

## **Procedure for applying to Laboratory Courses Academic year 2023/2024**

Students are suggested to attend Laboratory courses (Lab courses) during the second year of the master degree program. Attending a Lab course during the first year is subordinated to number of vacancies after the first round ranking.

The application procedure to Lab courses is meant to permit all students to attend at least one lab course during the master degree program.

The request to attend a second lab course will be considered only after the first round admission list and only in case of slots not assigned.

Please note that the Professor of each lab course is entitled to manage the acceptance to his/her course, the Professor will give priority to the students in the admission list resulting from the application procedure and then will consider additional requests only in a second round.

The student will confirm to attend the assigned lab course by completing the study plan within the deadline. The refusal of the specific lab course must be communicated via email both to the Professor of the assigned lab course and to the administrative office of the Biomedical Engineering course. In case the student who will not communicate on time the refusal of the assigned course and will not insert it in the study plan, will be shifted in the last rank of the other possible ranking lists.

*Please note that each student is in charge to monitor constantly the institutional email address to be properly informed by Politecnico offices.*

### **Application procedure**

#### **a) Students regularly enrolled in the Master of Science degree program with official person-code assigned by Politecnico**

The admission request to the lab courses (for both first and second semester) can be submitted through the online Forms available on the website [ccsbio.polimi.it](http://ccsbio.polimi.it) under the section Master Degree-Lab courses by the specific deadline (see deadline table here below). In the Forms, the student can define a priority list for the lab courses.

All the lab courses requests will be evaluated on the basis of the criteria illustrated in the following. One lab course will be assigned to each student based on this ranking.

Students enrolled in internal double degree programs (i.e. Biomedical-Mechanical engineering program) must select the proper flag option in order to highlight their status. These students could eventually be assigned to a maximum of two lab courses.

The result of the procedure will be available on the Biomedical Engineering course official website ([www.ccsbio.polimi.it](http://www.ccsbio.polimi.it)) through Lab course-admission lists (check the expected timeline in the following table).

For Help or further clarifications for filling the Forms the requests can be sent to the coordinator (Prof. Dario Gastaldi, email: [dario.gastaldi@polimi.it](mailto:dario.gastaldi@polimi.it)).

#### **NB Outgoing-students enrolled in exchange programs (e.g. Erasmus program)**

The online-Forms contains specific options for the outgoing-students enrolled in exchange programs (e.g. Erasmus program) these students must request the admission to a specific lab course in order to obtain the equivalence of a lab course attended abroad during the exchange program. Moreover, these outgoing-students should send an email to the Professor of the specific lab course in order to confirm they are going to attend the course at the host university.

The assignment of Lab courses followed abroad will be extra-ranking and this assignment does not allow to follow lab courses at Politecnico in the following semesters.

**b) Students from Universities other from Politecnico**

**b1) Foreign students enrolled in double degree programs with Politecnico**

These students have their person-code and they should follow the procedure and details as in point (a) of this document.

**b2) Students enrolled in exchange program incoming at first semester or annual program**

These students can apply for one lab course by sending an email to the Coordinator for Lab courses (Prof. Dario Gastaldi) by the 1<sup>st</sup> of September 2023 and by including the Lab course in their study plan after the confirmation of lab assignment by the coordinator. Formal confirmation of the lab course assignment will be defined by the publication of the Lab course-admission lists (check the expected timeline in the following table) usually during the week before the beginning of the lectures.

**b3) Students enrolled in exchange program incoming at second semester**

The notification of these students is disclosed at the beginning of December, hence these students cannot be included in the admission procedure for lab courses.

These students can request the admission for one lab course by sending an email to the procedure coordinator (Prof. Dario Gastaldi). The coordinator will check the number of vacancies in lab courses.

Biomedical Engineering Master of Science - Laurea Magistrale

**Lab courses admission procedure: ranking criteria AA23-24**

**The Lab course-admission lists will be defined according to the following ranking criteria:**

- 1- career progression at the Master degree defined as total amount of registered credits and the number of semesters attended
- 2- weighted average exams marks obtained in the master update at the deadline of the online procedure.

The ranking criteria calculation will consider the data stored in the Engineering School Database till **August 27, 2023**.

**N.B. Students who have taken courses and acquired credits abroad**

In the event of delayed or partial certification by the Politecnico, within the deadline, of the credits acquired abroad, it will be possible to self-certify the total credits and the average grades with a specific function in the online Forms. A detailed check will be carried out on each of these self-certifications after the assignment of the Lab courses and in case of incorrect or misleading information, the student will be automatically excluded from all Lab courses for the current year.

**Request for changing/refusal of the assigned lab course**

The student can refuse the lab course assigned by sending an email both to the professor of the assigned lab course (and in cc to the Prof. Gastaldi Dario) within the first week of lectures.

Please note that for logistic and equity reasons, changing or switching of courses are not allowed to be managed by students on their own.

**Timeline and deadlines**

<i>deadlines year 23-24</i>	<i>What</i>	<i>Who</i>
1/9/2023	To send the request for one Lab course by email to the Coordinator (Prof. D. Gastaldi)	Students Incoming only for one semester or for the entire academic year of Master of Science degree
1/9-6/9	period for the admission procedure to <u>lab courses for both semesters by online Forms (link)</u>	regular students enrolled in Master of Science or Double Degree program
11/9	<b>Lab course admission lists</b> will be published on Biomedical Engineering course website <a href="http://www.ccsbio.polimi.it">www.ccsbio.polimi.it</a>	All students
13/9-20/9	first week of lectures: assigned lab course refusal/changing requests should be sent by email both to the office and to the lab course Professor.	All students
22/9	Deadline for study plan finalization	All regular students enrolled in Master of Science program

**Coordinator of procedure for lab courses:** Prof. Gastaldi Dario ([dario.gastaldi@polimi.it](mailto:dario.gastaldi@polimi.it))