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# Erasmus+ Programme

**Key Action 1**  
**- Mobility for learners and staff -**  
**Higher Education Student and Staff Mobility**

## **Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>** **between programme countries**

### **[Minimum requirements]<sup>3</sup>**

The Institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner Institution.

#### **A. Information about higher education institutions**

| <b>Name of the institution</b><br>(and department, where relevant) | <b>Erasmus code</b> | <b>Contact details<sup>4</sup></b><br>(email, phone)  | <b>Website</b><br>(eg. of the course catalogue)   |
|--|---------------------|---|---|
| UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia   | P LISBOA03          | <b>Institutional Coordinator :</b><br>Prof. José Esteves Pereira<br>Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a><br>Tel.: +351 21 384 52 07/8<br>-----<br><b>Subject Area Contact:</b><br>Prof. Lia Vasconcelos<br>Email: <a href="mailto:ltv@fct.unl.pt">ltv@fct.unl.pt</a><br>Tel.: +351 21 294 83 00<br>-----<br><b>Administrative contact:</b><br>SAE-AM | <a href="http://www.unl.pt">www.unl.pt</a><br><br><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a> |

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

*A*

|                       |            |  |   |
|-----------------------|------------|--|---|
|                       |            | Email:<br><a href="mailto:div.a.se.mobilitade@fct.unl.pt">div.a.se.mobilitade@fct.unl.pt</a><br>Tel: + 351 21 294 78 20/7  |   |
| POLITECNICO DI MILANO | I MILANO02 | Administrative Contact: Mrs<br>Gela Cairati, International<br>exchange office/ Erasmus<br>( I.E.O.), Via Golgi 42, 20133<br>Milano<br><br><a href="mailto:erasmus@polimi.it">erasmus@polimi.it</a><br><br>tel: +39 022399 9765             | <a href="http://www.polimi.it/">http://www.polimi.it/</a> |
| POLITECNICO DI MILANO | I MILANO02 | Subject Area Contact:<br><br>Prof. BALDUCCI ALESSANDRO<br><br>E-mail: <a href="mailto:sandro.balducci@polimi.it">sandro.balducci@polimi.it</a><br><br><u>DIPARTIMENTO DI ARCHITETTURA E STUDI URBANI</u><br><br>Tel: 5463<br><br>Fax: 6406 |   |

### B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

Student mobility:

| FROM<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED] | Subject<br>area name<br>*            | Study<br>cycle<br>{short<br>cycle,<br>1 <sup>st</sup> ,<br>2 <sup>nd</sup> or<br>3 <sup>rd</sup> }<br>* | Number of student<br>mobility periods   |   |
|--|--|---|--------------------------------------|---|---|---|
|  |  |   |                                      |   | Student<br>Mobility for<br>Studies<br><br>[total number of<br>months of the<br>stay periods on<br>average<br>duration*] | Student<br>Mobility for<br>Traineeships |
| P LISBOA03   | I MILANO02   | 0731                                    | Architecture<br>and town<br>planning | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup>  | 1 <sup>st</sup> : 3 * 6 (each)<br>2nd: 3 * 6 (each)<br>3 <sup>rd</sup> : 1 * 6  |   |
| I MILANO02   | P LISBOA03   | 0731                                    | Architecture<br>and town             | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup>  | 1 <sup>st</sup> : 3 * 6 (each)<br>2nd: 3 * 6 (each)<br>3 <sup>rd</sup> : 1 * 6  |   |

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*):  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

|  |  |  |          |  |  |
|--|--|--|----------|--|--|
|  |  |  | planning |  |  |
|--|--|--|----------|--|--|

*[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

**Staff mobility:**

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code *<br>[ISCED] | Subject area name *            | Number of staff mobility periods   |                             |
|---|---|--------------------------------|--------------------------------|--|-----------------------------|
|   |   |                                |                                | Staff Mobility for Teaching<br><i>[total number of days of teaching periods or average duration *]</i> | Staff Mobility for Training |
| P LISBOA03  | I MILANO02  | 0731                           | Architecture and town planning | Lia Vasconcelos * 8h   | ---                         |
| I MILANO02  | P LISBOA03  | 0731                           | Architecture and town planning | Prof Balducci * 8h   | ---                         |

**C. Recommended language skills**

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| Receiving institution<br>[Erasmus code] | Optional: Subject area | Language of instruction 1                  | Language of instruction 2  | Recommended language of instruction level <sup>6</sup>                 |   |
|---|------------------------|--|--|--|---|
|   |                        |  |  | Student Mobility for Studies<br><i>[Minimum recommended level: B1]</i> | Staff Mobility for Teaching<br><i>[Minimum recommended level: B2]</i> |
| P LISBOA03                              | I MILANO02             | Portuguese<br>(for 1 <sup>st</sup> cycles) | Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> ) | B1   | B2  |

<sup>6</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

|            |            |         |         |                                  |  |
|------------|------------|---------|---------|----------------------------------|--|
|            |            |         | cycles) |                                  |  |
| I MILANO02 | P LISBOA03 | Italian | English | See Addendum part<br>C ( page 1) |  |

For more details on the language of instruction recommendations, see the course catalogue of each Institution [*Links provided on the first page*].

#### D. Additional requirements

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

##### I MILANO02: I MILANO02

The infrastructure to welcome students and staff with special needs is well developed in all Campuses and managed by the [Multi Chance Poli Team](#).

#### E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month] | Spring term*<br>[month]  |
|---|-------------------------|--------------------------|
| P LISBOA03                              | May 31 <sup>st</sup>    | October 31 <sup>st</sup> |
| I MILANO02                              | Mid June                | Mid December             |

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [4] weeks (minimum).
3. A Transcript of Records will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

*[In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the*



European Commission nor the National Agencies can be held responsible in case of a conflict.”]

## F. Information

### 1. Grading systems of the institutions

Information available at:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

At **I MILANO02** :The European Credit Transfer System (ECTS) is fully implemented. Credits measure the student workload which is required to pass the examination and include class attendance, classwork, laboratory work and individual study. It is also possible to obtain credits for other training courses, project works or theses, internships, basic computing skills, training in communication and public relations and group work.

One credit corresponds to a workload of about 25 hours and the yearly workload for an average study course corresponds to about 60 credits. Each subject is assigned a number of credits which the students obtain when they pass their final examination. Exams are graded using a grading scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest.

### 2. Visa

The sending and receiving Institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

| Institution<br>[Erasmus code] | Contact details<br>(email, phone)  | Website for information   |
|-------------------------------|--|---|
| P LISBOA03                    | Email:<br><a href="mailto:div.a.ae.mobillidade@fct.unl.pt">div.a.ae.mobillidade@fct.unl.pt</a><br>Tel.: + 351 21 294 78 20/7 | <a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a> |
| I MILANO02                    | Information regarding Visa, Residence Permit and Insurance matters is provided when needed                                   |   |

### 3. Insurance

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

([http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao\\_academica/Seguro%20Escolar/Generali\\_apoliceSegAlunos\\_013.pdf](http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf)).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union

Information and assistance can be provided by the following contact points and information sources:

| Institution<br>[Erasmus code] | Contact details<br>(email, phone)  | Website for information |
|-------------------------------|--|-------------------------|
| P LISBOA03                    | Email:<br><a href="mailto:div.a.ae.mobildade@fct.unl.pt">div.a.ae.mobildade@fct.unl.pt</a><br><br>Tel.: + 351 21 294 78 20/7 |                         |
| I MILANO02                    | Information regarding Visa, Residence Permit and Insurance matters is provided when needed                                   |                         |



#### **4. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

| Institution<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|-------------------------------|---|---|
| P LISBOA03                    | Email:<br><a href="mailto:div.a.ae.mobildade@fct.unl.pt">div.a.ae.mobildade@fct.unl.pt</a><br><br>Tel.: + 351 21 294 78 20/7  | <a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a> |
| I MILANO02                    | Politecnico di Milano has many different housing alternatives in all campuses and the <a href="#">Accommodation Service</a> online counter is available for all incoming students. At arrival, several student associations do a great job assisting newcomers in their efforts to find apartments and rooms to rent. | <a href="http://www.residenze.polimi.it/">http://www.residenze.polimi.it/</a>   |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

| Institution<br>[Erasmus<br>code] | Name, function   | Date        | Signature <sup>7</sup>   |
|----------------------------------|--|-------------|--|
| P LISBOA03                       | Institutional<br>Coordinator, Prof. José<br>Esteves Pereira          | 7 MAR. 2014 |   |
| I MILANO02                       | <i>Prof. Giancarlo Spinelli</i><br>Erasmus Institutional Coordinator | 17/02/2014  |  |

<sup>7</sup> Scanned signatures are accepted







# Erasmus+ Programme

## Contact Sheet

| Key Data 2014/2015   |   |
|--|---|
| Name of Institution  | <b>POLITECNICO DI MILANO</b>  |
| Erasmus Code   | <b>I MILANO02 (ECHE 29169)</b>  |
| Country  | <b>ITALY</b>  |
| Rector   | <b>Prof. Giovanni AZZONE</b>  |
| Institutional Coordinator  | <b>Prof. Giancarlo SPINELLI</b><br>Rector's Delegate for International Networks   |
| Internet Address   | www.polimi.it   |
| International Exchange Office/IEO  |   |
| Erasmus Coordinators   | Piazza Leonardo da Vinci 32<br>I - 20133 Milano<br>Visiting address: Via Golgi 42, I - 20133 Milano   |
| <b>Interinstitutional Agreements</b>   | <b>Isabella BONTEMPI/Gaia CAIRATI/Anna SJÖBERG</b><br>phone +39 02 2399 9765<br>fax +39 02 2399 9768<br>e-mail <a href="mailto:erasmus@polimi.it">erasmus@polimi.it</a>   |
| <b>Other Exchange programmes and UE funding</b>                                      | <b>Lara DE SILVESTRI/Chiara PELLIZZARI</b>  |
| StuDesk  |   |
| Student Advisors for Incoming and Outbound Students                                  | <b>StuDesk 1</b><br><b>AL</b> School of Architecture - Campus Leonardo<br><b>Laura MAFFEI</b> (incoming), <b>Angiola NERI</b> (outbound)<br>address via Golgi 42, I-20133 Milano<br>phone +39 02 2399 2672/2675<br>fax +39 02 2399 2677<br><a href="mailto:studesk1@polimi.it">studesk1@polimi.it</a>                           |
| <b>Nomination Application Learning Agreement Transcript of records Welcome</b>       | <b>StuDesk 2</b><br><b>IL</b> Schools of Engineering - Campus Leonardo and Campus Lecco<br><b>StuDesk 2 - Laura MAFFEI</b> (incoming), <b>Elena BELCREDI</b> (outbound)<br>address via Golgi 42, I-20133 Milano<br>phone +39 02 2399 2562<br>fax +39 02 2399 2564<br><a href="mailto:studesk2@polimi.it">studesk2@polimi.it</a> |
| <i>Please send nominations directly to the concerned StuDesk!</i>                    | <b>StuDesk 3</b><br><b>IC, DC</b> School of Engineering, School of Design - Campus Como<br><b>StuDesk 3 - Vittoria CAPRICCIOLI</b><br>address via Castelnuovo 7, I-22100 Como<br>phone +39 031332 7511<br>fax +39 031 332 7565<br><a href="mailto:studesk3@como.polimi.it">studesk3@como.polimi.it</a>                          |
| <i>Application on-line and information for exchange students:</i>                    |   |
| <a href="http://www.polinternational.polimi.it/">www.polinternational.polimi.it/</a> |   |
| <a href="http://www.polimi.it/en">www.polimi.it/en</a>                               |   |



*Student Advisors cont.*

#### **StuDesk 4**

**AB** School of Architecture - Campus Bovisa

**Fabio LION**

address via Durando 10, I-20158 Milano

phone +39 02 2399 5721

fax +39 02 2399 5675

[studesk4@polimi.it](mailto:studesk4@polimi.it)

#### **StuDesk 5**

**IB** Schools of Engineering - Campus Bovisa (and Mechanical Engineering at Campus Piacenza and Campus Lecco)

**StuDesk 5 – Simona BENVENUTO**

address via Durando 10, I-20158 Milano

phone +39 02 2399 5720

fax +39 02 2399 5675

[studesk5@polimi.it](mailto:studesk5@polimi.it)

#### **StuDesk 6**

**DI** School of Design - Campus Bovisa

**StuDesk 6 - Livia FABBRINI, Simona RODELLA**

address via Durando 10, I-20158 Milano

phone +39 02 2399 5771/5719

fax +39 02 2399 5675

[studesk6@polimi.it](mailto:studesk6@polimi.it)

#### **StuDesk 7**

**AM** School of Architecture - Campus Mantova

**Martina VENERI, Benedetta GIRALDI**

address Piazza d'Arco 3, I-46100 Mantova

phone +39 0376 31 7001

fax +39 0376 31 7053

[studesk7@polimi.it](mailto:studesk7@polimi.it)

#### **StuDesk 8**

Double Degree Programmes (for Design → Studesk6)

**Elisa DOMENIS, Michela GREGORI**

address via Golgi 42, I-20133 Milano

phone +39 02 2399 2502/2523

fax +39 02 2399 2677

[progetti.doubleddegrees@polimi.it](mailto:progetti.doubleddegrees@polimi.it)

### **International Project Service**

**Bilateral agreements ExtraUE  
Double Degree agreements**

**Maria PEREGO**

[spi.agreements@polimi.it](mailto:spi.agreements@polimi.it)

**UNITECH Programme**

**Francesca FOGAL**

[unitech@polimi.it](mailto:unitech@polimi.it)

**Erasmus Mundus**

**Barbara DEL SOLE**

[spi-projects@polimi.it](mailto:spi-projects@polimi.it)



## Erasmus+ Programme

Addendum to sections **A**, **B** and **G** within the signed Inter-institutional Agreement.

### C. Recommended language skills

In order to take full advantage of student mobility, the Politecnico di Milano recommends language level B1 in Italian and B2 in English (for English-taught programmes only). No certificate is required though. The course offer in English is increasing at the Politecnico di Milano, particularly at Master-of-Science (4<sup>th</sup> and 5<sup>th</sup> year) level.

[Course catalogue](#) (language of instruction is indicated by flags)

[Italian courses](#) (free of charge for all exchange students)

### D. Additional requirements

#### Nomination

The Partner University is kindly asked to officially nominate all exchange students (selected with respect to the figures in Part B of the agreement) by e-mail directly to the [StuDesk](#), specifying the following details:

- Complete Name
- E-mail
- Period of Stay and Exchange Programme
- Area of Study (Architecture, Engineering, Design) and Campus destination at Polimi

#### Application procedure

All nominated exchange students have to **register** on the [Polimi website](#) (Online Services<New User? [Register](#)) in order to get **ID number and password**, necessary to get access to all Personalised services. Select the **Application Form** "Incoming exchange students: ON-LINE APPLICATION" to start the application procedure. Fill in the form as required and save. No paper version is necessary.

The online application is available twice a year and the dead-lines are:

**Mid June** for the first Semester and Full year candidates

**Mid December** for the second Semester

#### Acceptance

All nominated candidates, that have completed the Application form, are evaluated by relevant offices. Accepted students will receive a confirmation of acceptance, sent to the e-mail contacts indicated in the application, at the latest two weeks after application closing date.

#### Learning Agreement/Study Plan and Transcript of records

After having completed the on-line application, the candidate will have the possibility to prepare a provisional Learning Agreement in connection with the educational offer at the Politecnico di Milano. If preferred the Learning Agreement version of the Home university may be used instead. At arrival there will be plenty of time to review the choice of courses with the Polimi Study Plan Tool (available at the beginning of each semester).

Students are advised to choose a majority of credits within their School and Course of enrollment. As a general rule to increase flexibility, students are also allowed to choose courses outside their School for a maximum of 12 credits per semester. Naturally it is necessary to take into due account classes overlapping and travelling between campuses. Some classes and laboratories have limited access.

A Transcript of Records will normally be issued no later than five weeks after the assessment period has finished.



## E. Calendar

### Academic Calendar

At the Politecnico di Milano the [Academic Year](#) is divided in two semesters.

1<sup>st</sup> Semester:

Courses from late September to end of January, with exam period in February

2<sup>nd</sup> Semester:

Courses from March to June, with exam period in July

| Schools                   | Example: Academic Year 2013/2014 |                               |                             |                            |
|---------------------------|----------------------------------|-------------------------------|-----------------------------|----------------------------|
|                           | 1st semester                     |                               | 2nd semester                |                            |
|                           | Instruction begins               | Instruction ends              | Instruction begins          | Instruction ends           |
| Architecture and Society  | 9 <sup>th</sup> October 2013     | 31 <sup>st</sup> January 2014 | 10 <sup>th</sup> March 2014 | 27 <sup>th</sup> June 2014 |
| Civil Architecture        | 7 <sup>th</sup> October 2013     |                               |                             |                            |
| Design                    | 7 <sup>th</sup> October 2013     |                               |                             |                            |
| Engineering               | 30 <sup>th</sup> September 2013  |                               |                             |                            |
| Architectural Engineering | 7 <sup>th</sup> October 2013     |                               |                             |                            |

### Exam periods

Winter session: from February to the beginning of March

Summer session: from the end of June to the end of July

## F. Information

### Grading system

The European Credit Transfer System (ECTS) is fully implemented. Credits measure the student workload which is required to pass the examination and include class attendance, classwork, laboratory work, project works or theses, internships and individual study. One credit corresponds to a workload of about 25 hours and the yearly workload for an average study course corresponds to about 60 credits. Each subject is assigned a number of credits which the students obtains when they pass their final examination. Exams are graded using a grading scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest.

### Assistance for Visa, Residence Permit and Insurance

Information regarding Visa, [Residence Permit](#) and [Insurance](#) matters is provided when needed.

### Housing services

Politecnico di Milano has many different housing alternatives in all campuses and the [Accommodation Service](#) online counter is available for all incoming students. At arrival, several student associations do a great job assisting newcomers in their efforts to find apartments and rooms to rent.

### Multi Chance

The infrastructure to welcome students and staff with special needs is well developed in all Campuses and managed by the [Multi Chance Poli Team](#).

### Termination of agreements

To terminate the exchanges a notice of at least one academic year should be given. This means that a decision to discontinue the exchanges notified to the other party by 1 June of year N will only take effect as of 1 September of year N+1.