

STEP #3 – pt. 2

Deadline July 13th

This document follows what already explained in the Step #3 - pt. 1 document. It contains practical instructions for defining your 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 at PoliTO.

1 General information

1.1. Class timetable

Check this [link](#) and keep in mind that classes timetable will be published only a few weeks before the beginning of the semester. If you will face timetable clashes when the schedule is updated, you will have the possibility to modify the Learning Agreement during the opening window, if necessary. Please note that course attendance is not compulsory.

1.2. Procedure for defining the proposal of Learning Agreement

Login to your new PoliTO profile using the username and password generated after the completion of Step #2:

ITA | ENG Stato servizi Login

Politecnico di Torino

SCOPRIRE L'ATENEO DIDATTICA E STUDENTI IL MONDO DELLA RICERCA INNOVAZIONE PER LE IMPRESE

Politecnico di Torino

ITA | ENG

Access to www.polito.it

Login with digital certificate

Username

Password

Login with username e password

Entra con SPID

Then click on Portale della Didattica>>
Segreteria Online >>
Incoming students >>
Define your Learning Agreement



Check the videoguides



Incoming Students

Videoguides

➔ Incoming students documents

➔ Define your Learning Agreement

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:** The Learning Agreement has been defined and sent by you to the approval of your Academic Advisor
- **Approved:** The process is completed! / **Not approved:** Your Learning Agreement was rejected by your Academic Advisor. Check the reason with them and submit it again.

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

1.4. PoliTO Academic Advisor

Each student has been assigned to an Academic Advisor according to the PoliTO Degree Course for which you have been nominated. 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 their name in your Portale della Didattica below your picture and their contact by clicking on the name.

2 Mobility for Double/Joint Degree Programme

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 July 13 th	Upload the courses of your first year of mobility	According to the study plan defined in the Double/Joint Degree agreement
Within July 20 th	Approval by the PoliTO Academic Advisor Pay attention: after this approval the Learning Agreement cannot be modified until the opening window. 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 21 st to October 5 th	Possible changes to Learning Agreement, only if necessary	Learning Agreement opening window

For those of you whose mobility is longer than 1 semester there will be another opening window for changes to the Learning Agreement for the Spring semester in February/March 2023.

3 Mobility for Courses/Courses and Final Project

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 Language Center. 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 it exceeds the 18 credits requirement above explained.

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 in your PoliTO personal page.

3.1 Timetable

Within July 13 th	Define a proposal of Learning Agreement for the whole period of mobility of maximum 30 ECTS per semester (if your mobility is 2 semesters long you have to define your Learning Agreement for the whole year)	At least 18 credits/ECTS per semester taken from the PoliTO Degree Course of application
Within July 20 th	Approval by the PoliTO Academic Advisor Pay attention: after this approval the Learning Agreement cannot be modified until the opening window. 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 21 st to October 5 th	Possible changes to Learning Agreement, only if necessary	Learning Agreement opening window

For those of you whose mobility is longer than 1 semester there will be another opening window for changes to the Learning Agreement for the Spring semester in February/March 2023.

4 Mobility for Final Project or PhD Research

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 of your activity

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