

DIDACTIC *TOOLS* A.A.2012-13

4 IMPORTANT OFFICES

INTERNATIONAL STUDENTS OFFICE Bovisa Campus

Is the office dedicated to the **International Students** to help you in the **administrative aspects** along your career at Politecnico.

Provides Enrolment Documents
Provides Copies of official documents and Mark sheets

Opening Hours: Weekdays from 9:30 to 12:30 (*in segreteria studenti*)

Ph: +39 02 2399 5763 e-mail: international.bv@polimi.it

DICOS office

It's a point of information that support the didactic aspects of the students.

Solves problems with enrolment for examinations

Solves problems with study plan

Opening Hours: Weekdays from 9:30 to 12:30 (*next to segreteria studenti*)

e-mail: dicos@polimi.it

RAP Office

Deals with Internship Placements

Opening hours: Weekdays from 9.30 to 12:30 (*next to segreteria studenti*)

e-mail: rap@ceda.polimi.it

CAROLINA CRUZ

International Students Academic Advisor

Relé Office

e-mail: askdesign@polimi.it

1 THE ACADEMIC CALENDAR

Find the Academic Calendar and the important deadlines on line in:

www.design.polimi.it → Studenti in Corso → Calendario

Important **dates and deadlines** for MSc. Students:

FIRST YEAR STUDENTS	LAUREA MAGISTRALE (MASTER)
Study Plan Registration	20th September - 1st October 2012
Study Plan Section Publication	8th October 2012

SECOND YEAR STUDENTS	LAUREA MAGISTRALE (MASTER)
Study Plan Registration	20th September - 1st October 2012
Study Plan Section Publication	8th October 2012

ACADEMIC CALENDAR	
Lessons 1st. Semester	8th October 2012 - 1st February 2013
Workshop Week 1st Semester	26th November - 30th November 2012
Exam Session 1st Semester	4th February - 1st March 2013
Lessons 2nd. Semester	4th March - 30th June 2013
Workshop Week 2nd Semester	13th May - 17th May
Exam Session 2nd Semester	1st July - 31th July
	3rd September - 11th October
Xmas Holidays	24th December - 4th January
Easter Holidays	28th March - 3rd April

2 SERVIZIOONLINE Webpoliself

Webpoliself is an essential online tool for the didactic, students can access using the Personal Code and Password on

www.polimi.it → SERVIZI ONLINE

Through **WebPoliself** it's possible to:

- ◆ Present the **Study Plan** at beginning of each academic year

Webpoliself → Study Plan Presentation

- ◆ View the **Academic Career** (courses list and section)

Webpoliself → Career

- ◆ Enter to the **Official Mail** of Politecnico

Webpoliself → Webmail

- ◆ Register for **Exams**

Webpoliself → Exams Registration

! *Exam registration is necessary in order to record the exams in your career. Note that there are specific deadlines for registration before the exam, you need to check periodically this section in the vicinity of the examinations.*

- ◆ Check the **Examination Results**

WebPoliself → Consultation of Exams Results

3 SCUOLA DEL DESIGN Website

www.design.polimi.it

Through the website of **SCUOLA DEL DESIGN** it's possible to

- ◆ Check all the **announcement** of Scuola del Design

Studenti in corso → Avvisi e Scadenze

- ◆ View the **timetable** of the courses and the **Academic Calendar**

Studenti in Corso → Orario delle lezioni e Calendario

- ◆ Enter to the online **Services of Politecnico**

Online Service → Online Services Polimi

- ◆ Enter to the online platform **Beep**

Online Service → Beep

- ◆ Keep in touch with companies through the **Career Service**

Online Service → Career Service

- ◆ Keep informed about Event, shows and Contest

Eventi, Mostre e Concorsi