



POLITECNICO
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School of Design

Guide to the School of Design's Study Plans and Placements in sections and optional courses for the *Laurea* (equivalent to a Bachelor of Science) and *Laurea Magistrale* (equivalent to a Master of Science) (Law 270/04)

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1. Study Plans: compilation and common rules Level I and II

Students are obliged, under their own responsibility, to submit the **Annual Individual Study Plan** (hereinafter referred to as the SP), through the online services (<http://www.design.polimi.it/orario-delle-lezioni/>) by the deadline set in the academic calendar.

The SP consists of:

- Enrolment in courses that the student wishes to attend by opting for sections (where provided) and related credits;
- Choosing section options for the *Laurea Magistrale* (equivalent to Master of Science) programmes that are divided into multiple sections.

Students who do not fill out the SP within the deadlines set will be given a Department Plan that follows Plan completion priorities (prioritising 1st year courses and then those of subsequent years) and conforming to the Laboratories' propaedeutical rules.

The Department Plan will not exceed 74 ECTS (equal to 100% of the components).

Changes to Department Plans will not be accepted.

N.B.:

In the meeting of 01.03.2005, the Tuition Fees Board has approved the imposition of a default fee of €100 for failure to submit the SP within the time frames established in the academic calendar, which payment will be requested with the second installment.

The payment of the 2nd installment is correlated to the number of credits included in the SP. To confirm the payment due for these tiers, please refer to the Guide on Tuition Fees (www.polimi.it).

The compilation of the SP implies the student's acceptance of all the rules of this Guide.

Moreover, its compilation shall also attest to the conformity of the choices made by the student to the standards provided for by applicable Laws and the provisions of the Regulations of the School of Design's *Laurea* (equivalent to Bachelor of Science) and *Laurea Magistrale* (equivalent to Master of Science) programmes approved by the School Council.

Before compiling the SP, students are required to check their course of studies and that the records of all exams taken are correct. Only those exams that have already been taken and not still registered in the curriculum can be self-certified upon the submission of the Plan. Exams that are not yet taken cannot be self-certified even if it is envisaged that they will be taken in the next suitable sessions. False or erroneous self-certifications will lead to the re-inclusion of credits in the new SP for courses that were not taken.

Each year, students can choose to include a minimum number of 30 ECTS and a maximum number of 80 ECTS in the SP.

The School has approved a number of priority exams which need to be passed in order to be able to enrol in certain courses which are considered to be propaedeutic to them. As a result of this rule, there may be a change in the number of credits that a student may nominally enrol for.

2. Accelerated courses

In the Academic Year 2015/16, the teaching of First Level Degree Programmes has undergone significant changes:

For those enrolled in 2016/17, it is possible to accelerate 2nd year courses;

For those enrolled in 2015/16, it will not be possible to accelerate 3rd year courses as this has not yet been activated.

For those enrolled in the Academic Year 2014/15 and earlier, please note that it is possible to accelerate the course plans for subsequent years.

Laboratories cannot be accelerated if students have not passed the previous years' Laboratories. Credits relating to the Final Exam (PEL) are included in the Plan only after the inclusion of the Final Synthesis Laboratory.

3. Course priorities

The School of Design has approved some exam priority constraints for the completion of the SP for the *Laurea* (equivalent to Bachelor of Science) and *Laurea Magistrale* (equivalent to Master of Science) programmes.

These constraints are included in the application of the study plans' submission with a rule that, at the time of the plan's submission, prevents the student from including courses subsequent to those that are propaedeutical.

***Laurea* (equivalent to Bachelor of Science) programmes**

Students who, at the time of submitting the third-year SP, have not yet taken all the first year courses, cannot include the Final Synthesis Laboratory and the PEL in the plan.

All 1st year laboratories are propaedeutic to those of the 2nd year.

Students who have not obtained the credits relating to one or more 1st year Laboratories cannot include any 2nd year Laboratory in their SP.

All 2nd year Laboratories are propaedeutic to the Final Synthesis Laboratory and the PEL: for the *Laurea di Design degli interni* (equivalent to Bachelor of Science in Interior Design), in addition to the 2nd Metaproject and Interior Design Laboratories for 12 ECTS, the Digital Modelling of Space Laboratory for 6 ECTS is binding for the inclusion of the Final Synthesis Laboratory.

Students who have not obtained the credits for one or more 2nd year Laboratories will not be able to include the Final Synthesis Laboratory and the ECTS for the Final Exam in their SP.

***Laurea Magistrale* (equivalent to Master of Science) programmes**

All 1st year Laboratories are propaedeutic to the Final Synthesis Laboratory.

Students who have not obtained the credits for one or more 2nd year Laboratories will not be able to include the Final Synthesis Laboratory and the ECTS for the Final Exam in their SP.

4. N and V parameters

At the end of the second year of enrolment for a Politecnico di Milano programme, the IT system calculates each student's N and V parameters that establish the number of ECTS passed (N) and the weighted average (V).

These parameters are used by the Schools to identify values above which a student is admitted to a *Laurea Magistrale* (equivalent to Master of Science) without assessment (however, with the obligation of submitting the online application and the assessment of options expressed in respect of the programmed numbers).

The parameters for the School of Design are: N 110 ECTS passed V 26 weighted average.

For Level 1 students who have made a change or transfer, the N and V parameters are calculated at the end of the first year of enrolment to the School of Design's *Laurea* (equivalent to Bachelor of Science) programme, taking the previous educational path as the sole first year of enrolment.

Students in this situation, who believe they have N and V parameters suitable for admission to the *Laurea Magistrale* (equivalent to Master of Science) without assessment, can report their situation upon submission of the Level II admission application in order to obtain a manual recalculation of the parameters and therefore confirm whether they possess the requirements for admission without assessment.

5. Placement in the *Laurea* (equivalent to Bachelor of Science) and *Laurea Magistrale* (equivalent to a Master of Science) programmes and Guidelines

For *Laurea* (equivalent to Bachelor of Science) programmes, the placement of students into sections is established by the School:

- For those **enrolled in the Academic Year 2016/17**, placement into sections takes place automatically upon the plan's submission (the section for the 1st year will be confirmed in the 2nd, while in the 3rd year it is possible to opt for the section);
- For those **enrolled in the Academic Year 2014/15** and earlier, placement takes place by alphabetical groups (it is therefore possible for a student to be moved from a section as the curriculum progresses due to the annual balancing of the sections). In the 3rd year, it will be possible to opt for the Final Synthesis Laboratory section. Placement within the programmed numbers will take place on the basis of merit ranking.
- Workshops must be attended in the same Final Synthesis Laboratory section.
- Single-subject curricular courses for Interiors and Product must be followed in alphabetical sequence; for Fashion by Final Synthesis Laboratory section; for Communications by grouped classes.

For ***Laurea Magistrale* (equivalent to Master of Science) programmes**, students are given the option to choose Sections in order to increase the possibility of having a personalised educational path. The options will be accepted on the basis of the programmed number for each Section according to merit ranking.

6. Students' courses of choice

Students are required to insert their chosen courses in the SP, provided they are consistent with the educational project.

The School of Design offers several optional courses that enable the integration of students' education on specific subjects.

Those **enrolled in the Academic Year 2015/16 and 2016/17** can enrol in 2 courses of choice with a value of 6 ECTS each, for a total of 12 credits (the exception is the *Laurea* (equivalent to Bachelor of Science) in Communication Design programme where 3 courses of choice can be included for a total of 18 ECTS). Credits relating to these courses are activated in the 3rd year. Students must choose 4 options in order of preference for each group of courses in the Degree Programme.

Those **enrolled in the Academic Year 2014/15 and earlier** can enrol in 3 courses of choice with a value of 5 ECTS each, for a total of 15 credits. Credits relating to these courses are activated in the 3rd year (but are also accessible as advance credits for 2nd year students) and are divided into three optional groups. Students must choose 4 options in order of preference for each group.

In the ***Laurea Magistrale* (equivalent to Master of Science)**, the ECTS related to Courses of Choice are 12, equivalent to a course for each year.

Students must choose 4 options in order of preference.

N.B. Those enrolled in the second semester can only opt for second semester courses of choice: options will be approved in accordance with remaining available places at the end of the placement process carried out in the first semester.

7. Extra study courses

Students enrolled in Politecnico di Milano Programmes may acquire extra credits not included in their Programme's educational offer, but are available in other *Laurea* (equivalent to Bachelor of Science) and ***Laurea Magistrale* (equivalent to Master of Science) programmes**, in order to enrich their education. **The maximum number of extra credits that can be included is equal to 30 ECTS for Level I; there is no maximum limit for the *Laurea Magistrale* (equivalent to Master of Science) programmes (however, requests will be subject to assessment by the Study Programme Board).**

These credits can eventually be used in another Course or Level of Studies with prior approval from the admissions office.

These courses are not included in the calculation of credits provided for in the educational regulations for graduation nor do they contribute to the average (for the purposes of admission to the final exam and graduation).

Interested students should place a request for inclusion in extra examinations by the deadline for the SP submission (see the School Calendar) at Dicos@polimi.it.

8. Merit ranking for placement in sections and courses of choice

The placement procedure for courses of choice, Synthesis Laboratories or *Laurea Magistrale* (equivalent to Master of Science) takes place through the drawing up of merit ranking based on the average and on the number of ECTS passed (weighted average) as at **31 July of each year**. For newly-enrolled students in the *Laurea Magistrale* (equivalent to Master of Science) who do not have the weighted average of all eligible criteria available, the merit ranking will be drawn up on the basis of the *Laurea* (equivalent to Bachelor of Science) score.

The formula applied for the calculation of the average is determined by the [sum of (scorex ECTS)/Total ECTS]; validations without a score shall not be taken into consideration.

The filter parameters are:

- State professional examination (pass);
- Course position (actual, without supernumerary);
- Max date passed (31 July);
- 3 points for each honours (only used for the second and subsequent years).

N.B. With regard to Section placement, in accordance with the merit rankings, the Presidency reserves the right, in the event of strong imbalances, to balance the students according to geographical origin (Italian and foreign) and curricular (Level 1 Programmes) in order to ensure the heterogeneity of the class.

Option requests will be accepted up to the maximum number of places available for each course: the first options will be assessed as a priority, followed by the others.

In the event that it is impossible to accept the fourth and last option, the student will be placed in a course of choice that is not full. It is possible to request a change of placement to other courses with available places only in the event that a student was placed in an unrequested Option.

N.B. Students are requested to give due attention to all the options requested, in particular by verifying the semester and lecture timetable.

9. Attendance requirements

In the School of Design's *Laurea* (equivalent to Bachelor of Science) and *Laurea Magistrale* (Master of Science) programmes, attendance to Laboratories is compulsory. For single-subject and integrated courses, the course programme should be checked to ascertain any examination arrangements for non-regular students.

Attendance to workshops, which are intensive project activities of weekly duration, is compulsory. In this case, 1 day of absence cannot be exceeded.

10. Performance assessment

At the beginning of the course, the professor will communicate the following to students:

- The course programme;
- Any compulsory attendance and methods for monitoring attendance;
- The calendar of educational activities with an indication of the lectures, seminars and project revisions;
- The calendar of ongoing tests where provided;
- Methods of assessment.

Learning will be checked by the professor through special examination sessions.

It is compulsory to register for calls for examinations.

Students are requested to check the status of their registration to the calls.

After requesting the Course assessment, students must complete the registration process, keeping the receipt with the protocol number issued with the application.

Examination sessions for *Laurea* (equivalent to Bachelor of Science) programmes are distributed in the year as follows:

For 1st semester courses a session is planned for February (2 calls) at the end of the course, a session in July (2 calls) and a session in September (2 calls). For Laboratories, calls are planned only for the end of the semester.

For 2nd semester courses a session is planned for July (2 calls) at the end of the course, a session in September (2 calls) and a session in February (2 calls). For Laboratories, calls are planned only for the end of the semester.

The Laboratories examination will be held at the end of the course semester. Only students who, **for justified and documented serious reasons**, have not been able to conclude the activity and take the exam, are permitted to have the final assessment of the work postponed to a further recovery test, as agreed with the professor, in the next session of the semester when the Laboratory will be held.

If **Workshops** are not passed, they will have to be re-attended in the next academic year. Recovery tests are not provided, given the specific nature of the workshops.

Registration to calls is compulsory in examination sessions. The student will be requested to complete course assessment questionnaires at the time of registration.

Examination sessions for *Laurea Magistrale* (equivalent to Master of Science) programmes, are distributed in the year as follows:

For 1st semester courses a session is planned for February (2 calls) at the end of the course, a session in July (2 calls) and a session in September (1 call). For Laboratories, calls are planned only for the end of the semester.

For 2nd semester courses a session is planned for July (2 calls) at the end of the course, a session in September (2 calls) and a session in February (1 call). For Laboratories, calls are planned only for the end of the semester.

The Laboratories examination will be held at the end of the course semester. Only students who, **for justified and documented serious reasons**, have not been able to conclude the activity and take the exam, are permitted to have the final assessment of the work postponed to a further recovery test, as agreed with the professor, in the next session of the semester when the Laboratory will be held.

11. Registration to calls, methods of communication and assessment reporting

Students must register for the call in which they intend to take the exam, and are requested to check the status of their registration prior to the examination since **non-registration will not make it possible to report the score**.

To avoid any inconvenience, it is opportune to keep the protocol number that is issued on effective registration.

Students can obtain the following assessments:

Promoted: assigned a score;

Referred to recovery: when there are shortcomings in the preparation that require further testing or when the student requests a resit to improve the score;

Resit: if the student has not satisfied the obligation of participation in interim tests or has obtained an overall negative assessment according to parameters that were made known by the professor at the beginning of the course.

On the closure of the first and second examination sessions, students can be: **Promoted** and assigned a score or **referred** to a subsequent assessment.

It is only possible to assign a “resit” assessment to the student in the last examination session.

After the publication of the scores by the Professor, students can (before the consolidation of the scores) renounce the assessment received by responding to the email that they will receive on the institutional email address.

In the absence of an explicit renunciation of the score, the professor will record the assigned score.

12. Forfeiture of attendance

The lapse of course attendances is active for all three-year courses.

For this reason,

Upon the submission of the SP in the ***Laurea (equivalent to Bachelor of Science) programmes***, students will be required to re-include all the previous Years' failed courses in the Academic Year of registration.

Students who have not passed a course exam in the ***Laurea Magistrale (equivalent to Master of Science) programmes*** will be considered to be in default of the exam but not of the attendance. Therefore, it is not necessary to re-include the failed course in the SP since the attendance of a course is considered valid until the next academic year on its eventual deactivation. (A course is considered active until an equivalent course is offered at the university).

The previous University general rule **is not valid** for **Laboratories** where attendance must be acquired by the end of the educational activity together with the passing of the exam during the course semester. If the exam is failed, students will have to re-include the Laboratory in the following Academic Year.

For those who do not pass the Laboratory examination in accordance with the times and ways defined above, the failed Laboratory course must be re-included in the SP and re-attended the following year. The same rule **applies for courses of choice that the School** reserves the right to change each year.

For courses of choice, *Laurea Magistrale* (equivalent to Master of Science) students have the right to relinquish the attendance achieved and join another optional course.