



POLITECNICO
MILANO 1863

Erasmus+, TIME, Double Degree Programmes, Free Movers Master of Science in Biomedical Engineering

November 23th, 2021

The recording of the presentation will be made available

WHO'S IN CHARGE OF SUPPORTING YOU

INTERNATIONAL EXCHANGE OFFICE (IEO)

- Files related to Erasmus/Time/Double Degree Programmes/Free Movers
- Selection of students and of partner Universities abroad
- Logistics and Scholarships
- You have to provide the IEO with your **Learning Agreement (LA)**, i.e., your contract with the hosting foreign university

CCS AND ACADEMIC RESPONSIBLES FOR EXCHANGE MOBILITY

- Handling teaching-related aspects
- Approval of equivalences between courses at the hosting foreign university and courses at Politecnico di Milano (Polimi)
- You have to ask your academic responsible for **signing your LA**, and you must give him/her your **official list of correspondences** between the courses you'll attend at the hosting university and the courses at Polimi

ACADEMIC RESPONSIBLES AT BIOMEDICAL ENGINEERING

	<p>Simona Ferrante Email: simona.ferrante@polimi.it</p>	<p>Southern Europe (Portugal, Spain, Turkey, Greece, Malta, Cyprus, Serbia, Croatia)</p>
	<p>Pasquale Vena Email: pasquale.vena@polimi.it</p>	<p>Northern Europe (Belgium, Netherlands, Denmark, Sweden, Norway, Finland, Latvia, Estonia, Lithuania)</p>
	<p>Paola Petrini Email: paola.petrini@polimi.it</p>	<p>Central Europe (Austria, UK, France, Germany, Switzerland, Slovenia, Czech Republic)</p>
	<p>Emiliano Votta Email: emiliano.votta@polimi.it</p>	<p>Eastern Europe (Bulgaria, Russia, Poland, Romania, Slovakia, Hungary) Asia (South Korea, Japan, India, Israel, Lebanon, China, Singapore) Australia</p>
	<p>Veronica Cimolin Email: veronica.cimolin@polimi.it</p>	<p>Canada Central America South America</p>
	<p>Enrico Caiani Email: enrico.caiani@polimi.it</p>	<p>United States All Double Degree and Unitech tracks</p>

WHERE TO FIND RELEVANT INFORMATION (in Italian)



CORSO DI STUDIO IN INGEGNERIA BIOMEDICA
Mobilità all'Estero

MOBILITA' ALL'ESTERO

Premesse

Le pratiche relative ai programmi di mobilità in ambito europeo ed extra europeo, nonché di Doppia Laurea sono gestite dagli uffici dell'International Exchange Office (i Desks); questi uffici monitorano la selezione degli studenti (dopo una prima selezione delle candidatura da parte dei docenti referenti per la mobilità, gli studenti vengono selezionati automaticamente dal sistema sulla base di una graduatoria di merito), curano gli aspetti logistici e le procedure relative alle borse di studio.

I Desk (per la mobilità Erasmus, Extra Europa e di Doppia Laurea) richiederanno agli studenti selezionati di predisporre il cosiddetto **Learning Agreement**, ovvero il documento che contiene la proposta degli insegnamenti che i candidati intendono seguire presso la sede ospitante e che viene sottoposto alla valutazione della sede partner. Questo documento va presentato con alcuni mesi di anticipo rispetto alla partenza. Talvolta è necessaria la firma del referente di dipartimento. Come tutti i piani di studio sono successivamente modificabili anche posteriormente alla data dell'inizio dei corsi.

Presso il Dipartimento vengono viceversa gestiti gli aspetti relativi alla carriera politecnica e precisamente viene approvato il **Piano delle Corrispondenze** (allegato all'attuale documento) tra i corsi da sostenere all'estero e gli esami erogati dal Politecnico. Il piano delle corrispondenze deve essere consegnato al responsabile di dipartimento prima della partenza. Una volta consegnato viene archiviato presso la segreteria didattica dell'edificio 20 (piano terra) e recuperato dalla stessa al rientro dello studente terminato il periodo all'estero per eventuali modifiche e per la convalida finale che deve avvenire in presenza dello studente presso l'ufficio del responsabile erasmus.

I responsabili di Dipartimento dei progetti di scambio Erasmus/Time coadiuvano lo studente durante questo iter che lo porta a definire il suo piano di studi all'estero, così che il piano corrisponda ai criteri di ammissibilità definiti in seno al Consiglio di Corso di Laurea.

Per Ingegneria Biomedica i responsabili Erasmus sono 6 suddivisi sulle seguenti aree geografiche:

Simona Ferrante	Europa meridionale (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	Stati Uniti Tutte le destinazioni Doppie Lauree e <u>Unitech</u>
Paola Petrini	Europa Centrale (Austria, UK, Francia, Germania, Svizzera, Slovenia, Repubblica Ceca)
Veronica Cimolin	Canada America Centrale America meridionale
Pasquale Vena	Europa Settentrionale (Belgio, Paesi Bassi, Danimarca, Svezia, Norvegia, Finlandia, Lettonia, Estonia, Lituania.)

Gli orari di ricevimento e le relative modalità sono disponibili nella pagina docente dei referenti.

POLITECNICO DI MILANO

WWW.CCSBIO.POLIMI.IT

WWW.INGINDINF.POLIMI.IT

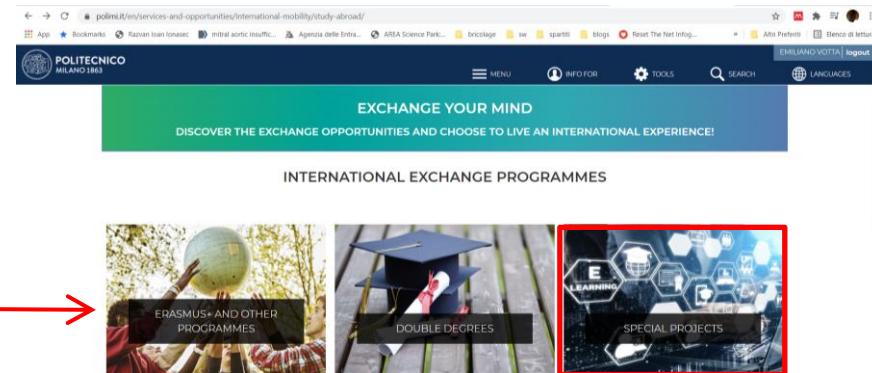
WHERE TO FIND RELEVANT INFORMATION (in English)

POLIMI WEBSITE HOME PAGE



**INFO Menu → EXCHANGE STUDENTS – OUTGOING
→ STUDY ABROAD**

Link to pages with **detailed information** on the different exchange programmes



Link to **UniTech**

Link to **Map of Partner Universities** and **detailed list of Partner Universities with hyperlinks**



Info on **Free Movers**



WHERE TO FIND RELEVANT INFORMATION (in English)

POLIMI WEBSITE HOME PAGE



TOOLS Menu → **SEARCH FOR PROFESSORS** → **International context** (menu on the upper left side of the page)

A screenshot of a web browser displaying the POLIMI website. The URL is www4.ceda.polimi.it/manifesti/manifesti/controller/ricerche/RicercaPerDocentiPublic.do?aa=2010&lang=EN&env_RICERCAINCARICHI=EVENTO&poli_device_category=DESKTOP&_pj0=08... The page shows a sidebar with various links like Degree programme, Programme Structure, etc., and a main search form for professors. A red arrow points from the text below to the dropdown menu in the search form which includes options for Academic year, School, Campus, and Professor Name.

Menu to select academic year, school and bachelor/master track, exchange programme type to access the **Map of Partner Universities** satisfying the criteria you selected

WHERE TO FIND RELEVANT INFORMATION (in English)

POLIMI WEBSITE HOME PAGE



TOOLS Menu → **ON LINE SERVICES** → **Mobilità internazionale e free mover**



Anno	Matricola	Codice_Persona	Cognome	Nome	Mail	Mobilità	Codice	Ateneo	Scuola	Corso Studi	Inizio	Fine	Stato Delibera
2018	895248	10481920	ADDARIO	GABRIELE	gabriele.addario@mail.polimi.it	ERASMUS	E PAMPLONO1	UNIVERSIDAD DE NAVARRA	TECNUN - Escuela de Ingenieros	Ing Ind - Inf (Mag) (Ord. 270) - MI (471)	31/08/2018	10/01/2019	Vai alla Delibera
2018	899492	10454599	ALBERTI	CHIARA	chiara1.alberti@mail.polimi.it	ERASMUS	SF TAMPERE02	TAMPEREEN TEKNILLINEN YLIOPISTO	INGENIERIA BIOMEDICA	Ing Ind - Inf (Mag) (Ord. 270) - MI (471)	20/08/2018	21/12/2018	Vai alla Delibera

Access resolutions on previous mobility applications **listed by student**, where the corresponding host University is reported.
You can filter your search based on, e.g., A.A. or track

ERASMUS+

(short term mobility)

The host Universities listed on Polimi website have been screened by the Biomedical Engineering CCS and have been selected because they offer courses in the field of Biomedical Engineering.

Yet, some of these host Universities are focused on specific disciplines within Biomedical Engineering. You should hence check carefully the list of courses offered by the host Universities you identified as a suitable destination for your experience abroad. Also, **some host Universities my offer interesting courses only in one of the two semesters.**



WHEN SELECTING YOUR DESTINATIONS AND APPLYING FOR THE ERASMUS CALL, CONSIDER CAREFULLY:

- **THE COURSES OFFERED AT THESE DESTINATIONS**
 - **THE POLICY OF THESE DESTINATIONS**
- **POSSIBLE CONSTRAINTS REPORTED IN THE SPECIFIC AGREEMENT**

Academic responsibles for the Erasmus/Time/Double degree programmes **support** students in the process of building their plan of study abroad and their LA.

Yet, **the initial selection of the courses to be attended at the host institution is a duty of the students**. To this aim, students can exploit the information available:

- On the official website of the host university
- In the on-line archive of previous resolutions on mobility applications available on Polimi website
- In the archive of previous study plans and resolutions available at the BIO Student Secretariat (building 20, ground floor).

IMPORTANT RULES

YOUR **PLAN OF STUDIES** AT POLIMI HAS TO BE **CONSISTENT** WITH THE COURSES YOU SELECTED FOR YOUR MOBILITY EXPERIENCE.

COPING WITH AND RESPECTING THE **RULES SET BY THE BIOMEDICAL ENGINEERING CCS** IS YOUR
RESPONSIBILITY
(SHOULD YOU HAVE DOUBTS, PLEASE REACH OUT TO THE PERSON IN CHARGE FOR STUDY PLANS)

ALWAYS RESPECT **DEADLINES**, WHICH ARE DESCRIBED IN THE MOBILITY CALL

IMPORTANT RULES

Once you have identified a course you want to attend at the host institution during your mobility, you need to:

- Verify if previous resolutions exist for that course; if these exist, and if the content of the relevant courses has not meaningfully changed, you can add the course to your LA
- If no previous resolution exists
 - Collect the details of the course offered by the host institution (contents, ECTS credits, class hours and home assignments, organization into classes/activities in the lab/etc);
 - Identify the courses offered at Polimi that could be equivalent to the course you selected at the host university and ask (through e-mail) the corresponding Professors for their opinion on the course-course correspondence you identified; if they approve your choice, you can add the course to your LA
- Fill the document called *piano delle corrispondenze* (which is not the LA)
- Go to your academic responsible for your international mobility programme and provide him/her with all the relevant documentation (details of the courses, previous resolutions if any, written approvals by Polimi Professors).

PIANO DELLE CORRISPONDENZE



CORSO DI STUDIO IN INGEGNERIA BIOMEDICA
Mobilità all'Estero – Piano delle corrispondenze

Informazioni del richiedente

Studente

Nome	
Cognome	
Matricola	
Codice persona	
Email istituzionale	
Email alternativa	
Cellulare	

Corso di Studi attualmente frequentato

Corso di frequentazione	<input type="checkbox"/> Laurea <input type="checkbox"/> Laurea Magistrale
Tipo Piano degli studi	BND
Anno di frequentazione	<input type="checkbox"/> primo <input type="checkbox"/> secondo <input type="checkbox"/> terzo
Semestre di frequentazione	<input type="checkbox"/> primo <input type="checkbox"/> secondo

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:	

- It is not the IL Learning agreement
- You must fill it and give it to your academic responsible before leaving for your host institution (there is no compulsory earlier notice)
- Only when signed by your academic responsible, you must give it to the BIO Student Secretariat

IMPORTANT RULES

For your LA to be accepted, you need to provide your academic responsible with the description of the courses at the host institution and with previous resolutions/written approvals by Polimi Professors. Also, the **total** amount of ECTS credits you'll earn at the host institution has to be equivalent to the **total** amount of credits recognized at Polimi (+/- 10% tolerance). If the host university does not use ECTS credits, credits are scaled based on the semester workload reported in their official curricula.

FLEXIBILITY

- One course at the host university can be mapped on multiple Polimi courses, and *viceversa*.
- The constraint on ECTS credits applies to their total amount: you can have a lack of credits provided that it is compensated by an equivalent excess of credits in other courses.
- Respecting the curriculum of your PSPA at Polimi is not compulsory; you can build a customized study plan (verify if it's acceptable with the person in charge for the study plans)
- You can shift courses from semester to semester or from academic year to academic year. Also in this case, you need to build a customized study plan
- Integrations are possible once back at Polimi

A SPECIAL CASE: PROJECT (I.E., CORSO PROGETTO)

- The Polimi Project course can be equivalent to a **design/lab activity at the host university**.
- You must write a report on the activity and certify the corresponding amount of hours (**200 hours at least**).
- You have to **agree with the Project course Professor at Polimi** on a strategy to allow him/her for monitoring your activity throughout the semester.
- You have to take your **final defence at Polimi**, where you'll present your activity to a commission.
- Note: choose wisely the design/lab activity at the host institution. The quality of this activity is important.

BACK AT POLIMI

- Provide the International Exchange Office (IEO) with the certificate of the exams taken at the host institution (i.e., the **Transcript of Records** or **ToR**)
- The IEO will receive your ToR also from the host institution. When that happens, ask for your **return to Polimi to be registered**
- Once notified by the IEO via e-mail, ask your academic responsible for a meeting and go to him/her with
 - a) a copy of your ToR and LA
 - b) piano delle corrispondenze (originally stored at the BIO Student Secretariat)
 - c) a copy of the details of course attended at the host institution and added to your LA once you left Polimi in the first place
 - d) the corresponding previous resolutions/approvals by Polimi professors
- Together with you, your academic responsible will verify the consistency between the original study plan/LA with and the documentation you are presenting at your return, and he/she will **record the exams** passed at the host institution and **convert the corresponding grades**.

LA CONVERSIONE DEI VOTI

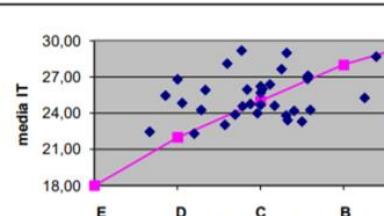
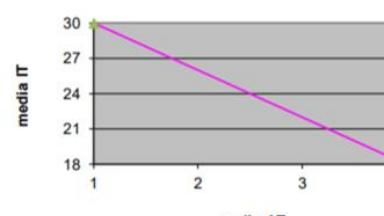
CONVERSIONE DEI VOTI SUI CREDITI ACQUISITI

ALL'ESTERO

Scuola di Ingegneria Industriale e dell'Informazione

La regola di conversione proposta è lineare per ciascuna nazione ed è stata definita sinora per tutti i casi in cui siano fornite le votazioni secondo la graduazione ECTS e per le seguenti nazioni: Austria, Belgio, Danimarca, Finlandia, Francia, Germania, Islanda, Olanda, Portogallo, Repubblica Ceca, Spagna, Svezia, Svizzera, Australia, Stati Uniti. Relativamente a tali nazioni, infatti, si dispone di una base di dati storici relativa alle votazioni acquisite tali da permettere una ragionevole verifica della sensatezza del criterio di conversione proposto. Il criterio proposto potrà essere variato in futuro tenendo conto dei nuovi dati acquisiti.

Di seguito si riporta la tabella proposta, per ciascun sistema di valutazione.

Sistema di valutazione	Note	Criterio di conversione	
ECTS	A = top 10 % B = succ. 25 % C = succ. 30 % D = succ. 25 % E = ultimo 10%	A = 30 B = 28 C = 25 D = 22 E = 18	
Austria	Intervallo 4 - 1	media _{IT} = 34 - 4 * media _{AT}	

EXTRACT FROM CURRENT MOBILITY RULES

WATCH OUT:

- Statistically meaningful data on the grades obtained by Polimi students in the past are not available for each host university. **When these data are missing, grades are converted also based on their statistical distribution, as indicated by European guidelines** (<https://op.europa.eu/en/publication-detail/-/publication/da7467e6-8450-11e5-b8b7-01aa75ed71a1/language-en>)
- The grades to be converted are those reported on the **Transcript of Records**
- Once back at Polimi, **you can drop those grades you feel you can improve and take the exam again at Polimi**

EXTRACT FROM THE MOBILITY RULES THAT WILL APPLY STARTING IN A.A. 2021/2022

CONVERSIONE DEI VOTI OTTENUTI ALL'ESTERO

- I voti degli esami sostenuti all'estero fanno media se sono stati sostenuti nell'ambito di un programma di scambio riconosciuto dall'Ateneo.
- Gli studenti non devono chiedere la disponibilità al riconoscimento dei crediti acquisiti da parte dei singoli docenti interessati.
- Tutti gli esami riconosciuti devono avere associato un voto in trentesimi. Questo significa che la conversione avviene come segue:
 - Qualora il transcript of records riporti anche la distribuzione dei voti, questa potrà essere utilizzata per la conversione tenendo conto della omologa distribuzione dei voti al Politecnico di Milano.
 - Se l'università comunica la valutazione dello studente secondo la scala ECTS, si usa: A = 30, B = 28, C = 25, D = 22 e E = 18.
 - Per alcune nazioni o singole Università le regole di conversione sono riportate nel documento allegato e verranno aggiornate periodicamente. Nel caso in cui una università utilizzi un sistema di valutazione diverso da quello nazionale, la conversione avviene attraverso una proporzione.
 - Per università di nazioni non riportate in allegato, la conversione avviene attraverso una proporzione.
 - Laddove sia fornito il voto in scala nazionale ed anche riportando la distribuzione dei voti, prevale la distribuzione dei voti.
- Se il voto preso all'estero/risultante non soddisfa lo studente, è possibile rifiutare la convalida di quel particolare esame e sostenerne l'esame del Politecnico.
- Nella conversone dei voti, la Lode può essere assegnata nei seguenti casi:
 - se nel transcript viene riportata una indicazione "with honours" o "cum laude" o simile, per gli esami che concorrono alla conversione di un esame del Politecnico;
 - se, da documentazione presentata in forma ufficiale, sia possibile dedurre che il voto ricade nel top 5% degli studenti iscritti al corso nell'anno accademico in esame.

“SPECIAL” MOBILITY AGREEMENTS

SPECIAL MOBILITY AGREEMENTS

Some specific mobility agreements can have peculiar features/conditions. For instance:

- **University of Strasbourg – HealthTech Track**
 - 1 full academic year (1 semester courses only, 1 semester thesis)
 - focused on AI, robotics, robot-assisted surgery
 - you cannot pick single courses, but clusters of courses
 - refer to Emiliano Votta to have information prior to applying
 - in the next weeks, a specific presentation will be given by Florent Nageotte

SPECIAL MOBILITY AGREEMENTS

Some specific mobility agreements can have peculiar features/conditions. For instance:

- **Penn State University**
 - 240 CFU in your record to enter as graduate student
 - broad variety of topics at different Institutes
 - you must comply with US regulations
 - refer to Prof. Enrico Caiani for specific information (he'll talk to you in a minute)

DOUBLE DEGREE PROGRAMMES

(please refer to Prof. Caiani presentation on the topic)

FREE MOVERS

FREE MOVERS

- Students that move to a foreign Institution to
 - i. attend **courses/give exams out of the standard Exchange Programmes**
 - ii. Develop their master **thesis**

Case i - exams

- You can only move to Institutions with no active Exchange Programme agreed upon with Polimi
- you still need to be enrolled at Polimi and to apply for mobility through the online system
- you still have to prepare a learning agreement
- you cannot have an Erasmus scholarship and all the expenses are up to you
- You do not need to cope with Erasmus calls deadlines (but still you have some deadlines)

Case ii - thesis

- you still need to be enrolled at Polimi and to apply for mobility through the online system
- you have to identify a Polimi Professor who'll be your official internal advisor
- The identified Professor will have to approve your application