POLITECNICO MILANO 1863 | SCHOOL OF DESIGN

Welcome Week

Anna Meroni • Vice Dean School of Design
Carolina Cruz • International Relations School of Design

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Introduction

00

Since 1863 Politecnico di Milano is Italy's largest science-technology University, between scientific rigor and creativity.

Politecnico History

1863

SCHOOL OF
EGINEERING

1926

SCHOOL OF
ARCHITECTURE

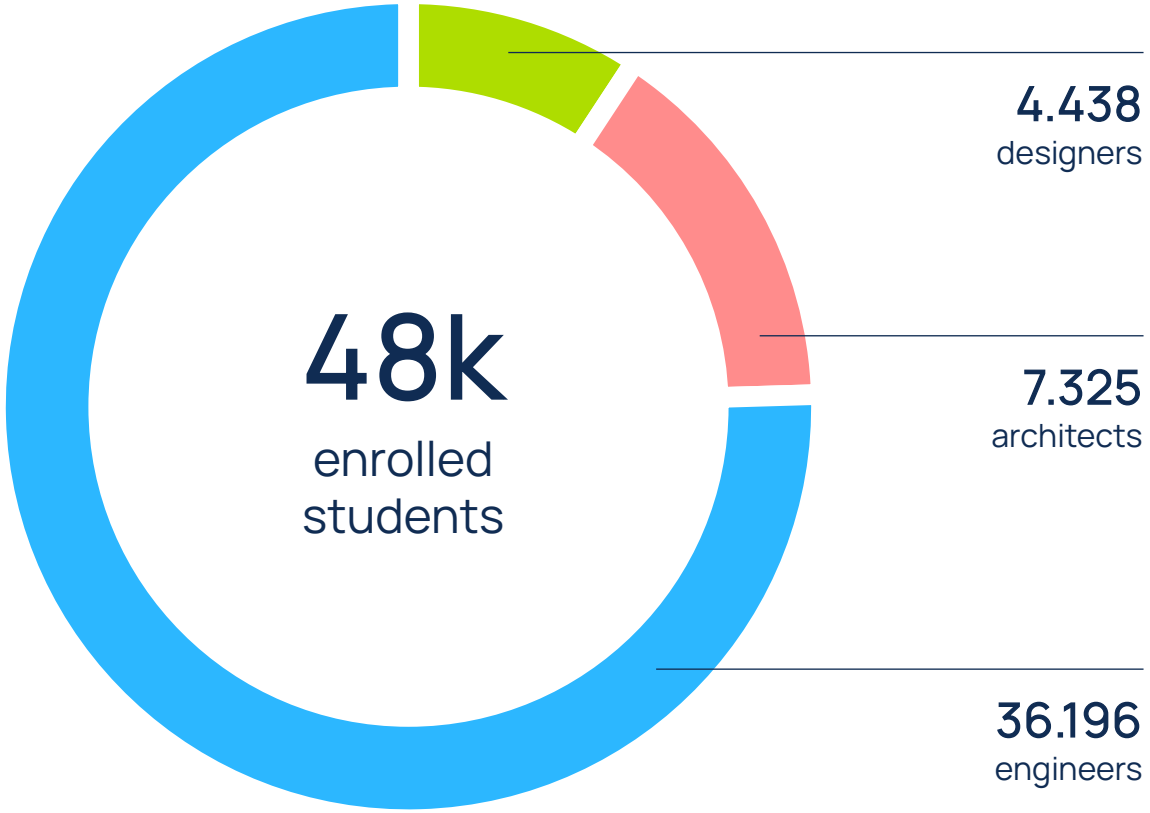
2000

SCHOOL
OF DESIGN

How many?

Politecnico di Milano is a large community of 47.959 enrolled students and 1.893 PhD students. **International enrolled students** are **more than 8.000**.

Students numbers upd. march 2023



4 Schools

School of Civil, Environmental and Land Management Engineering

3 Bachelor & 4 Master
ingcat.polimi.it

School of Industrial and Information Engineering

17 Bachelor & 19 Master
ingindinf.polimi.it

School of Architecture Urban Planning Construction Engineering

3 Bachelor & 13 Master
auic.polimi.it

School of Design

5 Bachelor & 7 Master
design.polimi.it

12 Departments

Aerospace science and technology

Management, economics and industrial engineering

Architecture and urban studies

Design

Mechanical engineering

Energy

Architecture, built environment and construction engineering

Mathematics

Electronics, information and bioengineering

Physics

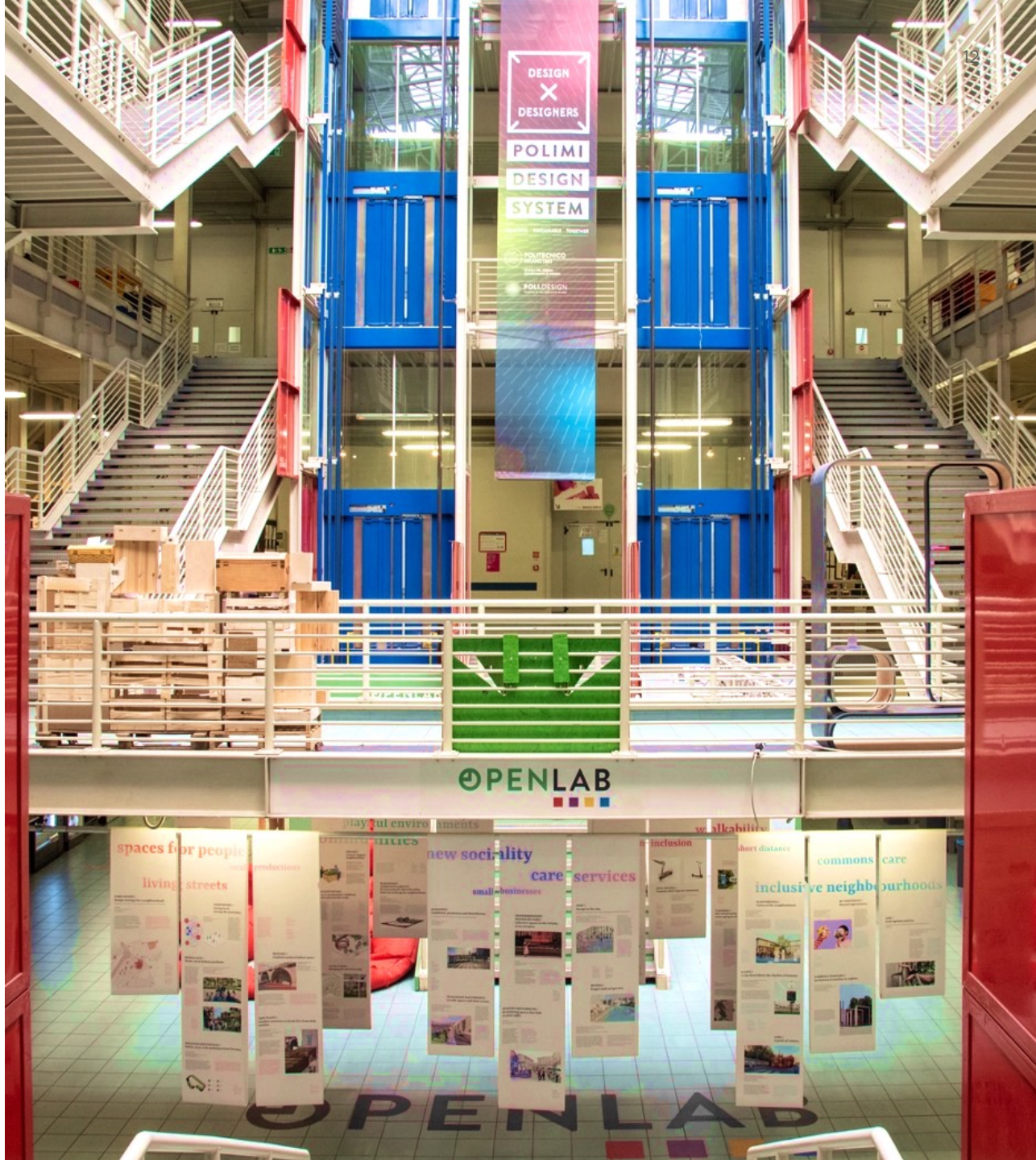
Chemistry, materials and chemical engineering

Civil and environmental engineering

School of Design

An integrated approach combining creativity, technology and sustainability for education.

design.polimi.it



An international excellence

According to the **QS World University Rankings 2024**, based on academic reputation, employer reputation and research impact, Politecnico di Milano is confirmed as a global excellence in the **Art & Design** category.

1st

in Italy

7th

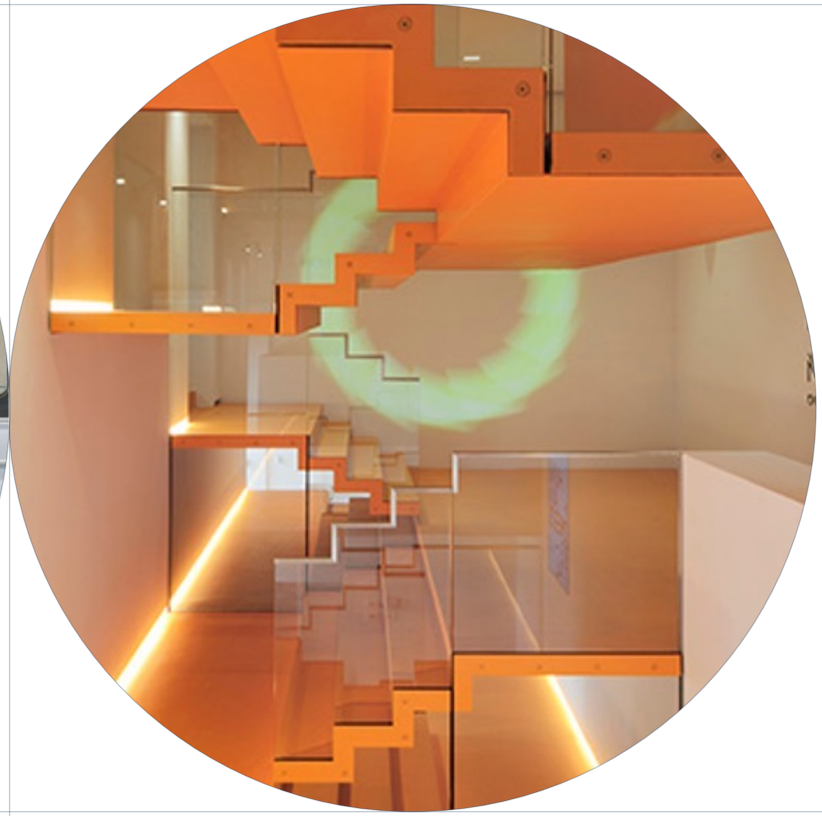
in the world

QS WORLD UNIVERSITY RANKINGS

Milano design culture

ADI Design Museum

Triennale Milano



MEET – Digital Cultural Centre

Milano design culture

Salone del Mobile

Fuorisalone

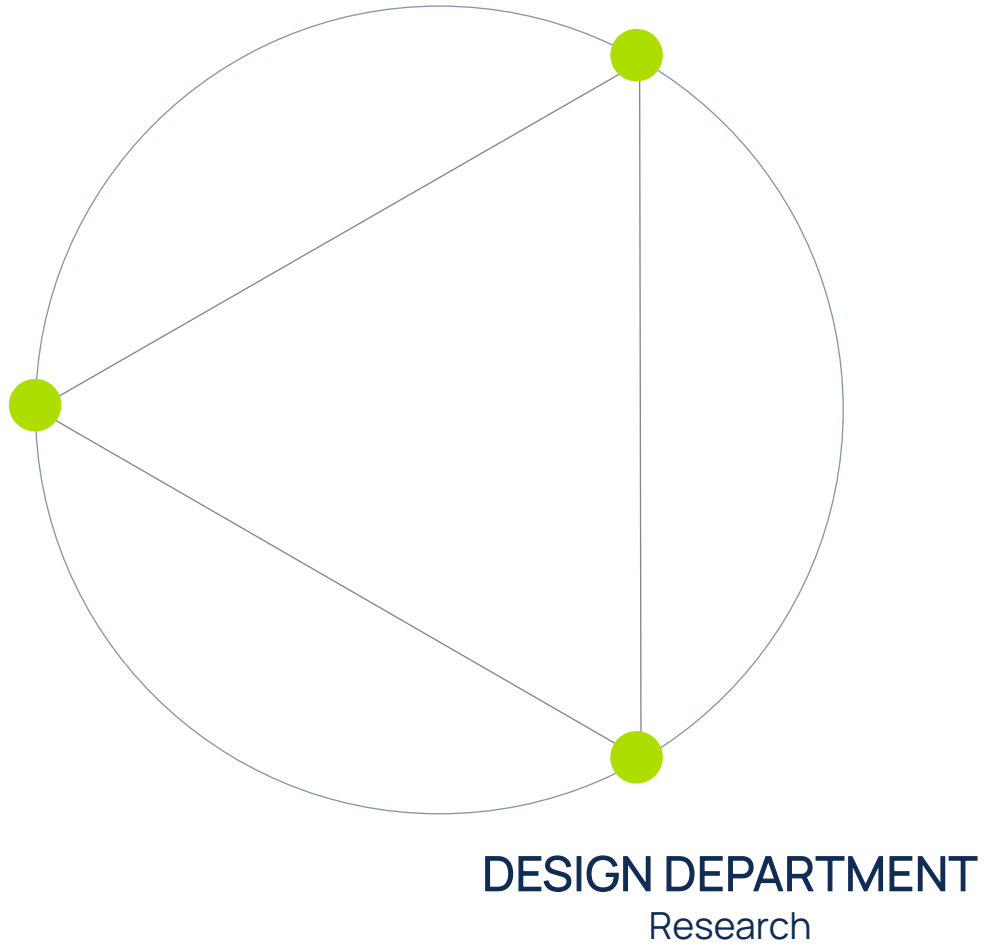
Milano Fashion Week

The Design System at Polimi

01

The Design System

There are **3 entities** which intend to carry out excellence about design and satisfy requests from a **technological**, **productive** and **professional context** in continuous evolution.



An international school

250

international students enrolled per year

250

exchange and **double degree** students

30

visiting professors for research and teaching

215

partner universities around the world

The Education Path

ENTRANCE

- TOLD – Test On Line for Design

UNDERGRADUATE

- **3 years**
- 5 B.Sc. courses

POSTGRADUATE

- **2 years**
- 7 M.Sc. courses

PhD

- **3 years**

SPECIALIZING MASTERS

- Variable duration
- More than 30 Master courses

Training areas

Interior and Spatial Design. Product Design. Fashion Design. Communication Design. Design & Engineering. Digital and Interaction Design. Integrated Product Design. Product Service System Design.

Design Courses

Bachelor Degrees – B. Sc.

COURSE	LANGUAGE
Product Design	ITA
Communication Design	ITA
Interior Design	ITA
Fashion Design	ITA
Interaction Design	ENG

Master Degrees – M. Sc.

COURSE	LANGUAGE
Integrated Product Design	ITA/ENG
Communication Design	ITA/ENG
Interior and Spatial Design	ITA/ENG
Design for the Fashion System	ENG
Product Service System Design	ENG
Design & Engineering	ENG
Digital and Interaction Design	ENG

Collaborations

The School of Design collaborates with **companies** for **research** and **education**: workshops, internships, studio activities, sponsorships for materials...

And more...

Courses & Credits

02

Credit System

CFU are the Italian equivalent of **ECTS** (European Credit Transfer System):
1 CFU = 1 ECTS.

1 CFU = 25 hours of workload

- lectures and other forms of instruction
- assignments and independent work

~30 CFU

usually achieved in 1 semester
(60 CFU per year)

Grading System

Exams in Italy are graded using a **scale of 30**, where 18 is the minimum passing grade.

- **Excellent**: from 27/30 to 30/30 cum laude
- **Good**: from 24/30 to 26/30
- **Satisfactory**: from 21/30 to 23/30
- **Barely passing**: from 18/30 to 20/30
- **Fail**: from 0 to 17/30

18 minimum passing grade

30 the highest you can get

cum laude

Course Types

DESIGN STUDIOS (LABORATORI)

12 or 18 CFU

Project courses;
students usually work in teams

MONODISCIPLINARY & INTEGRATED COURSES

6 CFU

Theory and project courses

WORKSHOPS & DESIGN SEMINARS

6 CFU

Design studios held in one full week (February and June)

*some workshops are not graded

ELECTIVE COURSES

6 CFU

Interdisciplinary courses

≥80%

Courses are held in presence.

mandatory attendance required

Important dates

First Semester

Lessons	**16th September 2024**	**20th December 2024**
Christmas Holidays	21st December 2025	7th January 2025
Exams Session	8th January 2025	14th February 2025
Workshop Week	10th February 2025	14th February 2025
Workshop Week (Communication Design only)	3rd February 2025	7th February 2025

Check the School Academic Calendar

Learning Agreement & Study Plan

03

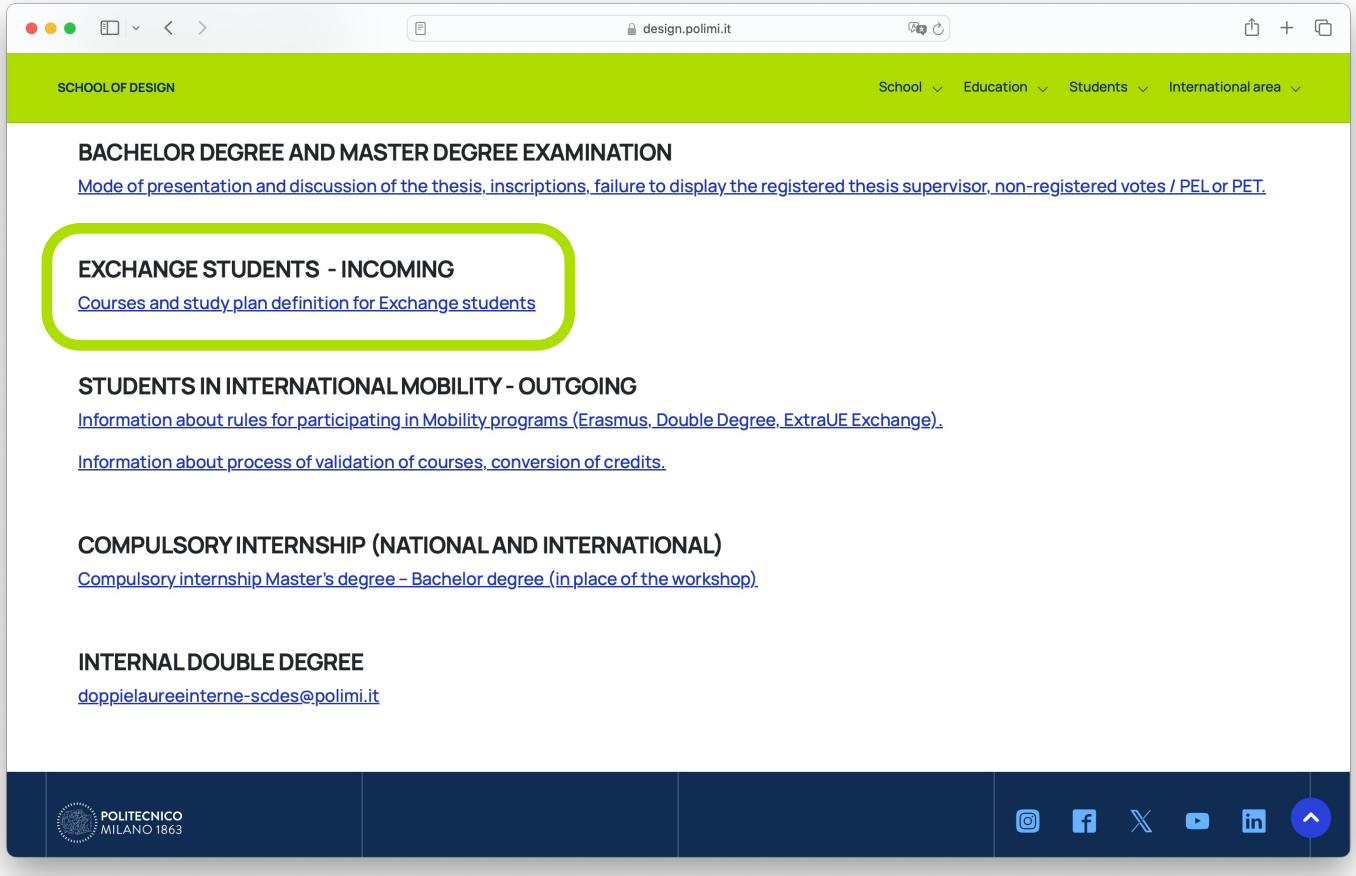
Learning Agreement & Study Plan

	1	2	3	4	5
WHAT	**Study Plan submission**	**Study Plan approval**	**Study Plan changes** (if needed)	**Learning Agreement update**	**Learning Agreement sign**
WHO	Students	School of design	Students	Erasmus students only	Students & School of design
WHEN	from 29/08/2024 to 05/09/2024	within 12/09/2024	from 16/09/2024 to 22/09/2024	from 23/09/2024	from 24/09/2024

Did you miss the Study Plan submission?

Please contact us using our official channel:

School of Design > Send an email
EXCHANGE STUDENTS – INCOMING



BEFORE LESSONS START **EVERY STUDENT**
MUST HAVE THEIR STUDY PLAN REGISTERED

Study Plan Changes

In case of **overlapping courses**, you can modify your study plan **from 16 to 22 September 2024**.

- Please be aware that you will be able to **choose only from the left-over courses**.

- Remember to **press the save button** after you submitted your modified study plan.

Learning Agreement Update

(Erasmus students only)

	1	2
LA in PDF format	Fill the LA up with the courses you've registered in your study plan	Send the LA by email for the signature School of Design > Send an email EXCHANGE STUDENTS – INCOMING
Online LA (OLA)	Fill the OLA up with the courses you've registered in your study plan	We'll sign the OLA automatically through EWP system

We will sign the LA and OLA only from 24/09/2024

Learning Agreement Filling

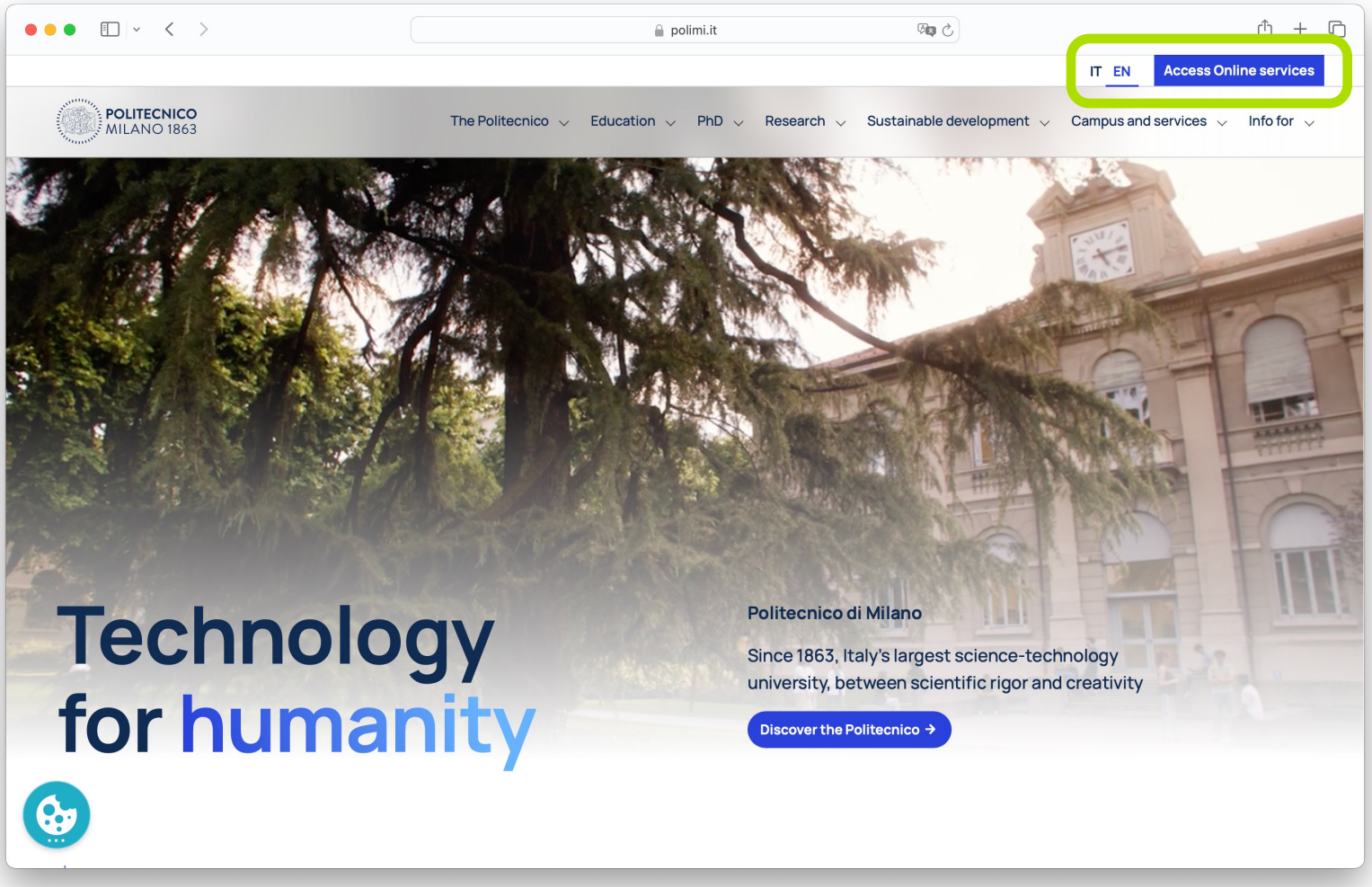
NAME	Politecnico di Milano
FACULTY/DEPARTMENT	School of Design
ERASMUS CODE	I Milano02
ADDRESS	Via Lambruschini 15, 20156, Milano MI
COUNTRY	IT
CONTACT PERSON	Carolina Cruz (International Relations Office School of Design)
EMAIL	askdesign@polimi.it

Didactic Tools

04

University Website

On the main page you can find the link to access **Online Services**



polimi.it › Online Services

Online Services › Mail & Career

Webmail

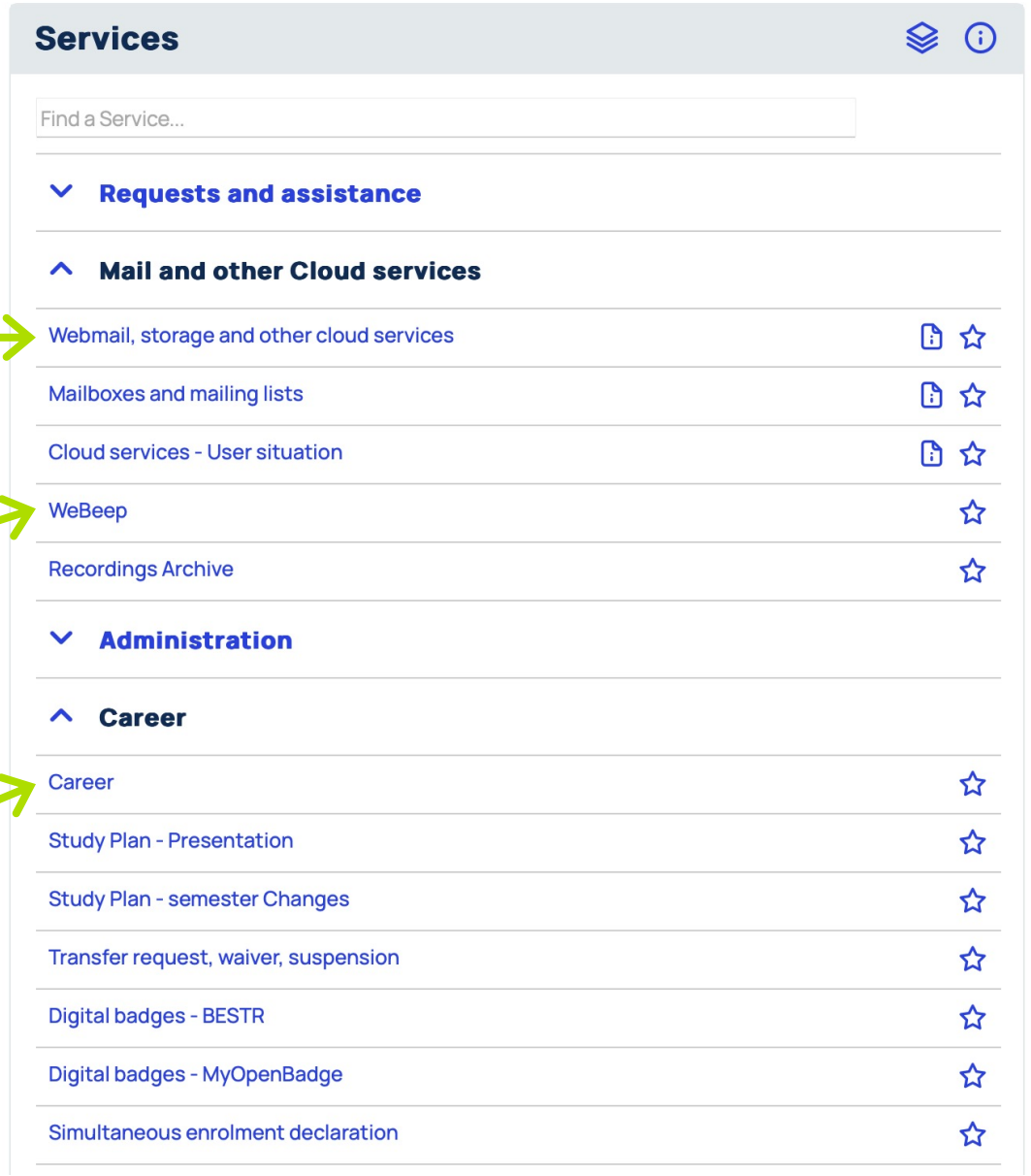
Check your institutional mailbox:
name.surname@mail.polimi.it

WeBeep

Login to WeBeep, the online platform supporting education at Polimi.

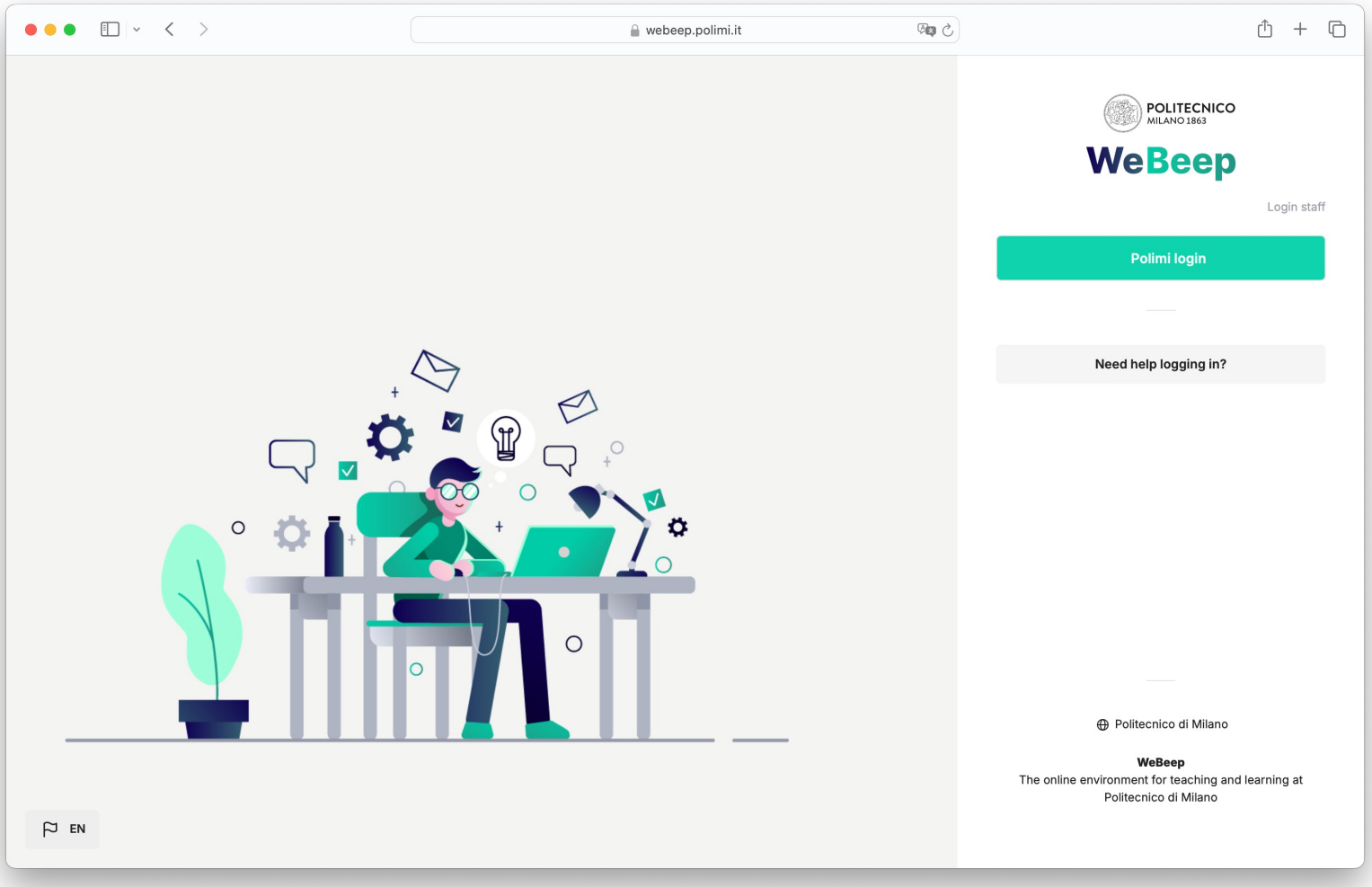
Career

Displays the **study plan** approved or being approved, indicating courses you've registered in and exams results.



WeBeep

Use your Polimi credentials to log in to **WeBeep**, the online platform for study and exchange used by faculty and students.



webeep.polimi.it

WeBeep

After logging in, you'll see an **overview of the courses** you've registered in.
For each course, you'll have access to the following tools:

- **NOTICE BOARD**
  Check course announcements written by professors and tutors

- **MATERIALS**
  Check the materials provided by professors

- **RECORDINGS**
  Rewatch the recorded course lectures (if available)

- **ASSIGNMENTS**
  Submit required documents for exercises set up by professors

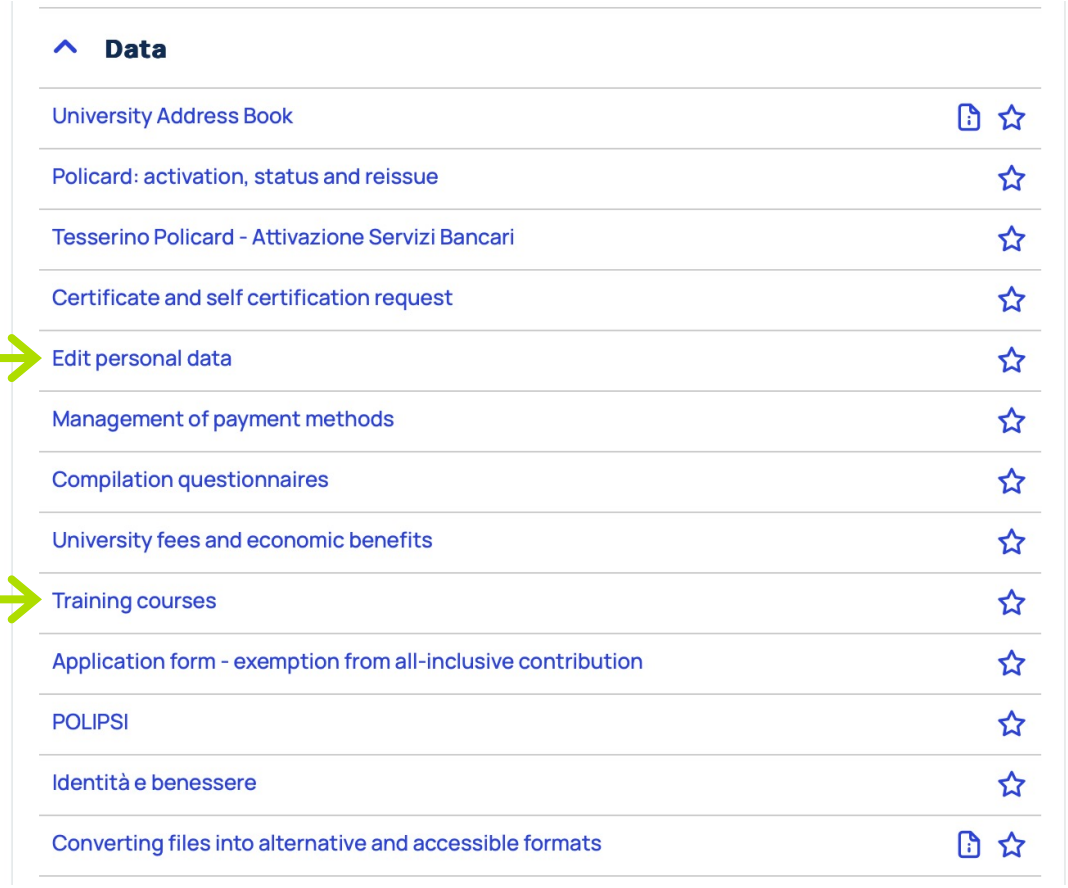
Online Services › Data

Edit personal data

Enables to view and update your own **personal** and **contact data**

Training courses

Offers a range of **online courses,** including **safety**, along with **access to certificates**.



Training Courses › Safety Courses

School of Design students are required to take **2 online safety courses**:

1 Basic Course on Safety

The Online **Basic Course on Safety** is **compulsory for every student** at Polimi.

You won't be able to register to exams if you don't pass it before.

2 Course to access the Design Labs

This certificate is required to **gain access to the Design Department Labs** and to use the equipment.

We recommend taking this course promptly to participate in lab activities from the very beginning.

Training Courses › Safety Courses

You can access the required courses by following this path:
Online Services › Data › Training Courses › Courses on Safety.

- **Basic Course on Safety**:

Recipients: teaching staff, contract professors, temporary research fellows, undergraduates and PhD students, technical-administrative personnel and collaborators.

This course - lasting the equivalent of 4 hours - corresponds to compulsory training required to be given to all workers under the H&S regulations. The course is devoted to in-depth analysis of the basic information and presentation of the general concepts regarding prevention of accidents and safety at work. It also includes typical information on the specific training for the majority of the jobs performed in the university, such as the use of equipment with video terminals and the procedures for dealing with emergencies.

Access course in ITALIAN ENGLISH

- **Course to access the Design Department Labs**:

This six hours course focuses on specific safety contents to use the equipment of the Design Department Labs.

The training must include a two hours hands on session in the labs.

Recipients: teaching staff, contract professors, temporary research fellows, undergraduates and PhD students, technical-administrative personnel and collaborators.

Access course in ITALIAN

Online Services › Exams

Lecture timetable

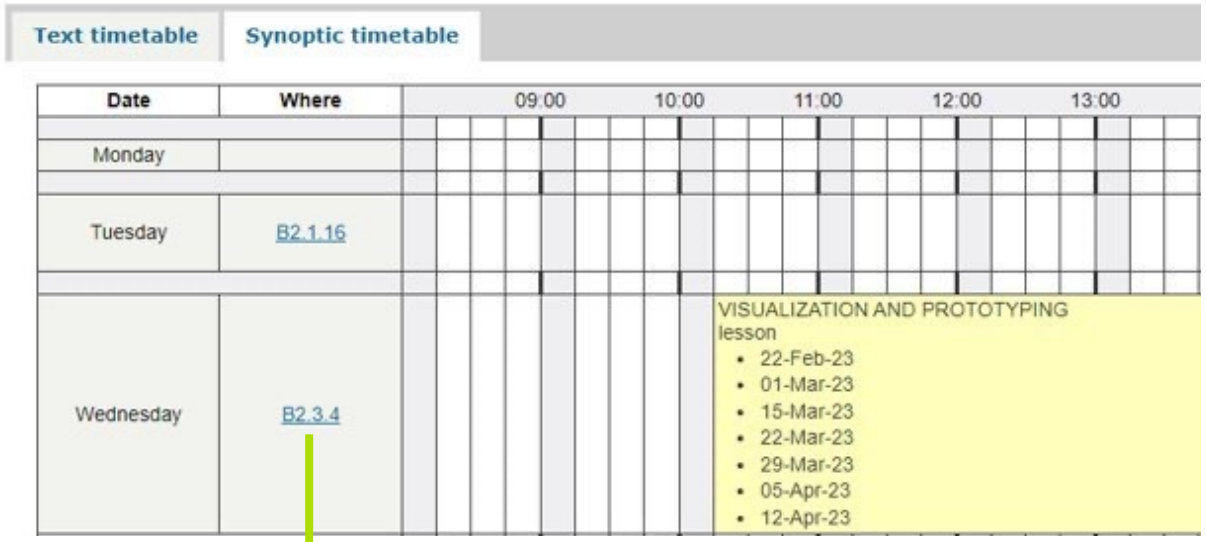
Displays **lecture dates** for each course in your study plan (duration, professor, dates and timetables, classrooms).

Exams registration

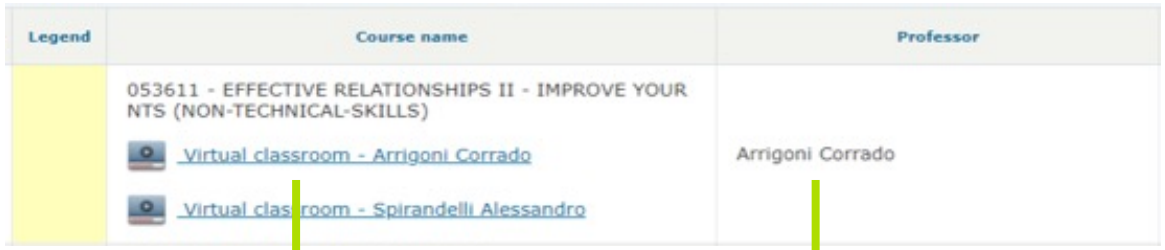
Permits registration for **exam sessions**. For each exam subject, a list of exam sessions is available.

Lecture timetable

Check here to see where and when the lectures in your study plan are held and to **make sure there are no overlapping classes**.



Classroom information
(building and classroom number)



Link to enter the
professor's virtual room

Professor's name

Exams registration

In this section you'll be able to view and update the following:

- **EXAMS TO BE TAKEN**
  Check the exams you can register for and their registration deadlines

- **ENROLLMENTS COMPLETED**
  View the exams you've registered for, along with information about the exam location, date and time

- **EXAM RESULTS**
  Check your grades (only if they have not yet been recorded in your career)

Exams registration · tips

REGISTRATION FOR THE EXAM IS MANDATORY FOR EACH COURSE YOU ARE ATTENDING.
This is necessary in order to record grades in your career.

Pay attention to deadlines:

- For **courses and laboratories**: exam registration opens approximately 1 month before each exam session and closes one week before the exam date.

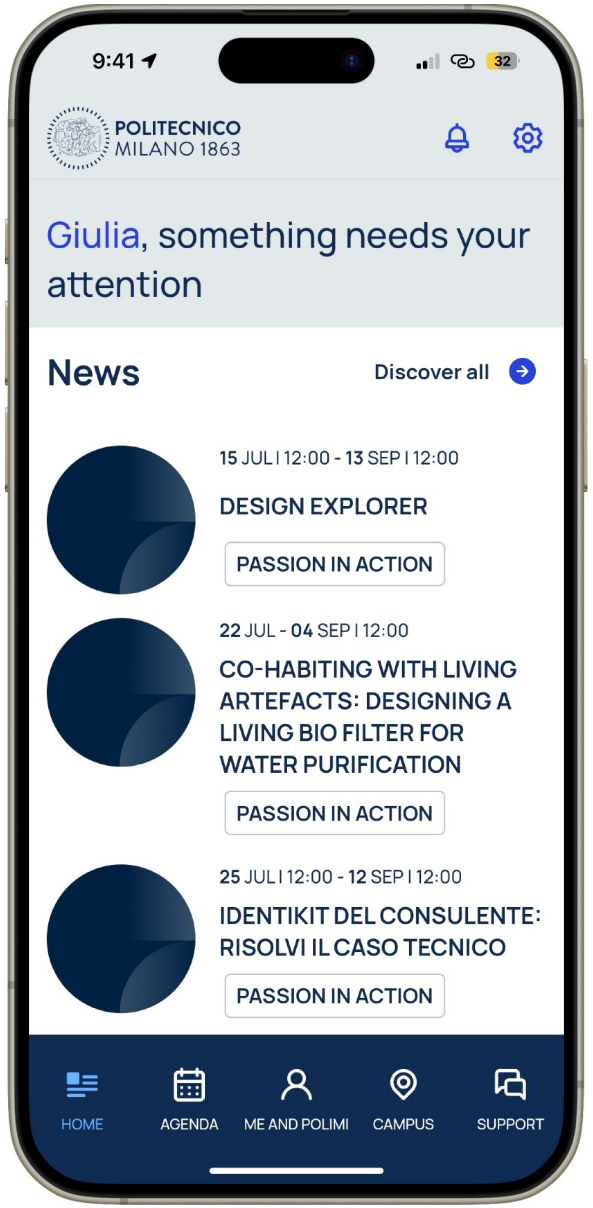
- For **workshops**: registration will be open throughout the workshop's end.
  [Specific deadlines will be visible directly in the application].

Before each registration, you'll need to complete the **course feedback questionnaire**.

Polimi App

The app to experience Polimi at 360°:

- manage your didactic career, keeping track of your study plan, lessons, exams and fees
- receive personalized notifications and news based on your interests
- search for classroom and available classroom inside campuses



Polimi on App store
Polimi on Play store

Didactic Labs

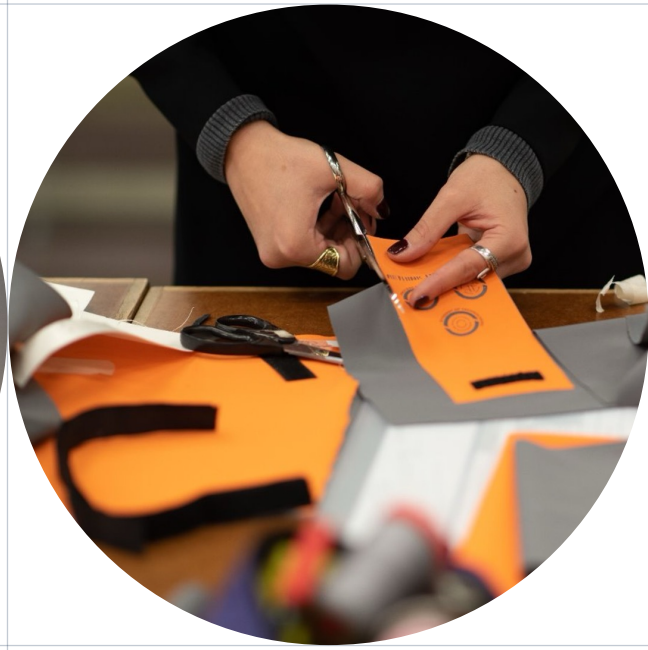
05

Polimi Design Labs

Lab Allestimenti
Exhibit

Lab Prototipi
Prototypes

Lab Immagine
Photo & Video



Lab Moda
Fashion

Lab access

Every time you need to access the Design Labs, you have to book via **Affluences** and bring your **personal badge**.

DESIGN LABS
POLITECNICO MILANO 1863
DIPARTIMENTO DI DESIGN

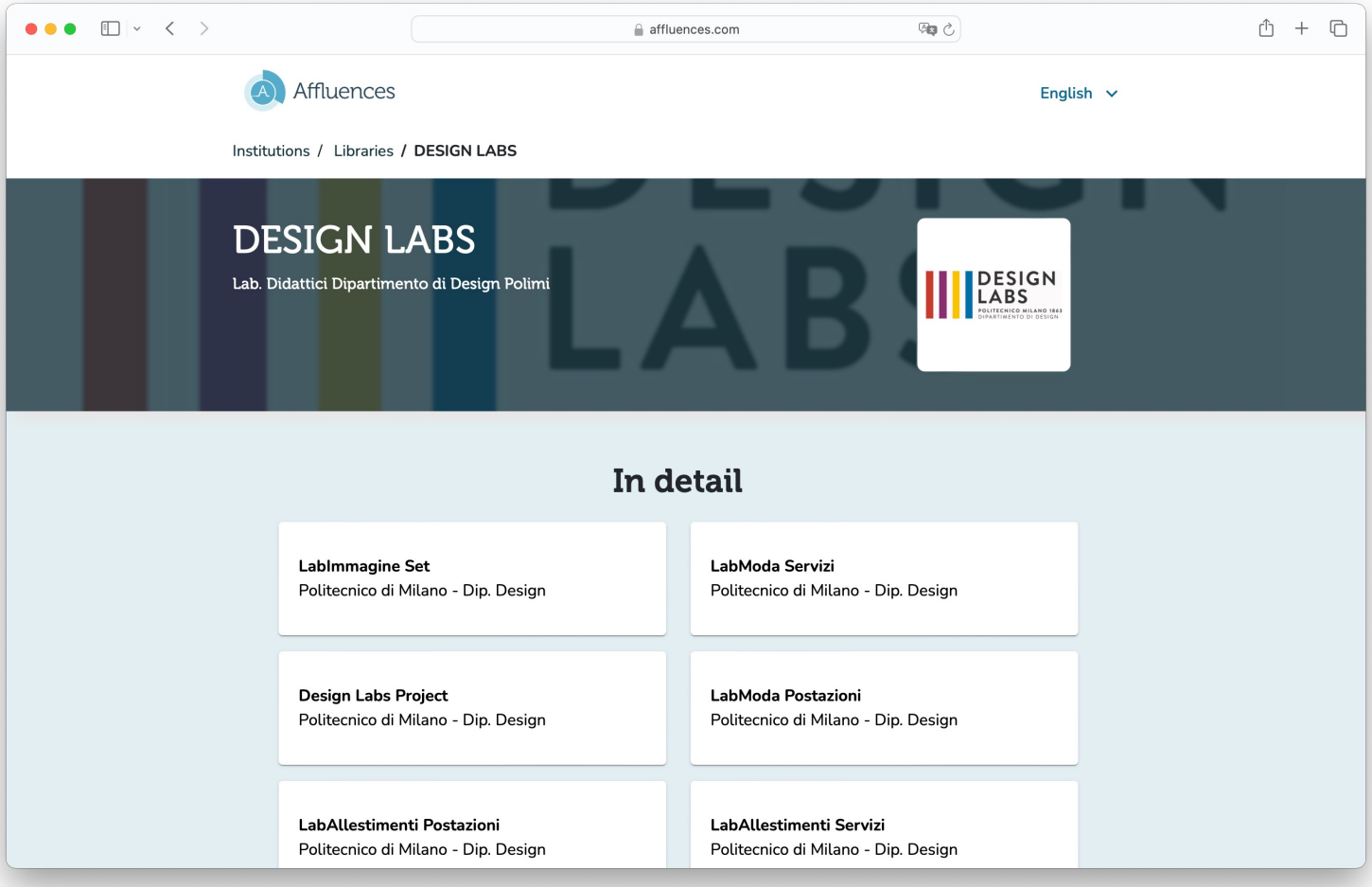
dipartimentodesign.polimi.it

Lab access · Affluences

Affluences is an application used for managing reservations of public spaces. It's available as a web page or as a free mobile app from App Store or Google Play.

Use it to:

- book **trainings** (for labs requiring it)
- book **workstations** whenever you want to use lab services



affluences.com

Lab access · habilitation

1

ALL LABS · Complete the online Safety Course

It's available following this path: Online Services > Data > Training Courses > Courses on Safety > Course to access the Design Department Labs.

2

LAB IMMAGINE · Request your badge

Send an email to accessolabb-design@polimi.it, enclosing your safety course passing certificate and the following information: Lab Immagine, name and surname, personal code.

LAB MODA · Book specific training

Use Affluences app and follow this path: Design Labs > LabModa Servizi > Book > Training sessions.

LAB ALLESTIMENTI & LAB PROTOTIPI
Book specific training

Use Affluences app and follow this path: Design Labs > LabAllestimenti Servizi > Book > Training Addestramento sicurezza base.

3

LAB IMMAGINE · Collect your badge

Collect your badge from Lab Immagine; bring an identity document and a passport picture.

LAB MODA, LAB ALLESTIMENTI & LAB PROTOTIPI
Complete the training in Lab

The training includes a practical check on the machines (30 minutes).
Bring closed shoes, an identity document and a passport picture. You'll receive your badge at the end of the training.

Lab Allestimenti · exhibit

The Exhibit Lab focuses on designing and experimenting with **interior spaces** and **furniture**, using a practical approach for full-scale prototypes.

It supports experimental teaching, structures for exhibitions and events, and innovation in materials.

labs-exhibit

Lab Prototipi · prototypes

The Prototype Lab creates **models** and **prototypes** for design and industry, architecture, urban planning, and large-scale art installations.

It blends traditional craftsmanship with advanced technology, focusing on feasibility and cost-efficiency.

labs-prototypes

Lab Immagine · image

The Image Lab supports teaching and research in **audiovisual** and **photographic communication**, covering all phases from concept to post-production.

It features 1,000 m^2 of modular studio space equipped for professional photography and video in various sizes.

labs-image

Lab Moda · fashion

The Fashion Lab specializes in **knitwear** and **tailoring**, equipped with various industrial sewing and cutting machines, knitting machines and other tools.

It enables students to work with diverse materials and techniques, supporting learning and industry research.

labs-fashion

Opportunities

06

Language Courses

ONLINE ITALIAN COURSES

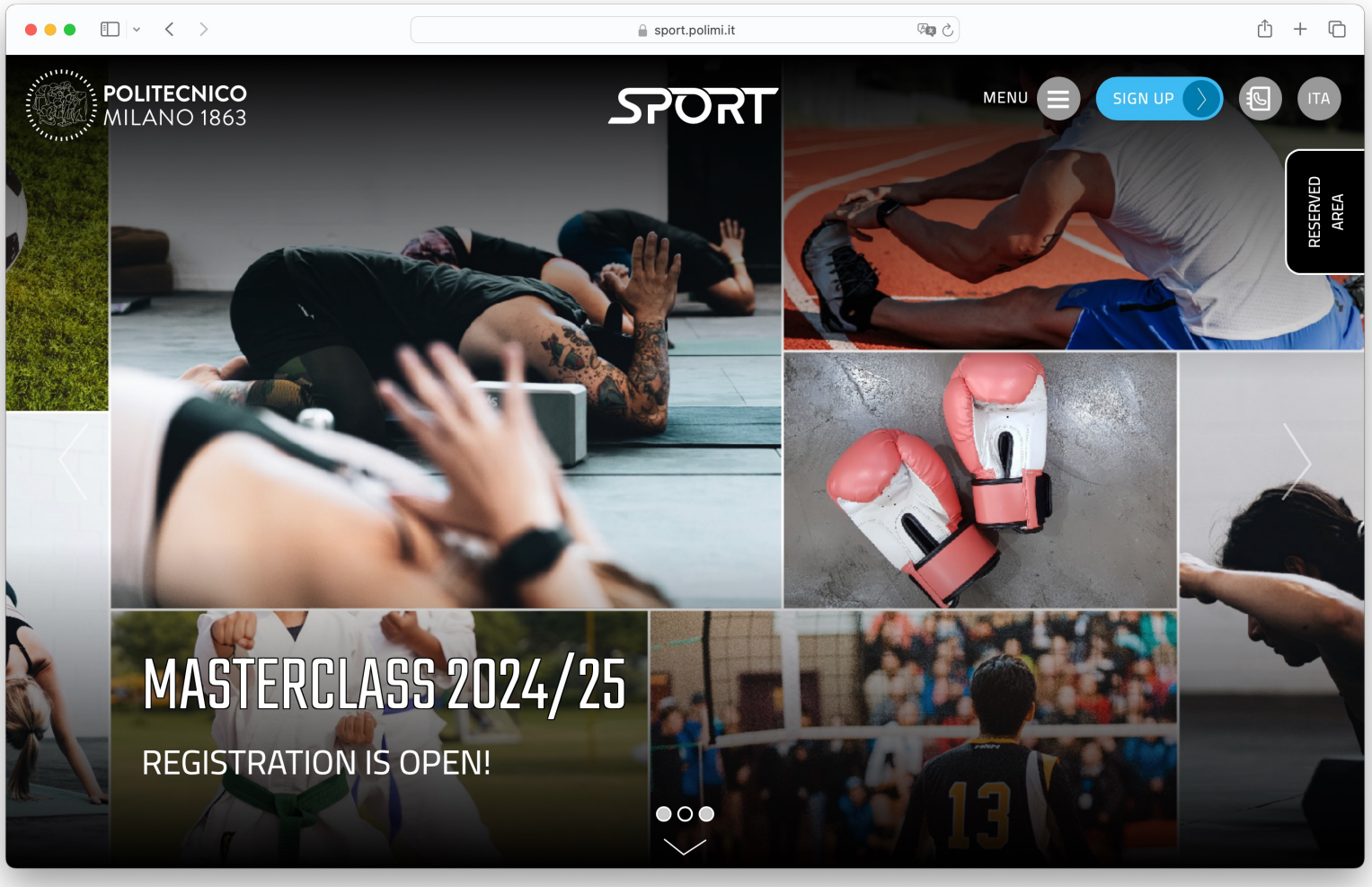
- Polimi sets up **italian courses** addressed to foreign and exchange students. Students interested can get more information and register, whilst the Call is open, through the **Language Courses Catalogue** available within the Online Services.

- You can also join a free Online Italian Course aimed at beginners, that will guide you into the discovery of Italian language and culture.

polimi.it/language-courses

Polimi Sport

Discover and join sport events, courses and activities at Polimi!



sport.polimi.it

PoliPsi

IN TIMES OF DISTRESS AND UNCERTAINTY

PoliPsi is the free counselling and psychological and psychotherapeutic support service for students and PhD candidates at Politecnico di Milano.

The services can be requested at any time – after registering and in full compliance with privacy legislation – by accessing the PoliPsi application from your Online Services.

Find out more at Psycological Wellbeing

Save the date!

CULTURAL SHOCK

- 12/09/2024 - 3:00 pm
- Milano Bovisa Durando Campus
  Carlo De Carli Room (builiding B9)

An essential event for all International Students to experience Italian culture more fully and enrich their time at Polimi. Don't miss it!

Click here to attend the presentation online

Important Contacts

07

International Mobility Unit

Answers questions about **enrolment**, **fiscal code**, **Polimi badge**

Provides **certifications** and **official documents**

Provides information and support about the **stay permit**, **visa issues**, **health insurance**

via Lambruschini 15, building 20, ground floor, 20158 Milano
Remote appointments: Monday-Wednesday from 10.00 am to 13.00 pm
Face-to-face appointments: Thursday from 10.00 am to 13.00 pm

exchange-bovisa@polimi.it
doubledegrees.design@polimi.it

Academic Advisory School's Offices

Answers questions about **study plan issues**, **course registration**, **timetables**

Provides **Learning Agreement signature**

Send an email › Exchange Students - Incoming

Student contacts

POLI TAM TAM

The newsletter to find out opportunities for students, activities and events organized by student associations.

politamtam.polimi.it

POLINETWORK

Check out links to join WhatsApp and Telegram groups of all bachelor and master design courses.

design.polinetwork.org

ASSOCIATIONS

Polimi students are represented in different bodies, Student Associations and Representative Lists.

representatives-and-associations

Follow us!

@scuoladesign.polimi

@polimi

@Politecnico di Milano

@polimi

@Politecnico di Milano

@polimi

Campus Life

08

How to reach Bovisa Campus

BY BUS

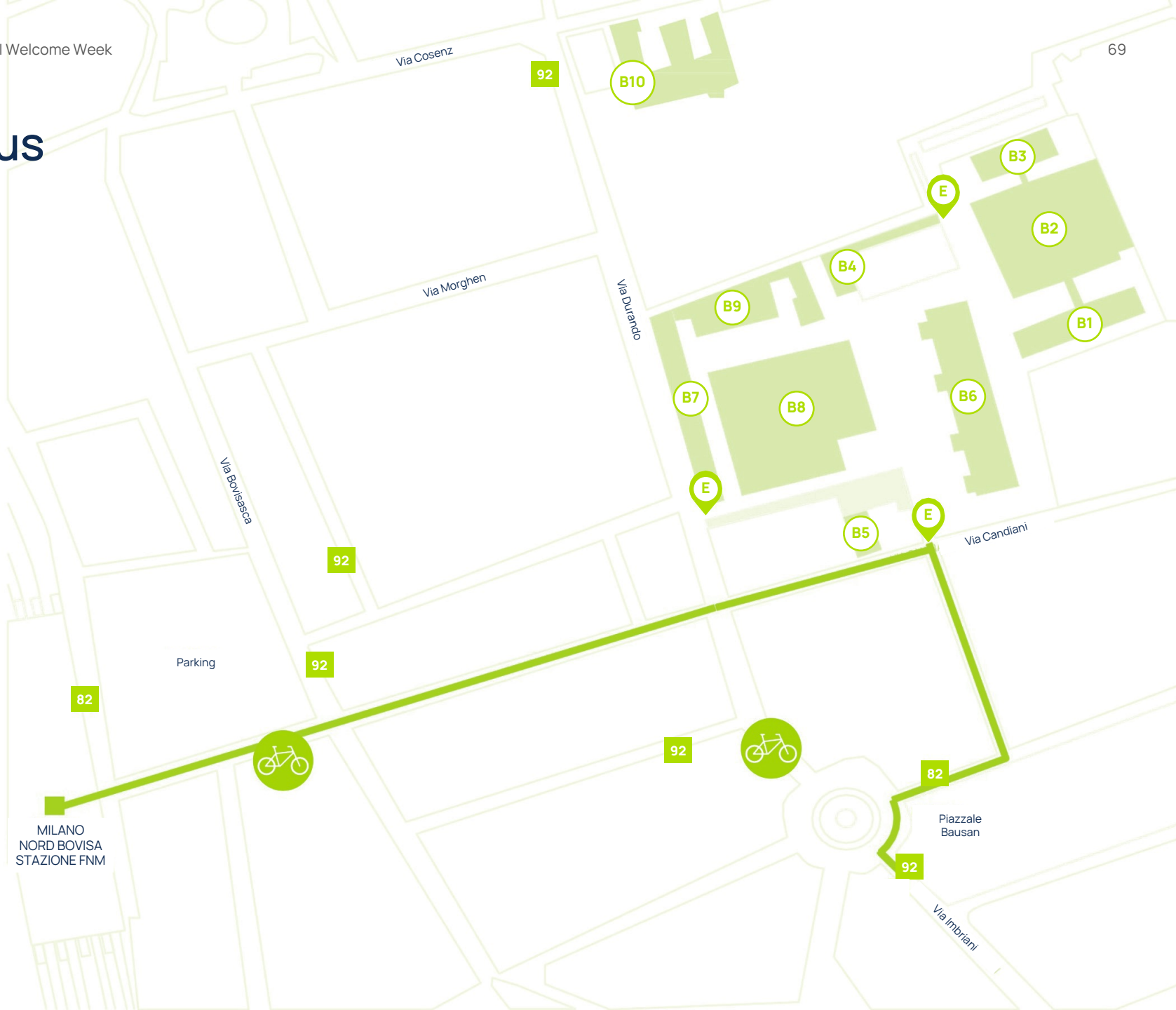
Bus 92: get out at the stop
“Via Imbriani – Piazzale Bausan”
Bus 82: get out at the stop
“Via Maffucci – Via Baldinucci”

BY TRAIN

Get out at the stop “Bovisa Politecnico”.
Out of the station turn left.
Trains headed to Bovisa: S1, S2, S3, S4, S12, S13

BY BIKE SHARING (BikeMI)

Two bike stations located near Bovisa
Train station and Bausan Square



Bovisa Campus Durando-Candiani

E Entrance

B1 Library– 1st floor
School of Design Offices – 3rd floor

B2 Classrooms and Design Labs

B3 Polifactory

B4 Polishop and Poliprint

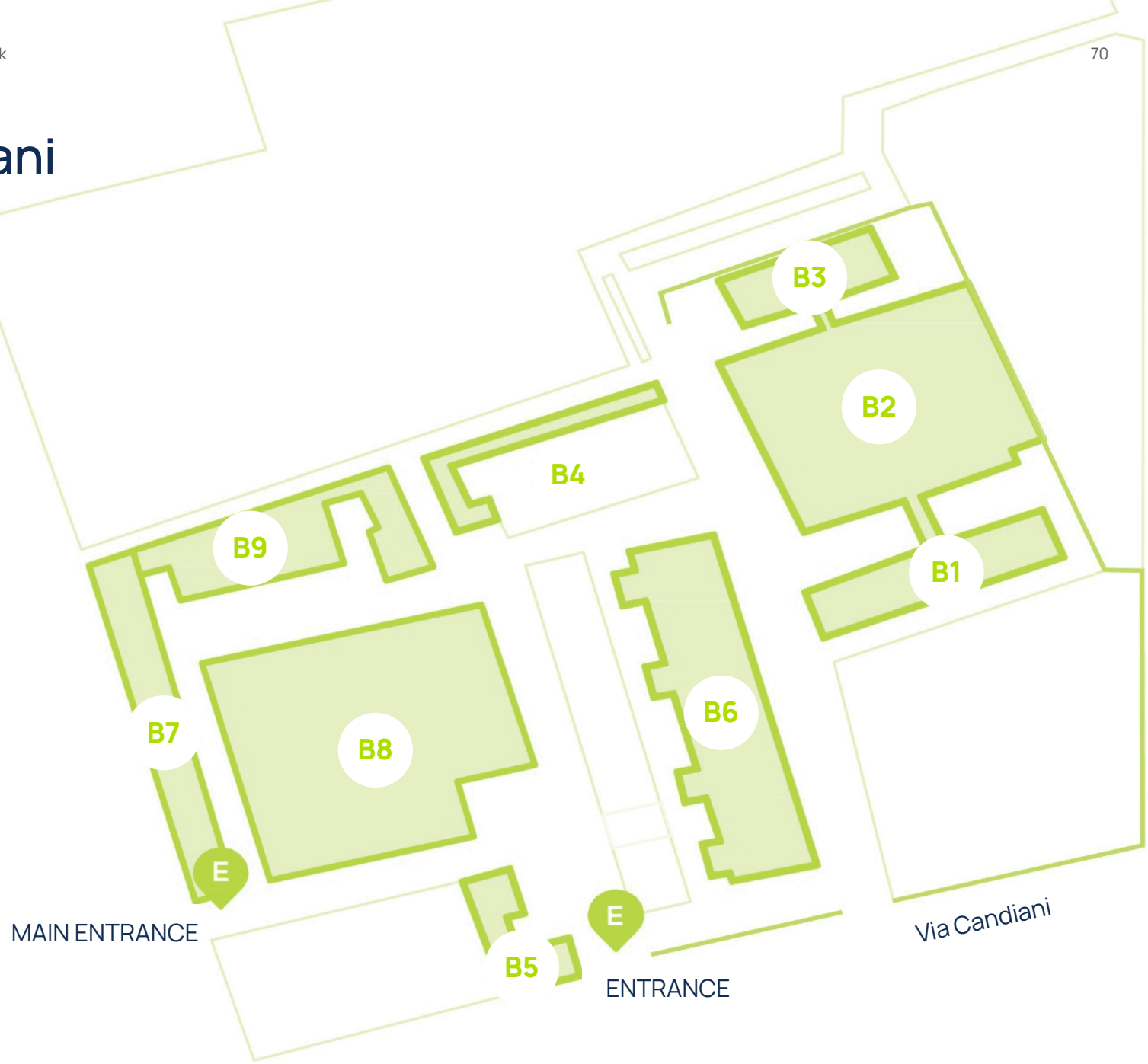
B5 Poli.Design

B6 Classrooms and Crash Test Lab

B7 Design Department

B8 Classrooms

B9 Aula “Carlo De Carli”



BBC – Bovisa Candiani Library

Bovisa Campus, Building B1
Open Monday to Friday 8:30 a.m. – 8:45 p.m.
and Saturday 9:00 a.m. – 16:45 p.m.

To access the library and borrow books you need your university ID card (**Policard**) or your enrollment receipt.

biblio.polimi.it · University Catalogue

Polimi Store & Poliprint

Bovisa Campus, Building B4
Open Monday to Friday, 9:00 a.m. – 6:30 p.m.

OFFICIAL MERCHANDISING STORE

You can buy Polimi branded clothing, bags, accessories, sports and stationery

POLIPRINT PRINTING CENTRE

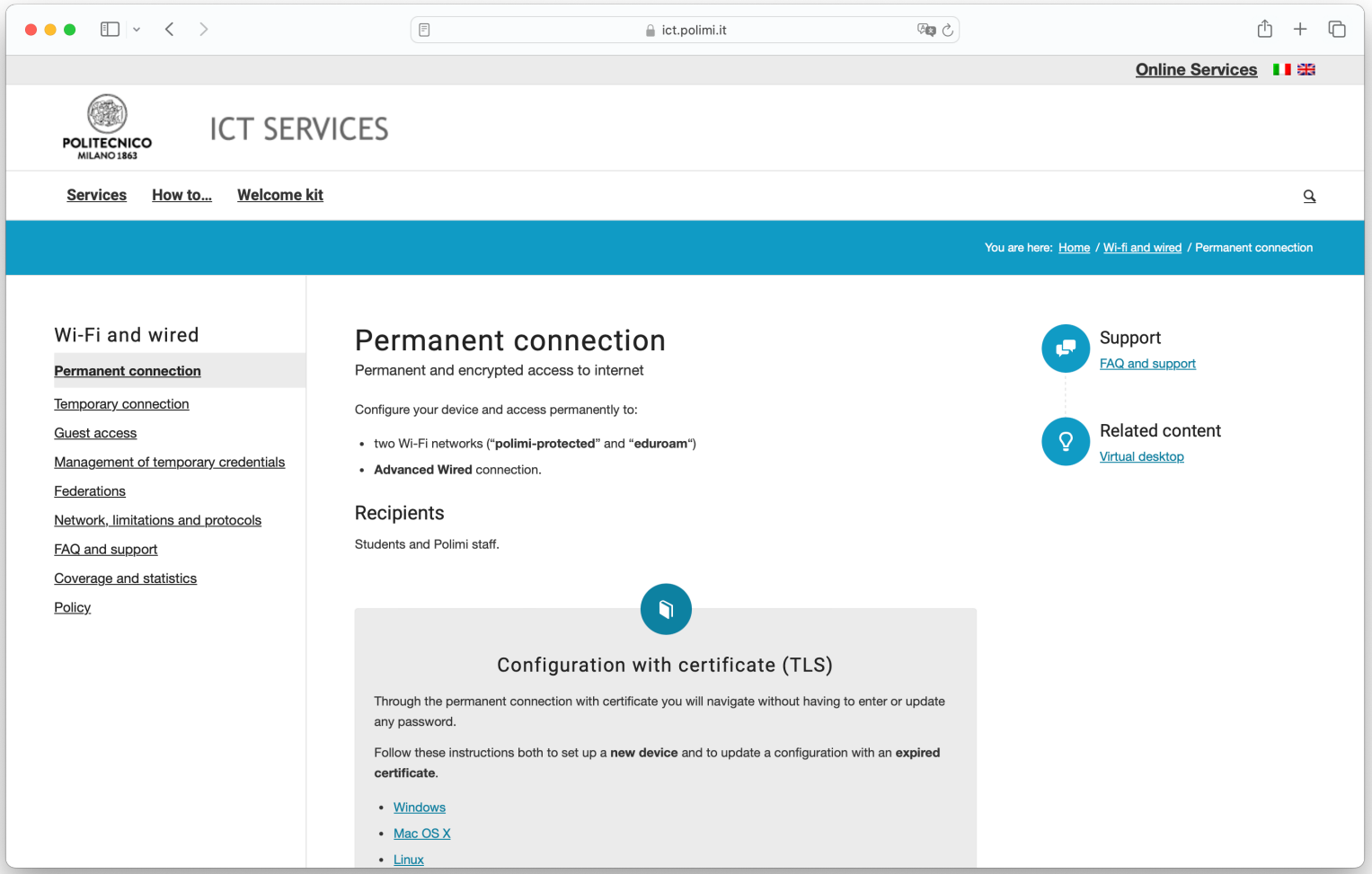
Photocopying, printing from files and plotting services are available, as well as stationery, material for plastics and specific products for Fashion Design courses.

Wi-fi connection

We suggest you connect your devices to Polimi **permanent connection**.

Without this configuration, you'll need to enter your credentials each session (**temporary connection**).

You can find instructions here: ict.polimi.it



Lunch time!

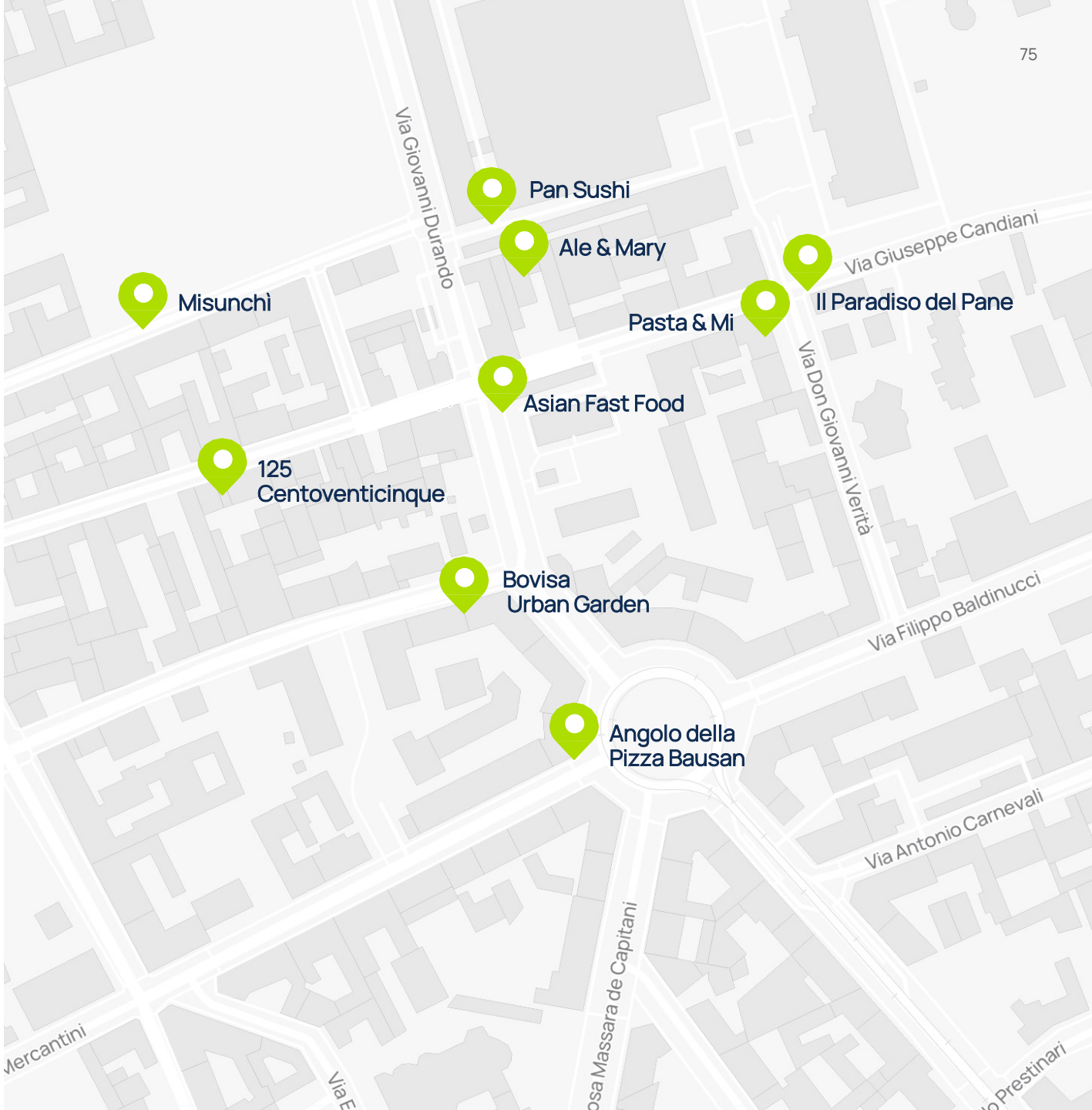
BRING YOUR SCHISCETTA!

“Schiscetta” is the milanese word to indicate the lunchbox you prepare at home.

There’s plenty of microwaves in the grounfloor of B2 building that you can use to warm up your food.

Lunch time!

- **BISTROT-CANTEEN**
  PolEATecnico , inside the campus
- **PASTA**
  Centoventicinque, Via Candiani 125
- **BAKED GOODS**
  Il paradiso del pane, Via Don Giovanni Verità 19
- **ASIAN FOOD**
  Pan Sushi, Via Lambruschini 7
  Delicious Asian Fast Food, Via Candiani 98
- **VEGAN FOOD**
  Misunchì, Via Andreoli 17



Be mindful of your belongings!

Unfortunately, there have been several cases of theft on our campus. Never leave your items unattended, always keep an eye on your laptop and backpack!

Designers' favourites

As a design student, here's what you can't miss:

- **Triennale Design Museum** (Viale Alemagna 6, accessible from Bovisa station to Cadorna station)
- **ADI Design Museum** (Piazza Compasso d'Oro 1, reachable from Bovisa station to Porta Garibaldi station)

We also recommend checking Zero for cultural events in Milan

Enjoy an Aperitivo!

Studying and exams can drain your energy, but remember, **taking breaks and bonding with your classmates** is just as crucial!

Why not join your group for some social activities? An **aperitivo**, that delightful Italian tradition where you sip on drinks and nibble on tasty snacks while chatting with friends is the perfect way to unwind after a long day.

We’re happy to welcome you in our campus!

POLITECNICO MILANO 1863 | SCHOOL OF DESIGN

Thank you!