**Procedure**

The Match Schedule is a document certifying the correspondence of the content of the exams offered in foreign locations with those at Politecnico di Milano.

References

The student interested in international mobility must prepare a plan of the matches. First he must:

       refer to the documentation available on the University's website, <https://www.polimi.it/en/services-and-opportunities/experience-abroad/>;

       refer to the documents and regulations of Mobility abroad, supplied by the competent offices.

Prior to departure

In the period before the departure for the foreign University, the student must:

       communicate with Studesk for administrative and organizational information;

       fill in this form on the correspondence of the Plan and submit it for approval by e-mail to:

O Prof. Roberto Perini (roberto.perini@polimi.it); you can set a meeting to discuss it;

       Once the match Plan has been agreed, complete the "Learning Agreement" document. It must be signed by the teacher and then you have to deliver it to Studesk;

       Once the Learning Agreement has been signed, prepare the plan of studies in accordance with the plan of the matches.

During the stay

During the time in the foreign University the student must:

       communicate with Studesk for administrative matters;

       communicate via e-mail with Prof. Perini to arrange match variations. If the exams chosen at Politecnico will be changed, Prof. Perini will ask the Student Secretary’s Office for the necessary variations to the Plan of studies;

       fill in the "Changes" section of the Learning Agreement document, get it signed by the teacher and deliver it to the Office in charge.

Note

The Match plan does not replace the plan of studies and it is not its approval.

It is the responsibility of the student:

* to choose, edit his own plan of studies and get it approved, if needed because out of the period of changes, prior to departure;
* ensure that any requested changes, while staying in the foreign University, are in accordance with the Guide to college career (specifically the number of CFU (ECTS)).

Finally, if the communication takes place by email, please write your messages as clear and brief as possible.

**Information of the applicant**

Compile the following entries appropriately, by selecting a checkbox among those proposed or write in the cell.

Student

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **Matriculation number** |  |
| **Person code** |  |
| **Institutional email** |  |
| **Alternative email** |  |

Curriculum currently attended

|  |  |
| --- | --- |
| **Course attendance**  | ☐ B.Sc. (Graduation)☐ M. Sc. (Laurea Magistrale) |
| **Type of Plan**  (e.g. R2A, R2B, …) |   |
| **Year of attendance:**  | ☐First☐Second☐Third, only if the type of course is Bachelor's degree |
| **Semester of attendance:**  | ☐First☐Second |
| **If the course type is Master's degree, write the University of Bachelor’s degree**  | ☐Politecnico di Milano☐Other University:  |

Mobility abroad

|  |  |
| --- | --- |
| **Name, city and country of the foreign University** |    |
| **Website** |  |
| **Starting course** | ☐B. Sc.☐M. Sc. |
| **Starting year** | ☐ First☐ Second☐ Third |
| **Starting semester** | ☐First☐Second |
| **Duration of stay abroad** | ☐Semi-annual☐Annual☐Biennial |

Note

       Note 1 to ...

**Table of the Examination Correspondence**

Fill in the following table, and optionally add notes.

|  |  |
| --- | --- |
| **Prior to departure and during stay** | **Upon return** |
| **Teaching at****Politecnico(name and code)** | **CFU** | **Teaching at****Foreign Office(name and code)** | **2 ECTS** | **Foreign1examination** | **Validation** **by Politecnico** |
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Notes:

1) Insert Added and Deleted, if it has been modified after the signature of the Learning Agreement.

2) check whether the credits provided by the foreign University are ECTS and specify it; otherwise ask the Studesk the conversion factor.

**Courses programs**

Copy here the programs of the courses offered by Politecnico and by the host University, in the order in which they appear in the honors table and insert the link (hyperlink) to them.

Politecnico di Milano

Foreign University