



European Master in
Building Information Modelling

Student's guide

Italy



Pages: 32

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Universidade do Minho

Univerza v Ljubljani



POLITECNICO
MILANO 1863

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Government information

Government type: Republic since 2 June 1946.

Administrative divisions: There are 20 Regions. 5 of them have a special status, they are called autonomous. These regions are marked with an asterisk (*) : Abruzzo, Aosta Valley*, Basilicata, Calabria, Campania, Emilia-Romagna, Friuli Venezia Giulia*, Lazio, Liguria, Lombardy, Marche, Molise, Piedmont, Sardinia*, Sicily*, Tuscany, Trentino Alto-Adige*, Umbria, Veneto.



Capital: Rome



Constitution: 1 January 1948.

Legal system: The law in Italy (especially the civil law) has been based on the Roman law model as well as the French Napoleonic law. The legal system

encompasses a series of courts (tribunali) as well as a body of judges. There are separate Civil Courts, Criminal Courts and Administrative Courts all across the country

Executive branch:

Chief of state: President Sergio MATTARELLA (since 3 February 2015)

Head of government: Prime Minister Paolo GENTILONI (since 12 December 2016); the prime minister's official title is President of the Council of Ministers

Cabinet: Council of Ministers proposed by the prime minister, known officially as the President of the Council of Ministers and locally as the Premier; nominated by the president

Legislative branch:

Elections/appointments: president indirectly elected by an electoral college consisting of both houses of Parliament and 58 regional representatives for a 7-year term (no term limits); election last held on 31 January 2015 (next to be held in 2022); prime minister appointed by the president, confirmed by parliament

Election results: Sergio MATTARELLA (PD) elected president; electoral college vote count in fourth round - 665 out of 1,009 (505-vote threshold)

Judicial branch:

highest court(s): Supreme Court of Cassation or Corte Suprema di Cassazione consists of the first president (chief justice), deputy president, 54 justices presiding over 6 civil and 7 criminal divisions, and 288 judges; an additional 30 judges of lower courts serve as supporting judges; cases normally heard by 5-judge panels; more complex cases heard by 9-judge panels; Constitutional Court or Corte Costituzionale (consists of the court president and 14 judges)



TRAVELLING IN MILAN

Buses, trams and metro

Milano's main public transportation system is run by ATM (Azienda Trasporti Milanese). It consists of buses, trams and an underground metro system. Visit www.atm-mi.it to create personalized itineraries. Simply click on "GiroMilano" and choose your starting point and destination.

An urban network ticket costs €1.50 and is valid for 90 minutes on all lines included in the urban network of Milano. It cannot be used twice on the underground metro and urban rail lines. Once you have left the underground metro station you must have a new ticket for the next metro trip. All students under age 27 can purchase a student monthly travel card at a reduced price. If you want to enjoy the nightlife in Milan and make sure you will get home safely, the City of Milan and ATM offer a service running every Saturday and Sunday night, hourly from 2:00 am to 5:10 am. ATM offers fifteen different lines covering areas daily served by M1 M2 M3 subways. Timetables vary for each of the terminals located in the areas with the highest concentration of nightspots. Consider the possibility to download from your application store on your smartphone the ATM mobile app to ensure easy and fast public transport use.

Bike sharing

Looking for an eco-friendly, cheap and alternative mode of transportation? Then look no further: Milano boasts an extensive network of bike paths. You can use your own bicycle or rent one. Rent a bike through ATM's BikeMi Bike Sharing service using a daily, weekly or annual pass that can be purchased from the ATM Points Duomo, Cadorna, Loreto, Centrale, Garibaldi and Romolo or online. A map of bicycle collection stations is available at www.bikemi.com. Bike rental is available only to persons over 16 and credit card holders. The pass will be delivered directly to your house. ATM offers all cyclists who enjoy travelling around Milano by bike the opportunity to use public transport and take their bike on the underground. Annual subscription is € 36, weekly subscription is € 6, daily subscription is € 2,5. Available for free for 30 minutes.

Car sharing

If you're planning a weekend out with your new friends and you need a car, just rent one with GuidaMi. This is a self-service car rental available from garages all over Milan 24 hours a day, 365 days a year. You can check if it suits your own needs on <https://giraci.com/it/milano/>. Car sharing is even available for the promotion of sustainable mobility: www.campus-sostenibile.polimi.it.

TRAVELLING OUTSIDE MILAN

When you travel outside Milan, you can use a train or a bus. Both are quite cheap and reliable. You'll be able to find connection to every village of the country, especially by train.

By air

Milano is served by three airports: Milano Linate (about 7 km far from the city centre), Milano Malpensa (about 45 km) and Bergamo Orio al Serio (about 50 km). Milano can be easily reached from the airport thanks to special bus and railway service.

By train

Milano is served by both "Ferrovie dello Stato" and "Ferrovie Nord". On the following websites you can check destinations, fares and timetables: www.trenord.it (Ferrovie Nord), www.trenitalia.it The most important railway stations in Milano are:

Milano Centrale. It's the main railway station, with international and high-speed train departures. There are several buses connection to the airports with departure and arrival to the east side of the Station. It is located in Piazzale Duca d'Aosta, and you can easily reach it by metro (green line - number 2; or yellow line - number 3).

Porta Garibaldi. Mostly with regional departures and used by commuters. The "Passante Ferroviario" connects the station to "Bovisa Nord" Station and "Porta Vittoria" Station. It is located in Piazza Sigmund Freud and you can reach it by metro (green line – number 2).

Milano Lambrate. This is an intermediary station, used both for regional and national departures. It is located in piazzale Bottini and you can reach it by metro (green line – number 2)

Milano Cadorna. It is mainly a commuter station, located in Piazzale Luigi Cadorna. From this station you can take the train "Malpensa Express" to the airport of Malpensa, with departure every 35 minutes. You can reach the station by metro (green line – number 2).

Structure and content

The study programme is composed of seven units, being six courses/units of 5 ECTS (45 hours of lectures and 95 hours of independent/group student work) and one dissertation of 30 ECTS (30 tutorial hours and 558 hours of independent student work). Lectures are held from 9:30 to 12:30 and individual/group work is compulsory at University from 14:00 to 19:00.

The courses of 5 ECTS are given in 3.3 weeks without interruption. Each 5 ECTS course is divided in two modules with independent evaluation, when the lecturers are available for the students and provide extra tutorial as requested.

Therefore, each lecturer is typically involved two weeks in a single course. This allows foreign lecturers to deliver the module and is very beneficial for the students, as they have a lecturer almost full-time at their disposal for all the modules. The 5 ECTS courses are arranged as a mix of theory and application, in a context of a project-led education, where a project is effectively run for the full duration of the course.

Finally, the Final Project/Dissertation (30 ECTS) is carried out in the final part of the MSc (last 14 weeks). This aims at developing research and/or professional competences in the field of Building Information Modelling. The dissertation can be carried out inside the Universities or in a private company, under University supervision. The general description of the course/units is as follows:

BIM A+1 Management of information and collaboration in BIM

- Get an overview of BIM theory and standards;
- Understand the role and potential of BIM for the industry;
- Understand critical aspects in BIM implementation responding to project requirements;
- Be able to plan use of BIM in Building projects and provide the right level of detail;
- Be able to comply to legal and project collaboration requirements;
- Assess capacity and capability for BIM Implementations on specific project;
- Be able to put in place appropriate management procedures and BIM protocols.

BIM A+2 Modelling in Architecture and Engineering

- Be able to differentiate the requisites and uses that are of interest for each construction specialty (Architecture and Engineering);
- Identify and describe adequate modelling practices in view of intended uses for the models;
- List, apply and criticize the several modelling recommendations that exist at international level;
- Capability to understand and perform BIM models for the specialties of Architecture, Structural Engineering and MEP Engineering;
- Understand further particular cases of modelling, targeted for monitoring and management.

BIM A+3 Parametric Modelling in BIM

- Being capable of fully understanding the underlying concepts of parametric modelling;
- Master the use of parametric approaches for advanced object creation;
- Be capable of advanced object use of in BIM context through interactive editors and object libraries;
- To be aware of scripting methodologies to extend the capacities of existing BIM platforms towards customized capacities.

BIM A+4 Advanced BIM data-systems and interoperability

- Be able to assess interoperability issues in BIM Exchange from technical, semantic and organizational point of view;
- Methods of development of schemata and databases that are relevant to BIM;
- Methods for exchange building product specifications;
- Assessment procedures that are relevant for successful implementation of a project;
- Interoperability issues in BIM based exchange of project information in infrastructure and building projects.

BIM A+5 4D, 5D, 6D modelling and applications

- Be able to understand the value of BIM and the impacts on the “more” managerial aspects of Design and Construction (ie. Business process management, construction project management, integrated project delivery);
- Be able to differentiate the requisites and uses that are of interest for dimension of BIM uses (ie. 4D programming, 5D estimating/accounting, 6D facility management);
- Be able to detail the business processes impacted by BIM 4D, 5D and 6D and describe the digitalization approach in terms of workflows, data exchange mechanisms;
- Provide references to practices that exist at international level;
- Understand how the Common Data Environment (as prescribed in European practices) can support other business processes such as contract management, tendering and eProcurement, BIM to Field;
- Understand how to adapt BIM 4D, 5D and 6D to modelling and applications for the specialties of Architecture, Structural Engineering and MEP Engineering

BIM A+6 BIM based rehabilitation and sustainability analysis

- Be able to organize and manage the various phases of the design, tender activity, construction and facility management of the retrofit of existing building;
- Be able to organize Tools, methods, and instruments for the survey of the existing buildings;
- The 3D modelling of the survey for the preliminary diagnosis of the damages and photorealistic reconstruction;
- The structural model and the coordination between the structural model and the architectural model;
- Model for the dynamic structural analysis of the building;
- The design of the rehabilitation and envelope of the construction details;
- Solutions for the reuse of existing buildings: Modelling, Budgeting, Estimating;
- The sustainable reuse with LEED rating system, use of Revit for the evaluation of LEED;
- MEP modelling, into the buildings and clash detection;
- BIM to BEM: Energy management and analysis;
- LCC in the construction and evaluation of the payback;
- The phases in the project of reuse of existing building, the model checking.

BIM A+7: Dissertation

- Plan, develop and present the dissertation work.

The Master Course will be held on a rotating basis. For 2019/2020, the Coursework will be held in Portugal and Slovenia. For 2020/2021, the Coursework will be held in Portugal and Italy. For 2021/2022, the Coursework will be held in Slovenia and Italy. This means that coursework is concentrated in two countries each year and dissertation work is then equally divided by all partners, so that each student spends 30 ECTS in one country and 30 ECTS in another country. The students will indicate their preference and the Management Board will decide a final selection based on the ranking of the first 20 curricular ECTS and a balanced distribution between consortium members.

ECTS

The ECTS - European Credit Transfer System - was developed by the European Commission in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements and transferring them from one institution to another.

The ECTS system is based on the principle of mutual trust and confidence between the participating higher education institutions. The few rules of ECTS, concerning the information on courses available (ECTS Information Package), the agreement between the home and host institutions establishing the programme of study to be taken (Learning Agreement), the use of credit units to indicate the student's workload (ECTS credits) and the use of a Transcript of Records, which shows the student's learning achievements in a way which is commonly understood and easily transferable from one institution to another, are set out to reinforce this mutual trust and confidence.

ECTS Grade	% of successful students normally achieving the grade	UM's Conversion Scale	Definition
A	10	16 - 20	EXCELLENT: outstanding performance with only minor errors
B	25	14 - 15	VERY GOOD: above the average standard but some errors
C	30	13	GOOD: generally sound work with a number of notable errors
D	25	11 - 12	SATISFACTORY: fair but with significant shortcomings
E	10	10	SUFFICIENT: performance meets the minimum criteria
FX	-	-	FAIL: some more work required before the credit can be awarded
F	-	-	FAIL: considerable further work is required

Academic Calendar

Academic year	Period	UMinho	UL	PoliMi
2019-2020	October-March (coursework)	X	X	
	April-July (dissertation)	X	X	X
2020-2021	October-March (coursework)	X		X
	April-July (dissertation)	X	X	X
2021-2022	October-March (coursework)		X	X
	April-July (dissertation)	X	X	X

National Holidays

- 1 Jan Mon New Year's Day
- 6 Jan Sat Epiphany
- 1 Apr Sun Easter Sunday
- 2 Apr Mon Easter Monday
- 25 Apr Wed Liberation Day
- 1 May Tue International Workers' Day
- 2 Jun Sat Republic Day
- 15 Aug Wed Assumption Day
- 1 Nov Thu All Saints' Day
- 8 Dec Sat Immaculate Conception
- 25 Dec Tue Christmas Day
- 26 Dec Wed St Stephen's Day

INFOPOINT

Piazza Leonardo da Vinci, 32 - Building 1 "Rectorate"

Hours: from Monday to Friday 8:30-18:00

Ph. +39.02.2399.2008 - email: [infopoint\(at\)polimi.it](mailto:infopoint(at)polimi.it)

ITALIAN LANGUAGE COURSE

Politecnico di Milano offers Italian language courses to its regularly enrolled international students (exchange or degree courses). For each course there is a tuition fee which amounts to 100 € to be paid by the attendees. Language courses are organized in Leonardo and Bovisa Campuses in both semesters. Various levels are offered: beginners, elementary and pre-intermediate. Courses are made up of 40 hours. Classes are held two times a week (usually late in the afternoon). In order to attend the courses, students must register through the private page of the Online Services. Registration usually opens one or two weeks before the start of the semester. Here the path: Online Services > Mobility > Language course catalogue. More information: [italian-courses\(at\)polimi.it](mailto:italian-courses(at)polimi.it) For further options please check the site: <http://milano.italianostranieri.org/en/> that presents all the Italian language courses available to foreigners in Milan: phone: +39.02.88441059 mail: [info\(at\)italianostranieri.org](mailto:info(at)italianostranieri.org)

UNIVERSITY FACILITIES

Libraries

2 Via Ampère - 20131 Milan (Bonardi Campus - building 11) - Map

To access the library you need your magnetic card (Policard). Reading spaces: 321

Information on services and the use of resources: Ask@your library

Services for the public: 02.2399.2685 / 2680

History section: 02.2399.2693

Specialist Reference: 02.2399.2667

Manager: Carmela Cirulli

For notices and closures: check section news

Opening hours

Library - mezzanine floor and basement

Monday - Sunday 8.00 am to 11.45 pm (loan requests and returns until 11.30 pm)

Historical section - basement

Monday - Friday 8.30 am to 8.30 pm

Saturday and Sunday closed

Cartography

- Paper cartography: Tuesday, Wednesday, Thursday: from 10 am to 12 pm, from 2 pm to 4 pm; Friday: from 10 am to 12 pm - Reserved consultation - basement, building 2, piazza Leonardo da Vinci 32.

- Digital cartography: Monday - Friday from 9 am to 4 pm at Specialist Reference office, mezzanine floor

Further information are available at BCL-Cartography

Specialist Reference service - mezzanine floor

Monday - Friday 9 am to 4 pm

Further information are available at <http://www.biblio.polimi.it/en/services/specialist-reference/>

Services carrying additional charges are available:

Monday - Friday from 8.30 am to 11.30 pm

Saturday and Sunday from 8.00 am to 11.30 pm

Reserved consultation - basement, building 2, piazza Leonardo da Vinci 32

(journals and books for internal consultation only as indicated in the online catalogue)

Tuesday, Wednesday, Thursday: 10.00 am - 12.00 pm; Friday: 10.00 am - 12.00 pm.

For information: consultazioneriservataleonardo-asab@polimi.it

ph. 02.2399.2687

Health Insurance

International students can choose among different options of health insurance. Please check the options listed below and choose the one that fits you best according to your nationality and needs. In case you

are in an emergency situation you can dial 112 to call an ambulance or directly go to the Pronto Soccorso (Emergency room) of the closest hospital.

Registering with the SSN is warmly suggested, because it entitles you to the same treatment as Italian citizens. This includes: choice of a general practitioner, who can visit you free of charge, and who will refer you to specialists (dentists, orthopedics, etc.); admission to public or certified private hospitals free of charge; doctor on duty-continuous assistance service (guardia medica) free of charge; lower fees for tests (blood tests, radiological tests, etc.); medical fees exemption for chronic diseases.

Please note that registration with the SSN is valid for one calendar year, from January 1st until December 31st. Under certain circumstances described below EU/EEA and Switzerland citizens can access to the SSN for free.

Computer Facilities

Milano Leonardo and Milano Bovisa Campus offer all the necessary services to carry out teaching and research: advanced ICT services, computer rooms and wi-fi service, library services and electronic resources, teaching and research labs.

Cultural activities

The campus has a canteen and a bar, libraries and a Copy Bureau, sport facilities (Giuriati campus at Milano Leonardo campus), a Bank branch (at Leonardo Campus) and merchandising shops (Polishop). At Politecnico di Milano you can take part of cultural events such as exhibitions, concerts, lab theater, workshops, movie club and trips organized by students' group or associations.

Polimi International Film Festival

International movies from all around the world, screened at Politecnico di Milano from September to June. Polimi International Film Festival is dedicated to the different cultures of the home countries of our international students. The series is open to everyone and schedules free monthly screenings from a different country each time. The movies are showed in their original language with English subtitles

Politecnico has also a full cultural life, with conferences, seminars, exhibitions, concerts. To find out all the events look at www.eventi.polimi.it

Exclusive offers for international students

Thanks to the Milan Identity Card (M-ID Card) international students in Milan can benefit from special discounts on the services offered by the city. Check the opportunities available with the M-ID Card and its activation procedures on the website: <http://www.studyinmilan.net/>

Bank

Most banks are open from Monday to Friday, from 8:30 am to 1:30 pm and from 3:00 pm to 4:00 pm.

To open a bank account you must:

- be of legal age (at least 18);
- have a valid ID;
- have a tax code (codice fiscale);
- not have been declared bankrupt.

After signing the contract, the bank will supply you with all the information related to the terms and conditions of service and the following bank coordinates, which are necessary in order to make an international wire transfer:

IBAN, International Bank Account Number (also known as Clabe or Aba depending on your country), which is an alphanumeric code identifying your bank account (check char + national bank code + branch number + the account number);

BIC, Bank Identifier Code/SWIFT, which is necessary to send money worldwide.

Before being able to make any transaction, it is necessary to make an initial deposit on your bank account. Traveller's checks, checks and foreign currency can be exchanged at banks, exchange offices, railway stations and/or airports.

Banca Popolare di Sondrio is the official bank of Politecnico di Milano.

It offers students of Politecnico di Milano the possibility to open a bank account at very good conditions.

Banca Popolare di Sondrio (branch no. 21)

in Via Edoardo Bonardi 4, Leonardo Campus

Opening hours: from Monday to Friday, 8:30 am - 13:30 pm and 2:45 pm - 3:45 pm.

Phone: +39 02 2399 3307

Banca Popolare di Sondrio (branch no. 5)

in Via degli Imbriani 54, Bovisa Campus

Opening hours: from Monday to Friday, 8:30 am - 13:30 pm and 2:45 pm - 4:15 pm.

Phone: +39 02 3932 841

Sports

Politecnico di Milano believes that sport is fundamental to individual growth and awareness, and it is key to form new relationships, to increase a sense of belonging, to stimulate competitiveness and responsibility, to build self trust and acknowledge one's limits to push them forward. Politecnico di Milano invites all students to practice sports, particularly at the facilities available in the University.

Students who wish to play, train and compete inside the Politecnico are required to get the Politecnico di Milano Sport Card, an annual membership card that includes insurance, access to the running tracks and to the PoloSportivo facilities in all of Politecnico Campuses (Lecco, Mantova and Piacenza).

The Leonardo Campus hosts Giurati Sports Center, a historic facility for athletics and rugby in Milano, where students can practice athletics, five-a-side football and rugby, or take advantage of the fitness gym. Sport Card owners can access the Giurati running tracks for free.

In addition to this facilities, students can find the official Playgrounds in every Milan Campus (Leonardo, Bovisa La Masa, Bovisa Candiani and also Lecco) which offer ping-pong tables, green-volley fields and basketball hoops for free to everyone regardless of membership or subscription.

Politecnico di Milano also hosts tournaments and competitions during the academic year. The main ones are the Politecnico di Milano Championships, a multidiscipline tournament reserved to student-made teams and divided in two editions per year, one for each semester, and the PolimiRun Spring and Winter, two yearly competitive and non competitive 10 km runs open to everyone: the Spring edition links the two Milan Campuses of Bovisa and Leonardo, the Winter is a trail run in Lecco Campus and on Lecco mountain paths.

For competitions and tournaments outside the university, Politecnico di Milano has an official representative basketball team currently playing in the Serie D division, and official groups of students for athletics and cycling.

Born from the collaboration between engineering and design departments, Politecnico di Milano also has official teams for automotive research and design for racing (cars and motorcycles) and sailing, that compete in international tournaments and races.

Politecnico di Milano moreover offers Sport Scholarships for all those students who practice at competitive level in CONI (Comitato Olimpico Nazionale Italiano) approved disciplines and sports associations, as a way to reward and encourage both academic and physical training. You could find more details in the call for scholarships that will be published between May and June.

To find out about these and many other initiatives, visit www.sport.polimi.it or follow the Sport facebook page: www.facebook.com/polimisport.

Students Union

Erasmus Student Network (ESN)

ESN Politecnico is a non-profit, apolitical association of volunteer students founded in 1992. Its aim is to support not only the exchange programs, but the whole exchange experience of the incoming students. The volunteers are mainly students who have been on exchange, therefore they're aware of the needs of incoming students and enjoy spending time with them. In order to integrate international students among them and with italians, ESN organizes trips and activities during the year, such as city tours and cultural visits, trips, activities to practice Italian in a relax environment, parties and so on.

Since 1994 ESN Politecnico is a member of the International network, ESN International, which is pan-European student organization founded in Copenhagen in 1990. ESN Politecnico has been one of the seven founding members of the Italian network, ESN Italia, in 1994. The Network gives the chance to the incoming students to partecipate into activities organized by other ESN sections all over Europe; students therefore can visit friends who are on exchange somewhere else and enjoy leisure activities over there as well. Since ESN International is so spread out, it's a good chance to live a "second exchange period" once the students go back home.

For more details, you can contact them at:

website: www.esnpolimi.it

facebook: [ESN Politecnico Milano](#) (please, when requesting to be added, specify on which semester/academic year you are coming on exchange)

mail: [info\(at\)esnpolimi.it](mailto:info(at)esnpolimi.it)

phone: +39.02.2399.2676

Office Campus Leonardo

Building 25, basement
Via Golgi n. 42, 20133 Milano

Office Campus Bovisa

Building 8, ground floor
Via Candiani n. 72, 20158 Milano

For opening times check the website www.esnpolimi.it

BEST

BEST is a non-profit and non-political European organization of students of technology. Since 1989 BEST provides communication, cooperation and exchange of students, in the most important Technical Faculties and Universities all over Europe.

BEST strives to help European students of technology to become more internationally minded, by reaching a better understanding of European cultures and developing capacities to work on an international basis. Therefore, we create opportunities for the students to meet and learn from one another through our academic and non-academic courses and educational symposia.

Contacts

BEST Milan (Office)
Phone: +39.02.2399.2665
E-mail: [milano\(at\)best.eu.org](mailto:milano(at)best.eu.org)

Other Student Associations

Visit Polimi website for the [complete list of students associations](#).

ENTRY AND RESIDENCE REGULATIONS

Non-EU Citizens

If you are a non-EU citizen, within 8 working days of your arrival in Italy, you have to complete a so-called "kit" to apply for a residence permit in the city where you'll be living. The kit is available at all the post offices bearing a "Sportello Amico" sign, but will also be given to you during the welcome events preceding the beginning of each semester. Please ask your International Students Office/Desk of reference for further information.

The kit must be filled in and accompanied by copies of the following documents: Copy of your passport with visa and personal data page. A copy of your health insurance policy; health insurance bought abroad must be validated by the Italian Embassy in your country (if not already in English). You can also buy health insurance upon your arrival in Italy.

For Laurea Magistrale (equivalent to Master of Science) students: copy of the admission letter issued by the Politecnico di Milano or FORM A/Modello A filled in at the Embassy or self-certification of enrollment to be generated through the Online Services. For Laurea (equivalent to Bachelor of Science) students: FORM A/Modello A filled in at the Embassy or self-certification of enrollment to be generated through the Online Services;

For NON-Eu Exchange students: a letter of acceptance to the exchange programme. At the Post Office you'll be given a receipt which attests your residence permit request. In order to check if your residence permit is ready to be collected, you can check either the website of the Police or the Immigration portal. In addition to the notice displayed by this system on the status of your application, you'll be informed via SMS about the day, time and place where you can collect your residence permit. International students with a valid permit of stay are allowed to work for a maximum of 20 hours per week and 1,040 hours per year, but in order to obtain a residence permit renewal, they must pass the exams yearly.

Eu Citizens

If you are an EU citizen or come from EFTA countries (Iceland, Liechtenstein, Norway and Switzerland), you must not apply for a residence permit. However, if you are going to stay in Italy for over a 3 months period, you should register with the Anagrafe (Register office) of your municipality of residence, by choosing one of the following registration options:

A. Students who DO NOT intend to set their permanent residence in Italy

In order to register a temporary residence in Italy you need to submit the following documents to the Anagrafe office of your choice:

Passport or ID card and a copy

Original fiscal code and a copy

University enrollment certificate in Italian (to be collected at the Registrar's office of your campus upon submission of 2 "marche da bollo"/duty stamps of 16 euro each)

European Health Insurance Card issued by your country of residence and a copy

Proof of sufficient resources (minimum € 5825 for students with no family members to support), provided through modello EURO 1 self-certification (fill out point "b" only if with family members to support). As

place of residence fill both your address in your country and your address in Milano

The temporary residence has 12 months' validity.

Anagrafe Central office: Municipio 1 - Area Servizio al Cittadino, via Larga 12, 20122 Milano - Refer to "Ufficio Stranieri" or go to the central Desks, taking the ticket letter "C" - Office hours: from Monday to Friday, 8:30 to 15:30

Other Anagrafe offices

B. Students who intend to transfer their permanent residence to Italy

(please verify with your country of origin which are the implications of transferring your residence permanently)

Register with the Anagrafe office sending an email to [ServiziAlCittadino\(at\)postacert.comune.milano.it](mailto:ServiziAlCittadino(at)postacert.comune.milano.it) (email subject: APR, Name and Surname), attaching the following documents:

Copy of ID card

Copy of "codice fiscale"

University enrollment certificate (to be collected at the Registrar's office of your campus upon submission of 2 "marche da bollo"/duty stamps of 16 euro each)

Proof of health insurance (S1 form/private health insurance with 1 year validity/voluntary registration to the Italian national health system. The European health insurance card is not sufficient)

Proof of sufficient resources (minimum € 5825 for students with no family members to support), provided through modello EURO 1 self-certification (fill out point "b" only if with family members to support)

Statement of residence provided through Dichiarazione di residenza self-certification

For filling in the first paragraph on page 4 it is necessary to contact the apartment owner

Students who are renting a room/flat must fill their rental contract data at point 2, page 4

COMMUNICATION

Mail service

"Poste Italiane" is the national mail service. Offices are open from 8 am to 2.00 pm but many, especially in Milano, are open until 7 pm. Stamps can be bought not only in post offices, but also at tobacconists and bars displaying a "T" sign. Some services, such as registered mail, are offered only by post offices. Apart from traditional mail services, "Poste Italiane" also offers banking services such as checking accounts and pre-paid credit cards. Please check www.posteitaliane.it for more details about all services offered, office location and timetables.

Phone services

All phone services are provided by different companies which offer various services and rates depending on the time of the day, the type of call etc.

Most houses have a fixed telephone line but mobile phones are extremely popular. Mobile phone services are offered by different companies at various rates. All companies have the possibility to activate prepaid cards (the cheapest possibility) or contracts.

To sign up with one of the companies you need:

- A **valid ID card** or **passport**
- Your **codice fiscale**

It usually takes a few hours to activate your card.

The "codice fiscale" is an alphanumeric code of 16 characters issued for free by the "Agenzia delle Entrate" (Revenue Agency) to identify Italian citizens and foreign residents.

You need to have your own "codice fiscale" to:

- enrol at an Italian university
- open a bank account
- sign any type of contract (rental, phone line, ...)
- register at the National Healthcare Service (SSN)

Starting from 2014, international students can avoid requesting the "codice fiscale" personally at the local "Agenzia delle Entrate". Thanks to a special agreement with the "Agenzia delle Entrate" to simplify the issue of tax codes, Politecnico di Milano can request the "codice fiscale" on behalf of its international students and deliver it to them after enrolment. Should you need to address the "Agenzia delle Entrate" for any reason, you can find the contacts of the main office below:

Agenzia delle entrate (main office in Milano)

Via della Moscova 2 (yellow line, Turati underground stop).

Opening hours: Monday, Wednesday, Friday from 8:30 am to 1:00 pm;

Tuesday, Thursday from 8:30 am to 3:30 pm (Ticket available from 8:00 am).

E-mail: dp.imilano.utmilano1@agenziaentrate.it

Phone: +39 02 636791

Other offices:

- Via dei Missaglia, 97 palazzo A4
- Via Abetone, 10
- Via Ugo Bassi, 4/A
- Via Leonardo Bistolfi, 5
- Piazzale Carlo Stuparich, 2

You must bring your passport. If you are from a non-EU country, you may be asked to show your residence permit receipt.

At the "Ufficio delle Entrate" you will be asked to fill in a specific form for the issue of your "codice fiscale". You'll need to show your passport or another ID. Please make sure that your name is the same on every form. Keep it in the same order and always use the same surname, if you have more than one.

FOOD

Shopping

You can find almost everything in Milan. As the fashion capital of Italy, Milan has an abundance of clothing stores in most shopping areas. Because clothing stores are so plentiful, you should have no problem finding your size. Cleaning items and home furnishings can be found in all supermarkets and shopping centers. Depending on your neighborhood, fresh produce and flower markets are generally held once or twice a week. Big shopping centers are open from Monday to Saturday and on Sunday during some peak times for goods and gift shopping, such as right before Easter and Christmas.

Eating Habits

If you have to try one meal, it has to be Risotto alla Milanese. It is one of the most popular foods in Milan, Italy. Risotto alla Milanese is a creamy mix of rice, saffron, butter and white wine sprinkled heavily with cheese. Like most of the Italians meals, it's a simple dish, yet very tasty. The rich flavour comes from the mouth-watering cheese and saffron, one of the most expensive ingredients in the world. Cotoletta alla Milanese is another must eat in Milan. It's a fried breaded veal outlet. Cotoletta is usually served with potatoes and tomatoes. Orecchio di Elefante is a variation of Cotoletta alla Milanese. The only difference is that the veal is much larger and thinner. In fact, the name of the dish means "elephant ear". Polenta is a very simple cornmeal. It's usually served as a side dish or topped with butter, gorgonzola, mushrooms or meat. Panettone is one of the most typical Milan dishes. It's a sweet loaf of bread filled with raisins and candied fruits

Meals

Italy as a whole is a super cheap destination when it comes to food compared to Western Europe.

Here is what you'll typically pay for:

- coffee – 2 EUR
- croissant – 2 EUR
- sandwich – 3-4 EUR
- gelato – 3 EUR
- a glass of wine – 5 EUR
- pasta and pizza – 10-15 EUR
- meat dish – 15-20 EUR

Every restaurant charges coperto additionally to your bill. Coperto is a fee per person and it means cover charges. The fee is different in every restaurant and varies from 1 to 3 EUR.

If you struggle with how much to tip, the coperto solves this problem. In fact, it is a part of the tip. Overall, tipping is not a common thing in Italy. So just round the bill leaving few euros above

FINANCES

Currency

The Euro is the official currency of Italy. The Euro was launched in two stages. First, in January 1999, to become the new official currency of 11 EU Member States, replacing the old national currencies – such as the Italian Lira. To get an idea of the exchange rate, we would like to inform you that one USD corresponds approximately to 1,35 €.

Coins: 0,01 €; 0,02 €; 0,05 €; 0,10 €; 0,20 €; 0,50 €; 1,00 €; 2,00 €

Bank-notes: 5 €; 10 €; 20 €; 50 €; 100 €; 200 €; 500€

Exchanging Money

The central post office in a city could generally handle currency exchange, for up to 1000 euros a time. However, often the employee you meet may or may not be informed about how to do this or that they could even do this. Although this is the best option in term of accessibility, it also often requires a long wait in line, and filing a form and wait even more for the exchange process. Still, it may be the best among the above three options.

The ATM (bancomat) is generally the easier and quickest option, and you will get the best rate from your bank. However, depending on the agreement between your bank and the ATM provider, there might be a percentage commission and you are limited to several hundred euros a day at most ATMs.

Credit Cards

You can use your Visa or Mastercard branded card in Italy without issue, American Express card charge a higher surcharge and are accepted in fewer places. You can use your card to pay for train tickets, souvenirs at gift shops, hotels, trattorias (Italian eateries), restaurants and more

HEALTH AND WELFARE

European students will be covered by their European Health Card, obtainable from the health authority in their country. EU students will be able to see any general practitioner for receiving medical treatment free or at a reduced cost, if that treatment becomes necessary during their stay.

Non-European students have the opportunity to enroll in the Italian National Healthcare System (NHS), and enjoy the same benefits as Italian nationals: free medical checks at a chosen general practitioner; reduced fees for prescription medicines and for medical checks with specialists. You can enroll after you have applied for your permit of stay. Enrollment in the NHS is not compulsory but strongly recommended.

Hospital

OSPEDALE LUIGI SACCO - Via G. B. Grassi 74, Tel. +39 0239041

OSPEDALE FATEBENEFRATELLI - Corso Porta Nuova 23, Tel. +39 0263631

OSPEDALE MAGGIORE ("POLICLINICO") - Via F. Sforza 35, Tel. +39 0255031

OSPEDALE SAN CARLO - Via Pio Secondo 3, Tel. +39 0240221

OSPEDALE SAN GIUSEPPE - Via San Vittore 12, Tel. +39 028599

OSPEDALE SAN RAFFAELE - Via Olgettina 60, Tel. +39 0226431

OSPEDALE SAN PAOLO - Via di Rudini 8, Tel. +39 0281841

OSPEDALE NIGUARDA - Piazza Ospedale Maggiore 3, Tel. +39 0264441

Be aware that the wait at E.R. can be very long, depending on the level of emergency you have. Upon arrival you will be assigned a code: white, green, yellow or red; white being the least urgent and red being a life threatening situation.

Pharmacy

The following chemists are open 24 hours a day:

The Chemist at the Stazione Centrale - Tel. 02 6690735-0935

Farmacia Boccaccio (also homeopathic), Via Boccaccio, 26 - Tel. 02 4695281

Farmacia Carlo Erba, Piazza Duomo, 21 - Tel. 02 86464832

Farmacia Reale, Via Larga, 16 - Tel. 02 875463

ACCOMMODATION

University residencies:

You can stay at one of the following university residences:

"Casa dello Studente Leonardo da Vinci" Residence Hall

"Dateo" Residence Hall

"Isaac Newton" Residence Hall

"Vilfredo Pareto" Residence Hall

Einstein Residence Hall *NEW OPENING*

Other residences:

Discounted price Residences for Polimi Students:

(In order to ask for the benefits, please write to the following e-mails):

Camplus Lambrate: lambrate.guest@camplus.it

Residenze Tiziana: ivan.barbieri@deltaecopolis.it

In-domus: info@in-domus.it

HousingAnywhere: vip@housinganywhere.com

MilanoStanze.it: politecnico@milanostanze.it

Private Accommodation:

€ 350 - € 650 per month

Costs vary depending on the area, the kind of room (single or double) and any programme benefits you may have access to.

CULTURE

Museums

The Pinacoteca di Brera

It is not just an art gallery – it's one of Italy's best art galleries, located in an art school in Milan's 'artists neighborhood'. The pinacoteca is in a stunning neoclassic building and the collection of paintings dating from the Middle Ages to the Romantic period is perhaps second only to the Uffizi in Florence – and Brera only sees a fraction of its visitors. Some of the favourite artworks exhibited at Brera include Mantegna's Lamentation of Christ, Raphael's Marriage of the Virgin and Caravaggio's Supper at Emmaus. Complete your visit with a stroll in the Orto Botanico, a secret botanical garden that is a true oasis of peace in the city centre.

Pinacoteca di Brera, Via Brera 28, 20121 Milano – free every 1st Sunday of the month!

The Last Supper

Ok, technically this isn't a museum, since there's only one artwork being exhibited – but as you need to pay a ticket to get in, and it's definitely one of the top things to do in Milan, I decided to include it anyway.

The Last Supper is Leonardo da Vinci's most mysterious artwork, portraying the reaction of the apostles after Jesus's announcement that one of them would betray him. The peculiar expression on the face of Jesus Christ, halfway between sadness and hopelessness, is one of the great enigmas of art history.

The Last Supper is not a true fresco, as it was painted on a dry wall rather than on wet plaster. This makes the artwork very fragile, and only a limited number of people are allowed to see it each day. Make sure you book your tickets well in advance!

The Last Supper (Cenacolo), Piazza di Santa Maria delle Grazie, 20123 Milano

Fondazione Prada

This is one of the most recent additions in the world of Milan museums, having been open since 2015 in a former gin distillery in the southern outskirts of the city. The gallery is dedicated to contemporary art and it includes permanent exhibits as well as temporary ones, arranged in the spaces of the former distillery and in three purpose-built structures. The centerpiece of the gallery is the Haunted House, a four-story building covered with gold leaf and including artworks by Louise Bourgeois – only 20 visitors are allowed at each time, so make sure you book a time slot when you purchase your entry ticket. Fondazione Prada is also home to Bar Luce, one of Milan's most famous cafes and made to resemble an old style Milan trattoria – definitely worth a stop.

Fondazione Prada, Largo Isarco, 2, 20139 Milano

Museo del Novecento

This museum definitely wins the best location award – it's right next to the Duomo, and from its terrace you can get a wonderful view over the square. This museum is dedicated to 20th century art and it showcases over 300 permanent exhibits. One room includes works by international artists, but the bulk of the museum focuses on Italian 20th century art, with sections dedicated to the major art movements of the time. The Museo del Novecento is housed in the Arengario, a fascist-era building from where Mussolini used to address the Milan crowds. It is one of the Milan museums that can be accessed for free every first Sunday of the month – if you're around, don't miss it!

Museo del Novecento, Palazzo dell'Arengario, Piazza del Duomo, Milano – free every 1st Sunday of the month!

Bookstores*La Feltrinelli*

Centro Storico

Galleria Vittorio Emanuele II

20121 Milan

Phone number 02 89014892

Mondadori Multicenter

Centro Storico

Piazza Duomo 1

20123 Milan

Phone number 02 45441113

Libreria Internazionale Hoepli

Centro Storico

Via Ulrico Hoepli 5

20121 Milan

Phone number 02 864871

Cinema

1. Anteo Palazzo del Cinema

Via Milazzo, 9, Milan, Lombardy

2. Cinema Colosseo

Viale Monte Nero, 84, Milan, Lombardy

3. Cinema Gloria Multisala

Corso Vercelli 18, Milan, Lombardy

GENERAL INFORMATION

Cost of Living (in €)

Living costs and spending habits will differ considerably depending on your individual expectations and needs and, of course, on where you live, so it's not easy to give advice that is suitable to everyone. First of all, you will need cash availability for travel, food and other expenses immediately upon arrival in Italy. Consider an amount of about € 200-250 cash to cover immediate needs. Carefully plan how and when to exchange your currency to get the best exchange rate. It is not advisable to bring larger amounts of cash unless you're sure you'll need it.

Before your arrival, plan your budget as carefully as possible and try to figure out if you can meet all the expenses, even considering unexpected and emergency costs. Below is a list of possible future expenses you may face (**these costs are approximate and should be used as a guide only**).

Accommodation

€ 350 - € 650 per month

Costs vary depending on the area, the kind of room (single or double) and any programme benefits you may have access to.

Food

€ 150 - € 200 per month

The approximate prices of some basic items are listed below (in euros):

- Milk: € 1.20/Litre
- Bread: € 4.00/Kilo
- Butter: € 1.70/250 gr
- Beef: € 9.00-19.00/Kilo
- Chicken: € 8.00-10.00/Kilo
- Rice: € 1.70-2.50/Kilo
- Pasta: € 0.80-1.20/Kilo
- Mineral water: € 0.50-0.80/Litre

Study costs

€ 40 per month

Social life

€ 80 per month

- Cinema: € 11
- Eating out: € 25
- Pizza: € 10
- Fast food menu: € 5.50
- Happy hour: € 8-10
- Clubs and bars: € 10-20
- Concerts: € 40-50
- Private gym: € 40-50/month
- University gym: € 15-20/month

Travel costs

€ 20 per month

- Public transport: € 20 per month
- Taxi: € 15-20 cab fare

Mobile phones

€10 - €30 per month

Upon your arrival, you'll need to buy a **mobile phone SIM card**, choosing between a prepaid or postpaid card. A wide range of traffic plans provided by Italian companies are available, so choose carefully and check the terms and conditions.

If not included in your mobile device, **internet access** is available in some cafés, malls, hotels, libraries or Politecnico residence halls, and in each Politecnico Campus. Many places offer free wi-fi access, so if you have a notebook, laptop or phone device, just ask the password for access or use it directly if a free open connection is available. Alternatively, you can buy an internet key - a USB device that plugs into your laptop. It's not expensive (between € 10 and € 30 per month depending on the number of hours/traffic, plus the price of the key) and can be a good solution in the short-term. An open wi-fi service is provided by the Municipality of Milano: info.openwifimilano.it. You just have to register, log in and you'll be allowed to surf for free on internet from several sites in the city area.

Useful Phone numbers

112 Carabinieri (police with military and civil duties), State Police, Emergency Health Assistance, Fire Emergency

02 77271 Municipal Police

02 661 010 29 Anti-Poison Centre

02 34567 Emergency Doctor Service

Useful phrases

English	Italian
Hello.	Ciao.
Good Morning.	Buongiorno.
Good Afternoon.	Buon pomeriggio.
Good evening/ Good night.	Buona sera/ buona notte.
See you later.	A dopo.
Good bye.	Arrivederci.
Excuse me.	Scusami.
How are you?	Come stai?
I'm fine, thanks.	Sto bene, grazie.
My name is ...	Il mio nome è ...
What's your name?	Come ti chiami?
Glad to meet you.	Felice di incontrarti.
Hello? Who is speaking?	Ciao? Chi sta parlando?
This is ... speaking.	è ...che parla.
Can you speak slower, please?	Puoi parlare più lentamente, per favore?
I don't understand.	Non capisco.
I'm lost.	Mi sono perso.
Where is POLIMI?	Dov'è POLIMI?
Where is it?	Dov'è?
How much is it?	Quanto costa?
I would like to buy.	Vorrei comprare.
May I have the bill, please?	Potrei avere il conto per favore?
Do you accept credit card?	Accetti carte di credito?
I would like a coffee.	Vorrei un caffè.
Where is the Bathroom?	Dov'è il bagno?
What time is it?	Che ore sono?
Help! Police!	Aiuto! Polizia!

Vocabulary

English	Italian
Yes	sì
No	No
Open	Aperto
Closed	Chiuso
Push	spingere
Pull	Tirare
Politechnic of Milan	Politecnico di Milano
Student's Residence	Residenza dello studente
Train	Treno
Railway Station	Stazione ferroviaria
Ticket	Biglietto
Timetable	orario
Bus	Autobus
Bus stop	Fermata dell'autobus
City Centre	Centro città
Post Office	Ufficio postale
Pharmacy	Farmacia
Hospital	Ospedale
Supermarket	Supermercato
Cinema	Cinema
Theatre	Teatro
Restaurant	Ristorante
Butchery	Macellaio
Canteen	Mensa
Library	Biblioteca
Book	Libro
Money	I soldi
Stamp	Francobollo
Food	Cibo
Bread	Pane
Milk	latte
Water	acqua

Days of the week

English	Italian
Monday	Lunedì
Tuesday	martedì
Wednesday	mercoledì
Thursday	giovedì
Friday	Venerdì
Saturday	Sabato
Sunday	Domenica

Months of the Year

English	Italian
January	gennaio
February	febbraio
March	marzo

April	aprile
May	maggio
June	giugno
July	luglio
August	agosto
September	settembre
October	ottobre
November	novembre
December	dicembre

Numbers

English	Italian
One	Uno
Two	Due
Three	Tre
Four	quattro
Five	Cinque
Six	Sei
Seven	Sette
Eight	Otto
Nine	Nove
Ten	Dieci
Eleven	Undici
Twelve	Dodici
Thirteen	Tredici
Fourteen	Quattordici
Fifteen	Quindici
Sixteen	Sedici
Seventeen	Diciassette
Eighteen	Diciotto
Nineteen	Diciannove
Twenty	Venti
Thirty	Trenta
Fourty	Quaranta
Fifty	Cinquanta
Sixty	Sessanta
Seventy	Settanta
Eighty	Ottanta
Ninety	Novanta
One hundred	Cento
One thousand	Mille
