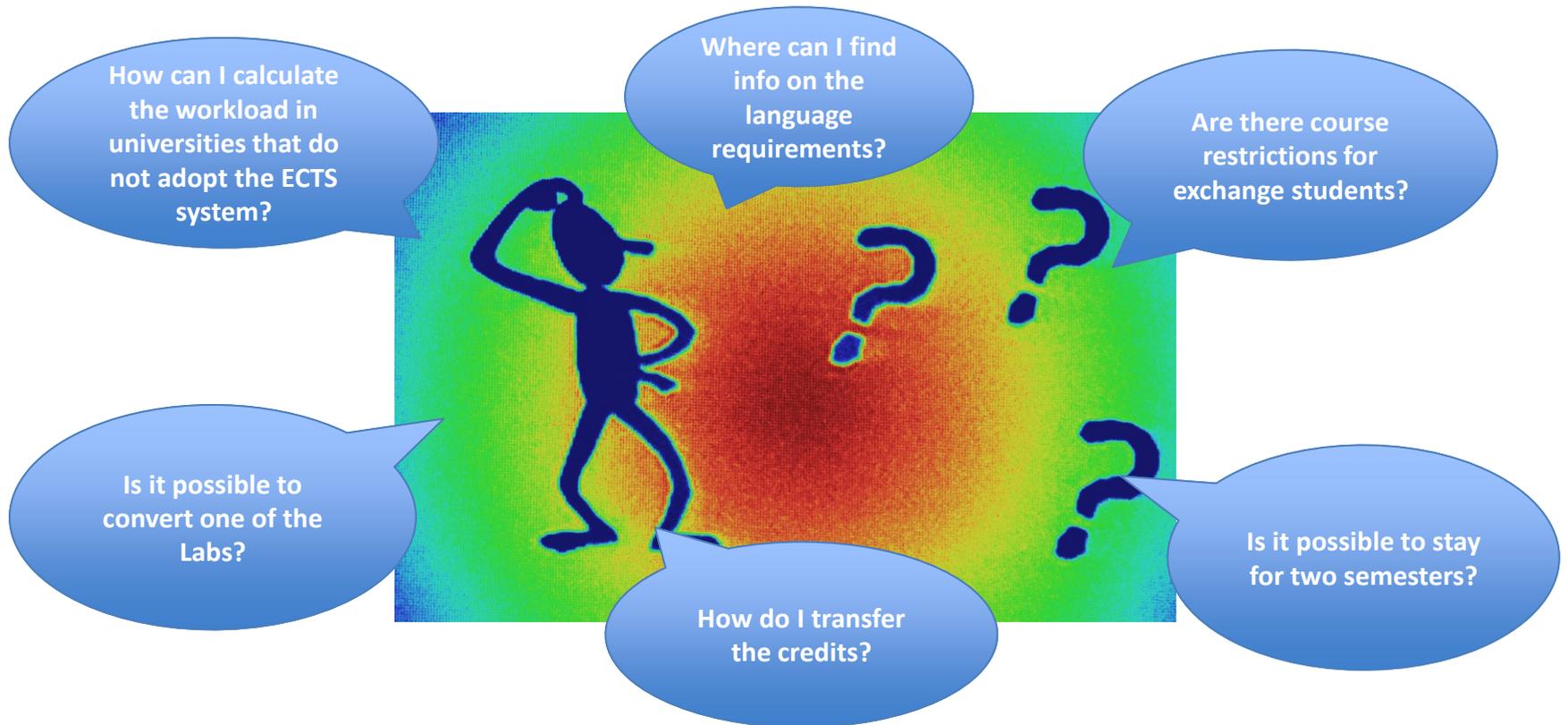
**COURSE/CREDIT VALIDATION:** By accessing the ToR, your faculty advisor will be able to proceed with the validation. Please contact your advisor, to know how to proceed. This is NOT an automatic process!

**Be ready to recap the equivalences and to propose the final grade and credit conversion based on the Host University educational system (the info collected at the beginning will come useful!)**

Once this step is completed, your study plan will be updated. Should you not be satisfied with one or more of your grades, you will be able to **refuse** them and take the exam/s again at Polimi.



# FAQ



...This and much more information can be found on the Management Engineering  
[“Guide to International Exchanges”](#)



# The SoM Guides & Support Materials

## INTERNATIONAL EXPERIENCES

INTERNATIONAL EXCHANGES

CONTACTS

GET READY

DOUBLE DEGREES

The Internationalization Committee has prepared a **Guide to International Exchanges** (downloadable below) which explains how to plan your experience abroad.

Students who have been selected in the mobility call must:

- **Read the guide** carefully, **mandatory** step before meeting the appointed Faculty member
- Prepare their mobility programme, using the **Format Dossier for Exchange Programmes** and following the instructions included in the guide
- Contact the **appointed faculty member** in charge of checking their dossier
- Once the plan has been approved, obtain the Professor's signature on the **Learning Agreement**, which must then be submitted by the student to the **Studesk**
- **Upon their return** from the exchange period, verify that the Studesk has received the **Transcript** of Records from the partner school, so that the appointed faculty member can validate the exams and grades earned abroad, as per the **guidelines and the conversion tables** established by the School of Industrial and Information Engineering.

### DOWNLOAD

Presentation International Exchanges for SOM Students 2021/2022 – (November 17)

*Useful Tips (and Tricks)* Presentation – (December 1)

Short guide to international exchanges

Guide to international exchanges

Format dossier for exchange programs



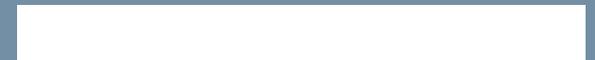
# The SoM Guides & Support Materials: New Info Sheets (work in progress!)



- Check Info Sheets on the **SoM website** for **Management Engineering** Exchange Partners. Useful information & links

**INTERNATIONAL NETWORK/EN > EXCHANGE PARTNERS**

- New Info sheets will be posted on a daily basis starting with the opening of the Mobility Call. Check them out regularly!



# Think International

## A new series for Management Engineering students

Online events organized for all **GES students**, throughout the Academic Year, in collaboration with professors, students, alumni, and international partners: to help you **think strategically** with your **mind open** to the rest of the world.



What does it mean to **Think International**?

The first step has to be a change in mindset, which we aim to bring about by giving students the chance to know and understand the intrinsic, long-term value of an international experience, before they have to take the actual step of choosing among the many opportunities offered by the University.

It is never too soon to start thinking about it. And this is why these events have been organized by the **Department of Management, Economics and Industrial Engineering** for all Bachelor and Master of Science students, in collaboration with professors, students, alumni, and international partners: to help students think strategically with their mind open to the rest of the world, with curiosity and without any kind of prejudice.

Wednesday, November 24, 2021 | 5.00 - 6.30 pm

 **Europe? Easier said than done. Exploring the Management Engineering EU Exchange Partnerships**  
More information available [here](#).

Monday, November 29, 2021 | 6.00 - 7.30 pm

 **Chilean initiatives for Sustainability and Resilience: Engineering and Management**  
More information available [here](#).

Monday, December 13, 2021 | 6.00 - 7.00 pm

 **Technology and Innovation in Colombian Agriculture and Food Industry**  
More information available [here](#).

Wednesday, December 15, 2021 | 5.00 - 6.00 pm

 **Venturing Further Afield. Studying in less familiar countries, outside the EU**  
More information available [here](#).

 Orientation  Reflection

# Think International

A new series for Management Engineering students



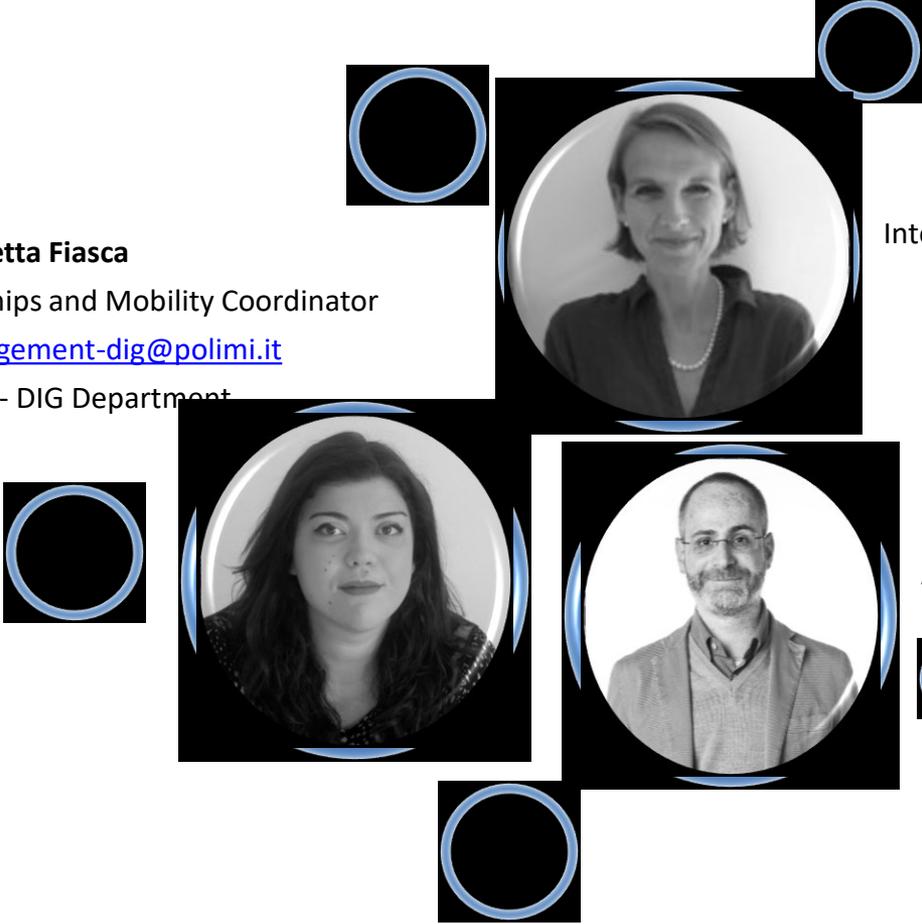
Please find a detailed description of each event on the **SoM** Events webpage (search *Think International Series*)

**Missed out?** On the webpage of each event you will also find the **recording**

For further information please contact: [exchangemanagement-dig@polimi.it](mailto:exchangemanagement-dig@polimi.it)

Stay tuned and check out your email for the upcoming events!

# Useful Contacts



**Diletta Fiasca**

International Partnerships and Mobility Coordinator

[exchangemanagement-dig@polimi.it](mailto:exchangemanagement-dig@polimi.it)

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# Q&A

**... and now we will open the floor to questions!**

