



STUDY PROGRAMME IN BIOMEDICAL ENGINEERING

Mobility Programs

MOBILITY PROGRAMS

Introduction

Practices relating to mobility programs in Europe and Extra Europe, as well as Double Degrees are managed by the International Exchange Office (the Desks); these offices monitor student selection (after an initial selection of the applications by the referring professors for mobility, the Erasmus academic responsible, students are automatically selected by the system on the basis of a merit ranking), take care of the logistical aspects and of the procedures relating to scholarships.

The Desks (for Erasmus, Extra Europe and Double Degree mobility) will require the selected students to prepare the so-called **Learning Agreement**, i.e., the document that contains the list of the courses that candidates want to attend at the host university, which is submitted for evaluation to the partner office. This document must be presented a few months before departure. Sometimes the signature of the department contact is required. Like all study plans, they can be subsequently modified even after the start of the courses.

The Department manages the aspects relating to the career at Politecnico and specifically the **Piano delle Corrispondenze** (attached at the end of this document), which lists the approved correspondences between the exams to be taken abroad and the equivalent exams provided by Politecnico. The Piano delle Corrispondenze must be handed over to the department academic responsible before departure. Once delivered, it is filed at the Biomedical Engineering Student Secretariat at building n. 20 (ground floor). It must be retrieved from the same office when the student returns after the period abroad for any changes and for the final validation which must take place in the presence of the student at the office of the Erasmus academic responsible.

The Department academic responsible for Erasmus/Time/Double Degree programmes

assists the student during the process that leads to defining his/her study plan abroad, so that the plan corresponds to the eligibility criteria defined within the Degree Course Council.

For Biomedical Engineering, there are 6 Erasmus academic responsables, each one associated to a different geographical area:

Simona Ferrante	South Europe (Portogallo, Spagna, Turchia, Grecia, Malta, Cipro, Serbia, Croazia)
Emiliano Votta	Asia (Corea del Sud, Giappone, India, Israele, Libano, Cina, Singapore), Australia, Europa Orientale (Bulgaria, Russia, Polonia, Romania, Slovacchia, Ungheria)
Enrico Caiani	United States Double Degree (all the destinations) and Unitech
Paola Petrini	Central Europe (Austria, UK ,Francia, Germania, Svizzera, Slovenia, Repubblica Ceca)
Veronica Cimolin	Canada Central and Latin America
Pasquale Vena	Northern Europe (Belgio, Paesi Bassi, Danimarca, Svezia, Norvegia, Finlandia, Lettonia, Estonia, Lituania)

POLITECNICO DI MILANO



STUDY PROGRAMME IN BIOMEDICAL ENGINEERING

Mobility Programs

The Professor's office hours and the relative procedures are available on the professor page of each academic responsible.

Some basic rules

Politecnico calls

The call for mobility is normally published every year in November. Students can submit up to 10 preferences; based on a first merit ranking, the results of the first selection will be published after approximately one month; then, further selection phases are expected for students not selected in the first phase, based on the places still available.

There are also calls for thesis abroad (two per year, approximately in November and April) that are not part of the Erasmus /Double Degrees procedure.

(<https://www.polimi.it/studenti-iscritti/tasse-borse-e-agevolazioni-economiche/borse-di-studio-e-premi-di-laurea-non-dsu/borse-di-studio-tesi-allester/>).

How to select the host institutions

It is possible to add multiple host institutions in the application. The complete list of possible destinations can be found on the page www.polimi.it and by selecting: "search for professors" on the right of the home and then the "international context" item from the menu on the left. The student will be assigned the highest position in the list still available on the basis of their position in the ranking and the number of requests per destination. It is important to list only the sites of interest after evaluating the actual offer through the university website. All universities available for Biomedical Engineering students have an offer within the Biomedical Engineering course but some have a specific inclination such as medical informatics, biotechnologies, biomedical electronics. It is therefore necessary to check the correspondence between the actual offer and your interests before listing the destination.

Credits

For the Erasmus and Double degree programmes, in the case of a Master Degree, it is possible to include up to 42 credits per year in the study plan of Politecnico plus a possible thesis activity (which in any case will be discussed in Italy and therefore does not fall into the credit account). The maximum number of credits that can be recognized is 60 for the Bachelor degree students. It is possible to follow courses that are delivered abroad in a specific semester, while at Politecnico they are delivered in the other semester.

The semesters selection

Students who at the time of application are enrolled in the third year of the Bachelor degree and who enroll in a master's degree course in the year of international mobility, will not be able to travel abroad during the enrollment semester.

Students who at the time of application are enrolled in the third year of the Bachelor degree and who are in the condition that the mobility semester overlaps with the first semester of the hypothetical enrollment in the master's degree if they want to take advantage of the period of mobility, their only solution is to remain enrolled in the Bachelor degree and anticipate (up to) 30 credits of the master's degree.

POLITECNICO DI MILANO



STUDY PROGRAMME IN BIOMEDICAL ENGINEERING

Mobility Programs

Particular attention should be paid to the start and end dates of the semesters at the foreign locations. As an example, many Nordic countries start the winter semester in mid-January. This situation could create inconvenience (in any case solvable through agreements with Politecnico professors) due to the overlap between the mobility period and the dates of the exams of the first semester of Politecnico.

Finally, attention should be paid to the courses offered for semesters in the foreign universities: some universities dedicate the second semester mainly to internships and therefore have an unbalanced course offer in favour of the first semester.

The grades

The grade conversion has been carried out since 2016/2017. The modalities have been defined by a university commission and are common to all degree programs. The information is available on the website of the School of Industrial and Information Engineering

http://www.ingindinf.polimi.it/fileadmin/files/pdf_scuola/Regole_mobilita_Scuola.pdf

The duration of the period abroad

The period can last 6 or 12 months. Not all foreign universities accept one-year periods. In the destinations that allow it, it is also possible to firstly select a period of six months and then extend it. In this case, however, the scholarship is not necessarily assigned for the additional period.

Certificates for the foreign language

Certificates are only required by some universities and must be produced when the documents are sent to the partner office (check the deadlines on the partner websites). Many universities allow waivers on request. For information on this topic, visit the websites of the partner universities or contact the Desks.

How to prepare the study plan

It is the student's responsibility, once assigned to the destination, to select the courses they intend to follow abroad. In this choice the tools available are the following:

- o the website of the host university;
- o the list of courses approved for students who went to the same location in the past; the list of these courses is available on Online Services - International Mobility – Courses archive ratified within international exchange programmes; it is appropriate to scroll through the lists of both the current ord (471) and the previous ones (270 and 509); caution should also be used as the list may be incomplete or out of date,
- o students who have visited the foreign university in the past; a list of contacts is available at the Desks and at the Erasmus academic responsables of the Department.

Once the courses have been identified,

- o collect the programs of foreign courses with the number of credits indicated;
- o identify the corresponding courses provided by Politecnico;
- o if there were no previous resolutions containing the correspondence between the foreign exam and Politecnico exam, it is necessary to contact the Professor of the Politecnico in charge of the course, forward the program of the course and ask for an opinion on the equivalence;
- o in the case of previously approved courses, neither the course program nor the opinion of the Professor of Politecnico is needed but it is satisfactory to print the archive page relating to recognition.

POLITECNICO DI MILANO



STUDY PROGRAMME IN BIOMEDICAL ENGINEERING

Mobility Programs

o fill in the document called **Piano delle Corrispondenze**.

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These documents (course programs, previous Piani delle Corrispondenze, archive of Politecnico website, e-mails from professors and previous resolutions if any) must be delivered in printed form to the departmental academic responsible of the Erasmus/Double degrees exchange projects, before departure and by appointment, who will proceed to evaluation of the adequacy of the Piano delle Corrispondenze presented. The positive opinion guarantees the acceptance of the exams upon returning from the period of study abroad. The approved document is usually left by the student at the secretary office of the CCS of Biomedical Engineering on the ground floor of Ed. 20 and retrieved when the assessment the exams at the end of the period abroad will be done.

To consider a plan consistent, it is necessary that the total number of credits abroad is approximately equal (**tolerance of 10%**) to the number of credits recognized at Politecnico.

It is possible that a foreign course is recognized by several courses of Politecnico and vice versa.

It is possible to have a Politecnico course recognized for any semester.

It is possible to have partial recognition of a course; in that case the course will then be completed by taking the exam relating to the part not covered by the foreign course at Politecnico.

It is possible, for foreign courses that not corresponding to the courses of Politecnico, to add an "Accredito" course that can be included in the Study Plan, only afterwards and only by the referring professor. Each student has the opportunity to enter a 5-credit "Accredito" course in the industrial sector (BBB, BCT) and a 5-credit "Accredito" course in the information sector (BTE, BIF, BIC and BCT).

During the period abroad, it is possible to contact but not bother the referring professors. The number of emails during the exchange period be limited to a maximum of 3 except for exceptional cases. If changes are necessary during their staying abroad, the student must collect the programs of the new course/s and the opinion of the professor/s of Politecnico. These documents must be printed and stored and delivered to the referring Professor upon return.

Specific warnings for Bachelor's degree students

Carrying out the first semester of the third year can be complex as in the semester there are three compulsory courses characterizing Biomedical Engineering (Biomeccanica, Bioelettromagnetismo and Bioingegneria Chimica). Finding equivalent courses abroad in the same semester is extremely uncertain but not impossible. However, there is the possibility of anticipating courses in the second semester and taking one or more of the three courses without attending.

Carrying out the second semester is simpler as the teaching load includes a Management course, Calcolo Numerico course, one chosen from the master's degree offer available to Bachelor students (or alternatively a Bachelor course of another course of study) and Progetto course. The latter can be replaced with a laboratory activity to be carried out abroad agreed with the professor of Politecnico. In this case, the director of the foreign laboratory must prepare a document indicating the hours spent by the student in the Laboratory (minimum 200 hours) and an evaluation of the student's activity. The student must also contact the secretariat of the Degree Program to find the report templates and presentation of the activities and must contact the professor of Politecnico Progetto course (once assigned to him/her) to communicate the progress of the project abroad and to agree the date of discussion of the project upon return (necessary for graduation!). The student who carries out the Progetto course abroad does not have a supervisor, as this role is carried out by the Project Course professor.

POLITECNICO DI MILANO



STUDY PROGRAMME IN BIOMEDICAL ENGINEERING

Mobility Programs

Specific warnings for Master's degree students

Students of the Master's degree often find it convenient to prepare an autonomous study plan. First of all, in this way they can focus the 25 optional credits provided for in the teaching regulations, all in the semester to be carried out abroad. It is useful to underline that the optional courses can be any course offered by Politecnico di Milano (*cum grano salis*).

Also, in this way students can select from several PSPA. It is important to underline that in any case, in addition to the 12-credit course, students must still take 3 Basic courses, 2 Spec courses, 1 laboratory course, and two MOD courses

It is then necessary to prepare a study plan at Politecnico consistent with the exams selected abroad.

Return procedures

Upon returning from abroad, it is necessary:

- deliver the original certificate of exams taken abroad to the Desks;
- report to the departmental academic responsible of Erasmus/Double degrees exchange projects to close the dossier; the student must present himself with the previously approved Piano delle Corrispondenze and the related documentation that had been deposited at the Ed. 20 secretary office before departure;
- if some changes occur respect to the agreed plan, it is also necessary to attach the programs and emails of the professors of the courses changed or added in the exchange program.

In the case of change or addition of exams, it will be possible to modify your Politecnico study plan upon your return by contacting the Erasmus/Doubleddegrees academic responsible of the Department. The academic responsible can only change the study plan of the period abroad, adding further exams passed abroad and cancelling exams not taken and that no longer intend to take.

During the official period dedicated to the addition of new study plans, the Erasmus academic responsible cannot recognize the exams taken abroad as the application is disabled by the central secretariat. If in this period a new study plan is entered for the next semester, the recognition procedure is further stopped until the entered plan is approved (approximately one month after the delivery of the new plan).

In the case of a Double Degree Program, the credits recognition must be carried out every year.

Conversion of Credits (*onerosità dei corsi*)

Please note that ECTS credits are effective only in Europe. For non-European countries, for the conversion from hours to ECTS credits, Politecnico defines 10 hours for each course credit. Alternatively, it is necessary to evaluate the average number of credits per semester required by the foreign university for the degree and compare it to the 30 ECTS credits requested by Politecnico.

POLITECNICO DI MILANO



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In the following page, you can find the Piano delle Corrispondenze to be delivered to the department academic responsables.

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Sede Legale: Piazza Leonardo da Vinci, 32 – I 20133 MILANO – Sede Operativa: Via Lambruschini, 4 – 20156 MILANO
Tel. (02) 2399.3800 Fax (02) 2399.3913



STUDY PROGRAMME IN BIOMEDICAL ENGINEERING Mobility Programs

Informazioni del richiedente

Studente

Nome	
Cognome	
Matricola	
Codice persona	
Email istituzionale	

Corso di Studi attualmente frequentato

Corso di frequentazione	<input type="checkbox"/> Laurea <input type="checkbox"/> Laurea Magistrale
Anno di frequentazione	<input type="checkbox"/> primo <input type="checkbox"/> secondo <input type="checkbox"/> terzo

Mobilità all'estero

Nazione	
Nome dell'università	

Tabella corrispondenze esami

Esami sostenuti presso l'Università ospitante	ECTS	Esami corrispondenti presso il Politecnico	ECTS
TOTALE CREDITI:		TOTALE CREDITI:	

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