

## ***ASP STUDENTS' GUIDELINES and RULES 2015 (11<sup>th</sup> CYCLE)***

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# 1. Introduction

This document is addressed to the students of the Alta Scuola Politecnica (hereafter referred to as ASP) and its main goal is to provide guidelines and rules regarding their participation in the ASP academic activities. The number of students admitted to the ASP each year is maximum 150: 90 from Politecnico di Milano and 60 from Politecnico di Torino. This means that there will be maximum 300 students per year enrolled in the ASP, belonging to the two different cycles. This document describes the organisational and administrative procedures the students must follow while performing their duties as ASP students, and how the School will provide them with benefits. We hope that the rules will be easy to follow, since the reputation of the School is also built on the behaviour of its students. We are open to suggestions for improving the procedures but at the same time we count on the responsible behaviour of all ASP students.

The official means of communication used by ASP is the e-mail address already assigned to students. Students are therefore required to check it as frequently as possible. Students must take care of their mailbox in order to avoid the possibility of rejection of mail due to lack of space (*overquota* error).

Two web platforms are available for ASP students:

- BeeP (<https://beep.metid.polimi.it/>): here you will find a general area for all important information concerning your cycle (Projects and Students' Guidelines, announcements and reminders about important deadlines, a forum to discuss specific issues), an area dedicated to your courses with detailed information about every single course (such as teaching materials, papers' titles, logistics etc.) and an area dedicated to your multidisciplinary projects;
- the ASP web platform, which is within the online services of Politecnico di Milano ([www.polimi.it/servizionline](http://www.polimi.it/servizionline)), is dedicated to papers' and projects' submissions, and your ASP career (status, certificates, etc.).

ASP staff members in charge of student affairs are the two Students Advisors: Manuela Bogge for students of the Politecnico di Torino and Daniela Ripanti for students of the Politecnico di Milano (see contacts at the end of the document).

## 2. Courses

### 2.1. Logistics

Courses are residential and are held *in most cases* in the form of Intensive Schools (Winter/Spring/Summer schools), typically organized in March, May and July. The Executive Board is investigating possible different schemes for the timing of courses, also taking students' opinions into account. Details will be provided about 1-2 months before the beginning of the courses.

Transportation costs to the locations of the courses, together with accommodation and meals, will be covered by the ASP. Students will cover any extra costs, for example, if a student chooses alternative means of transportation, ASP will not reimburse any cost. Moreover, the student must bear in mind that while transportation organized by the ASP is covered by the insurance provided by the Politecnico, other alternatives are not.

### 2.2. Attendance policy: confirmation and control

As attendance at ASP courses is compulsory, students do not need to confirm and register in advance for ASP Schools and events.

If a student is unable to attend all or part of a course, he/she must inform the ASP Offices through the form sent by the Students Advisors about two weeks before the beginning of courses and

specify exactly which part of the session he/she will be unable to attend. The student must also notify the offices if he/she will not be taking advantage of the means of transportation and the accommodation put at his/her disposal by ASP.

Students will be invited to notify any absence or change in means of transportation/accommodation by the deadline indicated on the BeeP platform and communicated via e-mail by the ASP Offices. If the student does not inform the ASP Offices of absences or any changes in due time, logistic support can no longer be assured and admission to the course may not be guaranteed.

In the event of a last minute impediment, due to health problems (to be certified), students who will not be able to attend courses must inform their ASP Student Advisor immediately and produce a medical certificate.

Random controls will be made by the ASP staff to check that students who are supposed to be present are actually attending the course. In the event of an unjustified absence, the student will be expelled immediately from the School. Arriving late at a lecture will also be considered as an absence.

### **2.3. Credits and attendance**

The ASP curriculum consists of 4 courses (three of them will take place during the 1<sup>st</sup> year of the ASP path, the last one will take place during the 2<sup>nd</sup> year). Each course consists of 5 credits<sup>1</sup>. Attendance of courses is compulsory in order to receive credits. It will not be possible to miss any teaching session (Winter, Spring and Summer School). Only documented health problems or overlap with other MSc (Laurea Magistrale) courses/exams or relevant scientific activities external to the standard university course (previously evaluated by the ASP Board) will be accepted as grounds for missing ASP courses, with up to two half days of absence per course. Three or more half-days of absence will be considered as failure on the part of the student to attend the course. Such situations should be pointed out by the student to the ASP Student Advisor and must be agreed beforehand with the ASP Offices.

In such cases, the student must prepare a paper related to the unattended course. In doing so the student must make use of the bibliography and teaching materials (available of the ASP Web Community) for the course he/she has not been able to attend.

Only **one** absence **from a** School (Winter/Spring/Summer) will be accepted, subject to the above mentioned rules.

### **2.4. Periods of study abroad**

The ASP programme has been designed to facilitate participation in international exchange programmes during the 1<sup>st</sup> semester of the 2<sup>nd</sup> year. This means that all students are expected to attend ASP courses and seminars during the second semester of both the 1<sup>st</sup> and 2<sup>nd</sup> year, regardless of any other national or international programme that they may attend; exceptions to this general principle are regulated in Section 2.3.

### **2.5. Behaviour while attending schools**

The ASP programme fosters an interdisciplinary culture. Professors of ASP Courses deal with a very heterogeneous community of students. A student of the ASP is expected to show a positive attitude towards the ASP cultural programme while attending ASP courses and cultural events; examples of behaviour that is not acceptable include, for example, arriving late at lessons, or using

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<sup>1</sup> *extra curriculum* credits

computers for any use other than reading slides while attending courses. Common rules of civil behaviour and respect for others are implicit among the ASP staff and student population.

### 3. Papers

Exams for the ASP courses are in the form of papers prepared under the personal responsibility of each student. Each student must prepare four papers related to each of the four ASP courses.

ASP students must write a total of four papers, one per School, within the deadlines set in the calendar. Each paper must be linked to one of the four ASP courses. In order to be awarded the ASP diploma, students must have obtained a positive mark (see below) in all the papers.

By the end of each course, the professor in charge will provide the students with at least three titles relevant to his/her course from which the student will have to choose one.

Papers must refer to subjects dealt with during the ASP courses, according to the interests of the students. It will be possible for students to make use of information learnt in a different ASP course and, especially, to relate the paper to the ASP multidisciplinary project in which he/she participates.

Papers must be written in English according to an appropriate scientific paper style.

Each paper must be composed of a minimum of 10,000 and a maximum of 15,000 characters in total (spaces included).

The ASP paper structure should be properly organized and is expected to include the following parts:

a. Heading:

- ASP cycle (e.g. ASP 11<sup>th</sup> cycle)
- ASP course title and coordinator's name
- student's name and surname
- student's affiliation (University, School and MSc course)
- paper track/number and title

b. Abstract

c. Text

d. Bibliography

Students should use the following structure for the file name: SURNAME\_Name\_Title of the course.pdf (e.g. BROWN\_John\_ManagementOfInnovation.pdf).

The paper must be submitted electronically through the ASP web platform (within the online services of Politecnico di Milano) , by the deadline set in the ASP calendar. The paper will be evaluated by the professor in charge of the course, no later than two months after the deadline for submission of the paper. The grading scale is:

*Excellent*: an excellent and original work.

*Satisfactory*: a good and correctly organized work.

*Sufficient*: the paper is acceptable, although it could be improved.

*Insufficient*: an insufficient work.

Students whose papers are considered insufficient will be asked to improve the paper. The new version of the paper must be uploaded on the ASP web platform (session "resubmission") no later than one month after notification of the Insufficient mark. The improved paper will be evaluated no later than one month after the submission.

If the second paper is also judged to be insufficient, the student will not be allowed to continue the ASP programme.

Any paper not submitted by the deadline will be considered insufficient.

Only one (1) Insufficient evaluation is admitted during a student's whole ASP career. Therefore, if any student hands in a paper that is judged insufficient, the paper must be improved and receive at least a sufficient evaluation, and all subsequent papers must be evaluated as at least sufficient at the first submission.

### **3.1. Proper use of references**

When preparing a paper, ASP students should make a proper use of reference documentation. As a general indication, before preparing a paper ASP students should read all the required reading (provided by the professor in charge of the course) and some of the suggested references. References should be properly mentioned in the paper prepared, and the following basic rules must be followed:

- a. Extensive "copy and paste" from reference literature (including websites) is deemed to be not acceptable, while a limited and selective use of it is possible.
- b. Text which is copied from a reference must be highlighted in the paper and the reference must be clearly identified.
- c. Text which is copied from a reference should be no longer than a single paragraph.
- d. Text which is copied from a reference should not contain statements or ideas which should have been elaborated by the ASP student. However it is appropriate to insert a text to support the opinions expressed by the ASP student.

Students should be aware of the fact that failing to comply with the above rules may be considered an act of plagiarism; students guilty of plagiarism will be expelled from ASP.

## **4. Seminars**

Students have to attend all the seminars during the first or second year of the ASP program. Further details will be provided in due time.

## **5. Admission to the second year**

No later than October 31<sup>st</sup> of the first year, the ASP Board will reach a decision on the admission of each student to the second year. To this regard each student must comply with the following requirements:

Requirements concerning the Laurea Magistrale:

- Italian students must have obtained at least 40 credits valid for the Laurea Magistrale course, with average marks of at least 27/30, weighted on the course credits. No exception will be made for students who have not reached average marks of 27/30.
- Foreign students may be admitted on the basis of the most favourable of the following two conditions:
  - 1) if they have obtained at least 40 credits valid for the Laurea Magistrale course, with average marks of at least 27/30, weighted on the course credits.
  - 2) if they have obtained at least 40 credits valid for the Laurea Magistrale course, with average marks of at least 27/30, weighted on the course credits, only in the exams of the second semester.
- Exams providing only credits with no grades will also be included in the calculation of total credits achieved.
- Credits achieved in courses that are part of international exchange programs (e.g. Erasmus) are also included, provided that the period of study abroad has been notified and agreed beforehand with the ASP Offices. To this regard, students should note that the ASP programme has been designed to facilitate participation in international exchange programmes during the 1<sup>st</sup> semester of the 2<sup>nd</sup> year. The bringing forward of a period of study abroad to the 1<sup>st</sup> year will be considered in exceptional cases.

- All credits formally achieved up to October 31<sup>st</sup> are considered. As some students may start their Laurea Magistrale programme with a compulsory preliminary course (for example if he/she has transferred from a course with a different study curriculum), the ASP will not consider these courses as part of the 40 credits to be achieved.
- Only credits formally awarded up to October 31<sup>st</sup> are accepted. If students informally take exams (or parts of them) which are not however formally recorded as passed, these cannot be accepted under any circumstances.
- Note that a student may sometimes have formally passed an exam (i.e. the professor has formally registered it on a date prior to October 31<sup>st</sup>), while the pass may not appear in the academic record of the student because of delays in the Politecnico registration system (for example, this may happen for students who have taken part in international exchange programmes). In this case ASP will ask the student to provide documentation certifying that the exam has been passed (and the mark achieved) or to produce a statement, taking full responsibility that he/she has not made a false statement.
- As to the requirements for average marks (at least 27/30, weighted on the course credits) please note that grades “cum laude” are considered as 30/30. In order to calculate the average mark, ASP will apply the rules of the regular courses related to the Laurea Magistrale programme (e.g. grades achieved in international exchange programmes courses will be accepted only if officially recognised by the student’s Laurea Magistrale programme . This is valid for all credits achieved up to October 31<sup>st</sup>.

Requirements concerning the ASP Programme:

- Students must have regularly attended ASP courses of the first year (unless otherwise agreed in advance with ASP).
- Students must have handed in three papers and obtained a positive mark.

Students who are not admitted to the second year must leave the ASP programme, unless otherwise ruled on a case by case basis by the Board. This entails: the payment of the fees of the first year of Laurea Magistrale (see Art. 10) and the loss of related benefits such as accommodation/financial support, for those who have a right to it, as well as the budget for multidisciplinary projects. The loss of the benefits will apply from the drop-out date.

## ***6. ASP Final Examination***

### ***6.1. Introduction***

The ASP Final Examination consists in the presentation of the final results of the ASP multidisciplinary project by each team.

The ASP Board defines the date of the ASP Final Examination.

This means that the ASP Final Examination is taken simultaneously by all ASP students in a given cycle (including those who still have to complete the ASP courses). The presence at the Final Examination of all students in a team is compulsory, therefore formal enrolment for the Final Examination is not required.

Only exceptional cases, such as serious physical impairment, permanent residence abroad, academic exchange abroad (to be certified to the ASP Offices) may be considered as an impediment to direct participation in the Final Examination; in such cases students are allowed to participate via remote connection (e.g. Skype).

## 6.2. Project deliverables

Before the Final Examination, each team must provide the two project deliverables:

- The *project report*, fully describing the objectives, methodology and results of the team's project. This deliverable must be structured according to a table of contents provided by ASP. The report must not exceed 25,000 words (annexes may be included, but the total length of the report with annexes should not exceed 80 pages). The students, tutors or external institutions may require the report to be treated as confidential.
- The *project poster*, summarizing the content of the team's project, to be subsequently published on the ASP web site. This deliverable must be provided approximately one month before the final examination. The template for the poster is provided by the ASP Offices. The poster must be public. Please note, that the poster is a project deliverable, and as such its quality is evaluated and contributes to the team's grade.

The report must be submitted in both electronic and paper form. The paper copy must be handed in the day of the Final Examination. Failure to provide the deliverables by the established date will be considered as failure of the team to meet the project deadline. No student of the team concerned will be then awarded a final grade with merit.

At the established deadline, each individual student must submit, a *quality assessment form* assessing the support provided by the external institutions and academic tutors, the overall organization of the project and the positive and negative aspects of this experience. Students in the team may also assess each other contribution to the project results (i.e. each student may indicate the name of one or two teammates who they feel have contributed to the project results more than the others and/or the name of one or two teammates who have contributed less than the others in their view).

At the established deadline, the principal academic tutor must submit a *project evaluation form*, that expresses the tutors' judgment on the merit of the each team. The project evaluation form is filled in by the principal academic tutor after discussion with the associate academic tutors and with the external institutions. For each team, the tutor will propose a *grade*, according to the following scale:

*Excellent*: the project is excellent and outstanding (this judgment should be considered as exceptional).

*Satisfactory*: the project has completely met its objectives.

*Sufficient*: the project is acceptable, although it could be improved.

*Insufficient*: the project is not acceptable.

In the project evaluation form the tutor may also specify comment on the individual contributions of team members, particularly when a student has either made an outstanding contribution to the team or, on the contrary, when the student has made a very poor contribution.

If the tutor's evaluation is that the team is insufficient, the ASP board, after consultation with the tutors, will declare the team's students unfit to be awarded the ASP diploma.

The principal academic tutor will also provide an *introductory project poster*, for external communication purposes, summarizing the objectives and content of the whole project, to be subsequently published on the ASP web site and in the ASP projects brochure as an introduction to each team's project poster.

### **6.3. Organization of the examination**

The ASP Director will appoint the Board of Examiners, as per the ASP Board's recommendation. The final results are decided in plenary sessions.

For each project, before the team presentations and if two or more teams have been working on the same project, a student will make a brief (max 2/3 minutes) introduction to the project. The aim of this general introduction of the project is to present differences between the work done by the various teams. The Principal Tutor will help the student to define the content of this introduction (the problem faced, the project challenges, how the work has been divided between teams). Each team will then have 20 minutes for the project and 10 minutes to answer questions. Each team may appoint one or more speakers to make the presentation, but in any case must stay within the limit of 20 minutes. Answers to questions may be provided by any student of the team, including those who have not presented the project. After each project presentation, the Examination Committee and the tutors will discuss the results of the teams and the contributions of each student.

The presentations are attended by the Board of Examiners and the academic and external tutors (or their representatives). As the Final Examination is still part of their courses, all ASP students are invited to attend the presentations. For the same reason, the presentation is not open to the general public, or to parents and relatives of the students, who on the contrary will be able to attend the graduation ceremony, when the ASP diploma is awarded. In exceptional cases, the team, tutors or external institutions may also ask for a confidential presentation, which means that the presentation will be given only in the presence of the board of examiners and the tutors, all of whom will be subject to confidentiality. This request must be sent to the ASP Office at least two weeks before the examination.

The tutors and external institutions may also organize presentations of the project results on the premises of the external institutions. These presentations may be either public or confidential and will be organized according to the specific needs of the external institutions (preferably before the ASP Final Examination). In any case, teams are requested to provide at least one printed copy of the report to each external institution that has sponsored the project.

### **6.4. Grading of the projects**

The *grade* of each team's project is defined by the Board of Examiners on the basis of the following:

- The evaluation of the academic tutors.
- The quality of the presentation during the Final Examination.
- The answers provided by the students during the time set aside for questions.
- The Board of Examiners' evaluation after the presentations.

The team *grade* is provided according to the following scale:

*Excellent*: the project is excellent and outstanding (this judgment should be considered as exceptional).

*Satisfactory*: the project has completely met its objectives.

*Sufficient*: the project is acceptable, although it could be improved.

*Resubmit*: the project requires some additional work in order to be acceptable. The team must perform work and amend the report according to guidelines provided by the Board of Examiners. The report must be resubmitted to the ASP board within a given deadline.

*Insufficient*: the project is not acceptable.



The Board of Examiners may also assess the contributions of individual students, particularly when a student has either made an outstanding contribution to the team or, on the contrary, when the student

has made a very poor contribution. Such assessments are also based on the judgement expressed by the principal academic tutor and by the teammates. If a student has made a *particularly significant* (or *poor*) contribution to the project the ASP Board members responsible for the projects, in agreement with the tutor, will charge the student with an extra in-depth analysis of the projects. Failing to deliver the assigned task within the deadline (around 2 months after the Final Examination) will lead to the student being excluded from the ASP.

### **6.5. Instructions for producing the ASP Project Poster**

Before making the final report, each team must produce the Project Poster, summarizing the contents of the team's project to be published on the ASP website. The poster is the main means for publishing the ASP project results. Posters produced by the students of the previous cycles can be seen on the ASP web site.

In order to better organize the communication between each project and the staff, every project must appoint a *Communication Coordinator*. The Communication Coordinator acts as liaison between the student teams and the tutors, managing – on the basis of the ASP requirements - the materials (graphics, texts and pictures) referring to the project, insuring accuracy, consistency, quality and compliance with required standards. He/she will act as the link between the tutors and the teams, and will be responsible for collecting the required materials and delivering them on the scheduled dates. He/she must encourage and stimulate communication, identify knowledge and skills, and improve communication skills among the members of the team.

The Communication Coordinator must provide the following materials:

#### Project

##### *Text*

- Project Title
- Principal Academic Tutor
- Academic Tutors
- External Institution(s)
- External Tutor(s)
- Project description written by the Principal Academic tutor (3000 characters approx., blank spaces included)

##### *Images*

- Project logotype (vector graphics)
- Workgroup photographs of the members

#### Subprojects (teams)

##### *Text*

- Subproject title
- Team description by skill: role of each member in the team (brief description, 150 characters approx., blank spaces included)
- Abstract (2000 characters approx., blank spaces included)  
A short text highlighting the main issues of the team's project presenting the proposed solution and its advantages.
- Subproject description (7000 characters approx., blank spaces included)

## UNDERSTANDING THE PROBLEM

A description of the specific analysis of the project made by the team, e.g. the processing of the general brief received from the customer, focusing on needs and targets.

## EXPLORING THE OPPORTUNITIES

A description of the specific project challenges and their respective possible solutions, with reference to the state of the art and the existing alternatives. In this part, students may also illustrate some critical passages in research or experiments carried out.

## GENERATING A SOLUTION

A description of the solution developed, pointing out its elements of innovation, its advantages and disadvantages compared to any other alternatives considered, as well as any possible validations.

## MAIN BIBLIOGRAPHIC REFERENCES

Optional text, 3 items max.

### *Images*

- Drawings, photographs of the subproject...

### **Additional material**

Students may provide web sites and videos that may be added as attachments to the online presentation of the project or subproject.

### **6.6. Instructions for producing the final report for ASP Projects**

The report should not exceed 25,000 words (annexes may be included, but the total length of the report with annexes should not exceed 80 pages).

The cover should include: the project's **Title**, where appropriate the team's **Subtitle**, names of the ASP Students in the team, and then the name of the **Academic Tutor** (identified with his/her title) and the name of the Representatives of the **External Institutions** (identified with his/her title). The type of binding is optional, and back-and-front copy is preferred; where hard covers are concerned, the project's title on the spine of the cover will be appreciated.

The first page should repeat this basic information. This page may be followed by an **Acknowledgements Page**.

A **suggested Table of Contents** is as follows:

1. An **Executive Summary** (no more than 2,000 words).
2. An **Introduction** devoted to the Description of the Problem, the Requirements of the External Institution(s), the specific Objectives assigned to the Team (where appropriate in relation to the objectives of the other teams), the Method of Work used (team organization, subdivision of the work within the team, phases of the work, intermediate deliverables, verifications).
3. A section on **Users' Requirements** describing the needs of the various stakeholders involved in the problem, how these needs were converted into requirements, and the method used for collecting them.  
Requirements can be classified (e.g. technical, economical, impact on the individual or society).
4. A section on the **State of the Art**, listing the main classes of existing solutions.
5. The main part of the **Solution** (or concept) presented by the project. You may choose how to structure this part, but it must provide enough detail on the solution proposed in terms of:
  - system specification (as derived from user requirements),
  - description of the concept (including functional and technology selection decisions),
  - concept selection (including a comparison with alternative concepts and solutions),
  - feasibility analysis and concept evaluation regarding aspects such as technology, performance, sustainability, social/economic impact, - suggestions for building a prototype / demonstrator / concrete solution and testing it.

6. The **Conclusions** section, summarizing the main findings of the project, pointing out follow-up activities that could take place or events that should be monitored, possibly giving advice on how external institutions may use the project's results and outlining a plan for the continuation of the work after the end of the ASP project,
7. **Bibliography**  
The report must be written in English (we suggest that it should be spell-checked). We suggest not using more than three levels for the index (e.g. 1.2.3) and a balanced distribution of the content within the Sections (i.e., by dividing any sections which appear to be too long).

## 7. ASP Diploma

The ASP Diploma is awarded to students who comply with the following requirements:

- completion of the ASP programme. In particular, those who:
  - have passed the ASP Final Examination;
  - have completed the ASP courses (i.e. have obtained positive marks in the four papers);
  - have complied with all rules and administrative regulations of the ASP and of the two Politecnico.
- have graduated with a Laurea Magistrale degree by the month of April after the second ASP year, with average grades of at least 27/30, weighted on the course credits, in the exams required for the Laurea Magistrale (grades cum laude being considered as 30/30). For foreign students the average may be evaluated only on the exams of the last three semesters, as an alternative option. In order to calculate the average grade, the ASP Offices will apply the rules of the Politecnico where the student is enrolled. Exceptions to this deadline requirement may be accepted only if the student is writing a particularly demanding Laurea Magistrale thesis, provided that:
  - the thesis supervisor sends a request to the ASP board;
  - the ASP student has taken the exams required for the Laurea Magistrale course within the month of April after the second ASP year, with average grades of at least 27/30.

Failure to comply with the above criteria will lead to exclusion from the ASP.

Students who have shown an excellent performance in both the ASP courses and projects will be awarded the ASP Diploma "with Merit". "Merit" is awarded if the following conditions are met:

- out of the five evaluations in the ASP activities (4 papers and the project), three are "excellent" and two are "satisfactory";
- out of the five evaluations in the ASP activities (4 papers and the project), four are "excellent" and one is "sufficient", but the project tutor has indicated special merit for the students' project activity.

The ASP degree is awarded by the ASP Director. Once the ASP Diploma has been awarded, the student will also attain a Laurea Magistrale by the other Politecnico, in the most suitable degree course according to the degree categories.

Given the above rules, the ASP degree and the Laurea Magistrale at the other Politecnico are therefore awarded:

- After the ASP Final Examination (for students who have already graduated with a Laurea Magistrale at the time of the ASP Final Examination);
- After the graduation with a Laurea Magistrale, if they graduate after the ASP Final Examination.

The graduation ceremony is a public event, open to attendance by the students and their relatives, the faculty, external institutions, guests, etc. It takes place after the ASP Final Examination.

## 8. ASP budget for multidisciplinary projects

Every team working on ASP multidisciplinary projects will have a budget granted by the ASP Board to cover expenses incurred for activities related to project development (e.g. travel expenses between Milano and Torino, visits to the external partner institution, costs for attending seminars or conferences relevant to the project, other study trips as well as purchase of goods and services that are directly linked to the project, such as developing demonstrators and prototypes).

The budget is proportional to the number of students in the team, based on an estimated maximum admitted of € 920 multiplied by the number of students in the team. For example, a team with 5 students will receive a maximum of € 4,600 over two years. The contribution given to each individual student is described in paragraph 7.1.

### 8.1. Payments

The contribution will be transferred to the student's account as follows:

- a scholarship of € 300 net at the end of the first ASP year (31<sup>st</sup> October), upon verification that the ASP student is admitted to the second year. This scholarship covers small expenses (meals, taxis, car rental, local transportation, the use of a car and all the related expenses -e.g. fuel, motorway tolls, parking, etc.-) and does not need to be justified.
- a reimbursement after the final ASP examination, based on the final financial report of the expenses met, and a short description on how the money has been spent. These must be handed in together with the project report.

Both contributions are in the form of a scholarship and as such subject to individual taxation.

We underline that, although the final reimbursement is given to each single student, this sum is strictly related to the project: only costs concerning the ASP multidisciplinary project may be reimbursed and every expense must be planned in advance by the entire team. The Principal Academic Tutor must approve the students' budget in a form provided by the ASP Office, where the foreseen expenses are indicated, and presented during a meeting with the ASP Board members that will be held before the Winter School of the second year.

Should this budget approval or the final financial report be missing the final reimbursement will not be provided.

Within each project team one student will be responsible for controlling the project budget for the whole team (Team Controller). He/she will be the contact person for the ASP Offices and the Principal Academic Tutor on matters related to budget.

Each student must provide a full expenses sheet with valid and clear receipts of any payments. The Team Controller will collect all the expenses in a report containing, for each expense, a precise indication of the date, place, name of the student and of the relevant activity. The form will be provided by the ASP Office.

The report must include the electronic copies of invoices, receipts and tickets. Expenses not supported by receipts will not be reimbursed.

Please note that it is not necessary to hand in the original supporting documents (e.g. invoices, receipts, tickets, etc.). Each student must keep the documents relevant to the expenses he/she has met, for 6 months after the end of the project.

The Team Controller must send the financial report by e-mail to [projects@asp-poli.it](mailto:projects@asp-poli.it), with a copy to the Principal Academic Tutor and to all the members of the team.

The Principal Academic Tutor must notify the ASP Office of any irregularity and/or expenses unrelated to the project no later than one week after the financial report has been submitted.

A random financial check will be performed on a sample of 5-6 teams. If a team has no supporting document for a given activity indicated in the report by one (or more) students, the team will be considered responsible for misuse of the scholarship (see below).

## **8.2. Eligible expenses**

Eligible expenses that can be included are the following:

### Travel

- economy class airfares (*original tickets and boarding cards with names of the team members must be kept*); Airline tickets to return to Italy to attend the Final Examination are not considered eligible.
- 2nd class train tickets (*original tickets must be kept*); tickets on Frecciarossa and Italo trains will be reimbursed only for travel in economy or low-cost classes.  
Train tickets from Milano to Torino – and vice-versa – will always be reimbursed only for students travelling from the university they originally belong to, to the other Politecnico, including those travelling to Milano/Torino for the Final Examination.

### Accommodation expenses

- only hotels up to three stars or equivalent (*original invoices made out to the guest must be kept*);

Conference and exhibition fees (*invoices made out to the attendee or tickets must be kept*)

Books (*original invoices/receipts must be kept*), related to the project

Other costs (e.g., purchasing goods and services that are directly linked to conducting the project, such as developing demonstrators and prototypes).

Expenses made after the Final Examination are not considered eligible.

Each trip must be notified by e-mail in advance to the ASP Office by filling out a form provided by the Office, where the name of the student, the location and the duration of the activity must be stated for insurance purposes.

## **8.3. Misuse of the scholarship**

In the event of misuse of the scholarship, the whole team will be considered responsible. An investigation will be made by the ASP Board and if false statements have been made, one or all the members of the team will be expelled by the School and will have to return all economic benefits received, i.e. the tuition fees for the Laurea Magistrale must be paid and the scholarship given may have to be returned.

## **9. General services**

All ASP students can have access to all study rooms, labs, libraries of both Politecnico di Milano and Politecnico di Torino and to the wi-fi service of both universities. Students who are planning to use such services are kindly asked to contact the ASP Offices beforehand in order to obtain all the necessary information on the procedures to follow and authorisations.

## 10. Certificates

Certificates of enrolment, career and Diploma (for students who have already completed the ASP course) can be made available by the ASP Offices for any use related to private operators or offices. On the contrary, all Public Administration or Private Operators of Public Services are required to accept self-declarations available to students on the ASP web platform within the online services of Politecnico di Milano (section "ASP Certificates").

On the ASP Web Community students also find all detailed information on how to obtain ASP Certificates.

The Registrar's office is responsible for the administration of the standard degree course related to the Laurea Magistrale course of each ASP student.

## 11. Tuition Fees

ASP students must pay only the regional and the administrative fee. Tuition fees due to the Politecnico are waived and covered by ASP funds.

In the case of students pursuing a joint degree programme at the Politecnico and at another University, tuition fees are governed by the agreement in force between the two universities:

- If students are required to pay tuition fees at both the Politecnico and the other University, ASP will only cover the fees due to the Politecnico,
- If students are required to pay tuition fees only to the Politecnico, ASP will cover them.
- If the agreement *requires* students to pay tuition fees to the other University, ASP will cover such fees up to the maximum tuition fees applied at the Politecnico (if tuition fees due to the other University are lower than the maximum tuition fees applied at the Politecnico, the ASP will cover only the fees due the other University).
- If the agreement *exempts* students from paying tuition fees to the Politecnico, ASP will not cover fees due to the other University.

If a student does not meet the requirements for admission to the second year of the ASP and has not paid tuition fees, he/she must pay the fees of the first year of the Laurea Magistrale before his/her graduation.

If a student needs to enrol for his/her Laurea Magistrale course for a third year, he/she must pay the tuition fees, since the ASP will cover tuition fees only for two years. He/she will however remain an ASP student until the month of April after the second ASP year, as specified in section 6 above.

Students who do not complete the ASP, i.e. are not awarded ASP Diplomas, must pay the fees for the first and second year of the Laurea Magistrale.

## 12. Accommodation

**Politecnico di Milano** international students who have graduated with a Bachelor degree at Universities outside Italy will be given accommodation in one of the Halls of Residence of the Politecnico di Milano, as foreseen by the agreements in place at one of the relevant campuses. In such cases, no other accommodation costs will be reimbursed.

Accommodation will be covered by the ASP only for two years, that is from October 1<sup>st</sup> of year 1 of the Laurea Magistrale course, until September 30<sup>th</sup> of year 2.

**Politecnico di Torino** international students who have graduated with a Bachelor degree at Universities outside Italy will be granted a monthly financial support of € 400 net for the two years of the ASP programme to cover part of their living costs in Turin. However, since this amount will not be sufficient for the living costs in Italy, students will need their own personal source of income.

### *13. Double Degree Procedures*

Soon after the beginning of ASP activities, the ASP Board will verify the equivalences between Laurea Magistrale courses at the Politecnico di Milano and at the Politecnico di Torino according to the degree categories. In general, to be granted the degree at the partner Politecnico, the ASP student will only have to work on his/her Laurea Magistrale thesis under the supervision of two supervisors, one in each Politecnico. When possible, the second degree will have the same title as the first.

Before starting work on the Laurea Magistrale thesis, normally during the second year of the ASP, students must first notify the ASP Student Advisors when he/she will start working on his/her thesis, the title of the thesis, the name of the Supervisor and the name of the Co-Supervisor in the partner Politecnico and then fill in the relevant form (the link to the form is available on the BeeP platform of your cycle, section "Reference Documents"). With the support of his/her supervisor, he/she must then identify a co-supervisor in the partner Politecnico, *before* starting work on his/her thesis. In the event of difficulty in finding a co-supervisor, the School will help the student in his/her search. The request must be handed in by the supervisor to the ASP at least three months before the thesis discussion. Once the co-supervisor has been identified, the ASP Board will establish a final equivalence between LM courses at the two institutions.

The co-supervisor will be asked to confirm his/her own willingness to accept the task at least three months before the expected graduation date. Upon completion of the thesis, the co-supervisor will be asked to take part in the evaluation committee. If the co-supervisor cannot take part in the evaluation committee, he/she will be asked to write a short statement on the thesis. Failure to do so will not allow the ASP student to receive the degree from the partner Politecnico.

ASP students may formally ask the ASP Director to forgo the possibility of receiving the second degree, and in such cases a co-supervisor will no longer be required.

The Laurea Magistrale thesis may be written either together with ASP colleagues or with students not attending the ASP.

### *14. Withdrawal from ASP*

In cases where a student intends to leave the ASP, he/she must hand in a signed statement addressed to the Director of ASP to the ASP Student Advisor, specifying the reason for withdrawal. From the date of withdrawal, the student will lose every right to the benefits awarded to him/her after enrolling in the ASP.

Withdrawal will have no consequence on the student's Laurea Magistrale course of study, except as specified in Article 10 (Tuition Fees), and with regard to the award of a Double Degree and the ASP Diploma.

### *15. Disciplinary Board*

Students of the ASP are expected to behave with the utmost correctness and have a positive attitude while performing any educational activity connected with the ASP programme, even when involved in the social and cultural life of the places (universities, towns, etc.) that host our schools

and seminars. ASP students must bring value to the territory, not disrespect. This means that any unruly behaviour, even outside the strictly institutional environment, is unacceptable.

The Disciplinary Board is composed of the Director, the Vice Director of the School and two members of the Board, one from the Politecnico di Milano and one from the Politecnico di Torino, designated by the Director and by the Vice Director in accordance with the Board. The Disciplinary Board will decide on matters relevant to students' misbehaviour.

Misbehaviour includes any kind of material and immaterial damage caused by ASP students at sites where ASP courses are held and where ASP students are lodged, or any immaterial damage caused to ASP by students by communicating false or inappropriate information about ASP to anyone, including peers, using both "traditional" and ICT-mediated means (e.g. social networks). Consumption of alcohol is forbidden at any location where the ASP courses are held and where ASP students are lodged.

The ASP reserves the right to take legal action against those who cause material and immaterial damage to the school.

Students behaving in an inappropriate way will first be summoned for a formal interview with the Disciplinary Board. After the interview the student will be informed of the disciplinary action.

If the student perseveres in his/her misbehaviour, he/she will then receive a written notice, after which he/she will be formally expelled from ASP.

The Disciplinary Board may also decide to immediately expel any student committing serious offences, such as false statements or plagiarism.

Students who are expelled lose all right to the benefits received and must reimburse tuition fees as specified in Art. 10.

## *16. ASP students' representatives*

ASP students elect two representatives from within their community for each cycle. These representatives will interact with the ASP Board to support the development of the programme and to promote various activities. Their role is also to provide information to any prospective candidates on the ASP experience.

## *17. Contacts*

### ASP Executive Board

NAME	INSTITUTION	ROLE	E-MAIL
Marco Ajmone Marsan	PoliTO	Director	marco.ajmone@polito.it director@asp-poli.it
Mario Calderini	PoliMI	Vice-Director	mario.calderini@polimi.it
Laura Vergani	PoliMI	Students' careers, internationalization	laura.vergani@polimi.it
Romano Borchellini	PoliTO	Students' careers, internationalization	romano.borchellini@polito.it
Alberto Colorni	PoliMI	ASP Courses	alberto.colorni@polimi.it
Marco Trisciuglio	PoliTO	ASP Courses	marco.trisciuglio@polito.it
Guya Bertelli	PoliMI	ASP Projects	guya.bertelli@polimi.it
Emilio Paolucci	PoliTO	ASP Projects	emilio.paolucci@polito.it



### ASP Staff

NAME	INSTITUTION AND ROLE	TELEPHONE	E-MAIL
Dora Longoni	ASP Project Manager - PoliMI	02/2339 9741	dora.longoni@polimi.it
Antonella Mina	ASP Project Manager - PoliTO	011/090 7913	antonella.mina@polito.it
Maria Grazia Comini	Multidisciplinary Projects - PoliMI	02/2399 9788	mariagrazia.comini@polimi.it
Cristiano D'Angieri	Admissions and Careers - PoliMI	02/2399 9793	cristiano.dangieri@polimi.it
Daniela Ripanti	Student Advisor - PoliMI	02/2399 9801	daniela.ripanti@polimi.it
Isabella Grospietro	Communication & organization of educational activities - PoliTO	011/090 5978	isabella.grospietro@polito.it
Manuela Bogge	Student Advisor - PoliTO	011/090 5767	manuela.bogge@polito.it

### ASP Contacts

CONTACT	E-MAIL
Info (general information)	info@asp-poli.it
Info (Milan office)	info-mi@asp-poli.it
Info (Turin office)	info-to@asp-poli.it
Courses	courses@asp-poli.it
Projects	projects@asp-poli.it