

STEP #3 – pt. 2

THESE GUIDELINES REGULATE STUDENTS MOBILITY AND PREVAIL ON ANY ACADEMIC RULES SET FOR LOCAL STUDENTS

Deadline June 27th

This document follows what already explained in the Step #3 - pt. 1 document. It contains practical instructions for defining your first proposal of PoliTO Learning Agreement.

Chapter 1 contains general important information useful for everybody. The other chapters are dedicated to the different types of mobility at PoliTO.

Make sure to read the correct information based on your activity.

1 General information

1.1. Class timetable and timetable clashes

The timetable is available at this [link](#) and keep in mind that classes timetable will be published only a few weeks before the beginning of the semester.

If you select courses from different study plans, from different years of the same study plan or from the same category (i.e. free credits) there is a high chance that your classes will overlap. This is due to the fact that classes timetable is meant for local students attending courses from a specific year/degree course.

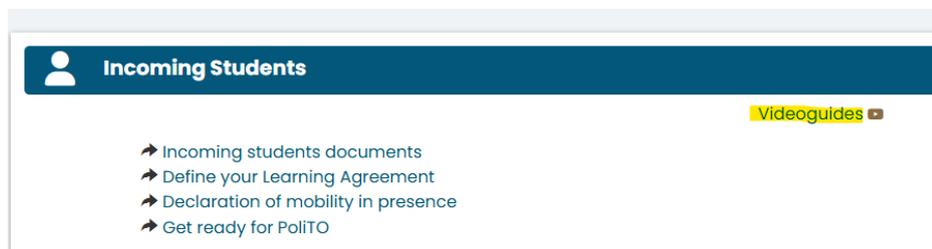
If you will face timetable clashes you can:

- modify the Learning Agreement during the drop and add period (check the timeline below)
- try to select the courses from the same major/year
- decide to leave overlapping courses in the Learning Agreement (courses attendance is not always compulsory even if strongly recommended)

1.2. Procedure for defining the Learning Agreement

Login to your new PoliTO profile using the username and password obtained after Step #2.

Check the videoguides on Portale della Didattica >> Career >> Incoming students



Access the procedure from Career >> Incoming Students >> Define your Learning Agreement.

The list of courses proposed belongs to your degree course of application. Only in case you are performing a **mobility for courses/courses and final project**, in order to add courses from different majors you have to click on “Altri”.

1.3. Learning Agreement statuses

These are the different stages of the Learning Agreement procedure:

- **Being Defined:** You have to start the process.
- **Pending Approval:** You have defined the Learning Agreement and you have sent it to the approval of your Academic Advisor. **You are not allowed to modify it anymore.**
- **Approved:** The process is completed! / **Not approved:** Your Learning Agreement was rejected by your Academic Advisor. Check the reason and submit it again.

These statuses are shown in the Learning Agreement page. Once your Learning Agreement is approved/not approved you will be notified by e-mail.

1.4. Courses composed by more than 1 module

The modules of a course cannot be separated: they are complementary and offered as a whole. If a course is made of 2 or more modules, you cannot choose to attend only 1. **The final grade will be registered only after having passed all the modules.**

1.5. PoliTO Academic Advisor

According to your PoliTO Degree Course of application, an Academic Advisor has been assigned to you.

The Academic Advisor is a Politecnico di Torino professor that is in charge of advising you in case of doubts about courses, its content, exams and other academic issues and will support you for the definition of your Learning Agreement.

You can find the Advisor's name in your PoliTO profile >> profile picture circle (upper right side of the page) >> User Profile >> *Utente*. By clicking on the name of your Academic Advisor you can send an e-mail.

1.6. Learning Agreement signatures

Politecnico di Torino is still not connected to EWP network. If you need PoliTO signature on your L.A. you will have to send your template in pdf to the Students Mobility Unit through the Ticket-INCOMING MOBILITY (don't send it to professors!). It will be signed only once your PoliTO L.A. status is APPROVED. Useful information on how to fill in the Receiving Institution contacts:

Responsible person: Barbara Ballauri

Title/Position: Head of International mobility Division

E-mail address: incoming.students@polito.it

1.7. Exams @ PoliTO

Online exams are not allowed and you have to take them only in presence during the official dates in the exam session.

It is also not possible to take Home University exams at PoliTO.

2 Mobility for Double/Joint Degree Programme

Language courses:

If you still have to fulfil the Italian or English* language requirement before the graduation, the Italian/English language code is automatically uploaded and you don't have to add it by yourself.

** Only for Bachelor of Science students in Ingegneria della Produzione Industriale.*

2.1 Timeline

Within June 27 th	1 st Learning Agreement proposal: upload the courses of your first year of mobility	According to the study plan defined in the Double/Joint Degree agreement
Within July 7 th	Approval by the PoliTO Academic Advisor Pay attention: after this approval the Learning Agreement cannot be modified until the drop and add period. You have to make sure to upload accurately the courses you wish to attend	After the submission of the proposal of Learning Agreement
From September 19 th to October 8 th	Possible changes to the 1 st proposal of Learning Agreement, only if necessary	Learning Agreement drop and add period

Courses that will be taken from the second year of mobility onwards will be uploaded when enrolling to the a.y. 26/27.

3 Mobility for Courses/Courses and Final Project

You have to define the complete Learning Agreement composed by at least 18 ECTS per semester from the PoliTO degree course of application + other credits either belonging to the same degree course or the entire course catalogue.

Italian language course:

There are specific rules to register to it, as your knowledge has to be prior assessed. If you want to add the Italian language course to your Learning Agreement this will happen in September according to a procedure defined by the PoliTO Teaching Language Center (available in the Get ready for PoliTO at a later stage). This will lead to an automatic upload of the course in your Learning Agreement, **you are not allowed to add it yourself manually. The first proposal of PoliTO Learning Agreement will be sent without any**

Italian language courses.

The Italian course is 6 credits worth and exceeds the credits you have to achieve during your mobility.

If you take the exam and you pass it, you will have a “P” (Passed) as final mark in the Transcript of Records.

Final project:

You are not allowed to upload it in the proposal of Learning Agreement as you will not defend it at PoliTO but only at your Home University. The activity will be registered in our database and you will receive the evaluation of it through the Final Project Evaluation form available on [Portale della Didattica](#)>> [Segreteria Online](#) >> [Incoming students](#) >> [Incoming students documents](#)

3.1 Timeline

Within June 27 th	1 st Learning Agreement proposal: upload the courses of your first year of mobility	At least 18 credits/ECTS per semester taken from the PoliTO Degree Course of application + other courses (maximum 36 ECTS in total per semester)
Within July 7 th	Approval by the PoliTO Academic Advisor Pay attention: after this approval the Learning Agreement cannot be modified until the drop and add period. You have to make sure to upload accurately the courses you wish to attend	After the submission of the proposal of Learning Agreement
From September 19 th to October 8 th	Possible changes to the 1 st proposal of Learning Agreement, only if necessary	Learning Agreement drop and add period

4 Mobility for Final Project or PhD Research

Italian language course:

There are specific rules to register to it, as your knowledge has to be prior assessed. If you want to add the Italian language course to your Learning Agreement you have to follow the procedures defined by the PoliTO Teaching Language Center (available in the Get ready for PoliTO at a later stage). This will lead to an automatic upload of the course in your Learning Agreement, **you are not allowed to add it yourself manually. The Italian course is 6 credits worth and exceeds the credits you have to achieve during your mobility.**

If you take the exam and you pass it, you will have a “P” (Passed) as final mark in the Transcript of Records.

During your mobility at PoliTO you will develop your thesis/research with your PoliTO supervisor. The final outcomes won't be defended at PoliTO but only at your Home University.

This is why you don't have to define any proposal of Learning Agreement neither do any thesis/graduation procedure. The activity will be registered in a separate way in our database.

General rules and recommendations that you need to know:

Mobility for Final project:

- The recommended workload is 5-6 months long
- No final discussion at PoliTO
- No final mark shown in the Transcript of Records
- Final Project Evaluation form to be downloaded at the end of your mobility and given to your PoliTO supervisor for an assessment

Mobility for Research:

- For PhD students only
- Attendance of PhD courses is not allowed
- No final discussion at PoliTO
- No final mark shown in the Transcript of Records