

ASP STUDENTS' GUIDELINES and RULES 2016 (12th 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 maximum number of students admitted to the ASP each year is 150: 90 from Politecnico di Milano and 60 from Politecnico di Torino. This means that there can be up to 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), 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 di Torino and Milano, 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.

2.3. Credits and attendance

The ASP curriculum consists of 4 courses (three of them will take place during the 1st year of the ASP path, the last one will take place during the 2nd year). Each course consists of 2.5 credits¹ (for a total of 10 credits).

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 1st semester of the 2nd year. This means that all students are expected to attend ASP courses and seminars during the second semester of both the 1st and 2nd 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 computers for any use other than reading slides while attending courses. Common rules of civil

¹ extra curriculum credits

behaviour and respect for others are implicit among the ASP staff and student population. See also paragraph 15.

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 communicated to the students soon after the end of the School. 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 must 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 (ASP 12th 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 only 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. MOOCs and Seminars

4.1. MOOCs

During the two years of the ASP programme, students must actively participate on 2 ASP-MOOCs (Massive Open Online Courses) and pass the test and final assessments. The opening date and closing date of the MOOCs will be communicated during the ASP programme.

4.2. Seminars

Students must attend all the ASP seminars held during the two years of the ASP programme, as input to their activities in Courses and Projects. Attendance will be verified and taken into consideration for the final evaluation of each student (for more information on rules, see above paragraph 2.3.)

5. Admission to the second year

No later than October 31st 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 1st semester of the 2nd year. The bringing forward of a period of study abroad to the 1st year will be considered in exceptional cases.

- All credits formally achieved up to October 31st 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 31st 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 31st), while the pass may not appear in the academic record of the student because of delays in the Politecnico di Torino and Milano 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 “30 e lode” 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 31st.

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. 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 results of the ASP multidisciplinary project by each team. For each student the project consists of 20 credits².

² *extra curriculum* credits

The ASP Board decides on 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. 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 may be considered as an impediment to direct participation in the Final Examination. In such cases, such as serious physical impairment, permanent residence abroad, academic exchange abroad, students must provide certification of these circumstances to the ASP office. If accepted, 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 summary (or poster)*, summarizing the content of the team's project, to be subsequently published on the ASP web site. This must be provided approximately one month before the final examination. The template for the project summary (or poster) is provided by the ASP Offices. The summary must be public.

The project report and the project summary 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 project report and the project summary by the established date will be considered as failure of the team to meet the project deadline and 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 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 introduction to the project summary*, 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

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 Summary

Each team must produce the Project Summary, summarizing the contents of the team's project to be published on the ASP website. The summary is the main means for publishing the ASP project results. Summaries 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 liason 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:

1. have completed the ASP programme:
 - passing the ASP Final Examination;
 - completing the ASP courses (i.e. have obtained a mark of "sufficient" or above in the four papers);
 - complying with all administrative regulations of the ASP and of the Politecnico di Torino and Milano.
2. have graduated with a Laurea Magistrale degree by the month of December of 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. The Politecnico grade "30 e lode" is counted as 30/30. For foreign students the final average degree mark can either be calculated over all four semesters or, alternatively, over the last three semesters. In order to calculate the average grade, the ASP Offices will apply the rules of the Politecnico where the student is enrolled.

N.B. The normal deadline for graduation of December can in some cases be extended to the following April, 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 December of 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 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 for each project is 5.000 € net, regardless the number of students in the project group. The contribution given to each individual student is described in paragraph 8.1.

8.1. Payments

The contribution will be transferred to the student's account as a reimbursement after the ASP Final Examination, based on the final financial report of the expenses met, and a short description on how the money has been spent.

The contribution is 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.

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 Team Controller must send the financial report by e-mail to projects@asp-poli.it; to the Principal Academic Tutor and to all the members of the team with an attachment containing scanned copies of all invoices, receipts and tickets. The original supporting documents must also be delivered to the ASP Offices of the Politecnico di Torino or Milano the student attends.

N.B. Expenses not supported by receipts will not be reimbursed.

Drop-out students can be refund of the project expenses. However, the contribution will be transferred at the end of the project. For this reason, drop-out students must provide the ASP office with the financial report as explained above.

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

8.2. Eligible expenses

Eligible expenses that can be included are the following:

Travel

- economy class airfares (*original tickets and boarding cards –or online check-in cards- with names of the team members must be delivered to the ASP Offices*); Airline tickets to return to Italy to attend the Final Examination are not considered eligible.
- 2nd class train tickets (*original tickets must be delivered*); 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 Politecnico they attend, to the partner 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 delivered*);

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

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

Other costs (e.g., purchasing goods and services that are directly linked to conducting the project, such as developing demonstrators, buying materials to produce prototypes and software) previously approved by the Principal Academic Tutor.

Expenses made after the Final Examination are not considered eligible.

Meals, taxis, purchasing of personal computers, tablets and mobile phones, car rental, the use of a personal car and all related expenses are not 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.

9. General services

All ASP students can have access to all study rooms, labs, libraries of both Politecnico di Torino and Milano 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. ASP Certificates

According to the law entered into force on the 1st January 2012, regulating the relations with Public Administrations and private providers of public services, all certificates and acts of notoriety could be replaced by the statements made in accordance with Articles 46 and 47 of the DPR 445/2000 (self-certifications). The public administration has the obligation to accept them, retaining the right to control and verify the veracity of their contents.

In compliance with the new regulations, Politecnico di Torino and Milano release only stamped certificates which are effective and usable only among private parties.

In particular, ASP certificates must be requested directly to the ASP Offices by providing a request form and a duty stamp for each certificate and also for the request form.

Students can find information on how to obtain ASP Certificates in the section “ASP certificate and self-certification request” within the online services of Politecnico di Milano, where they can also download the request form

The Registrar's Office of the Politecnico di Torino and Milano is responsible for certificates 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 for the period of the programme (two academic years of the Laurea Magistrale) Tuition fees due to the Politecnico are waived and covered by ASP funds. Please refer to the Regulations concerning tuition fees and exemptions 2015/2016 of the Politecnico you attend.

In the case of students pursuing a joint degree programme at the Politecnico di Torino and the Politecnico di Milano 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 di Torino or Milano,
- If students are required to pay tuition fees only to the Politecnico di Torino or Milano, 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 di Torino or Milano (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 to the other University).
- If the agreement *exempts* students from paying tuition fees to the Politecnico di Torino or Milano, 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.

A student can be granted an extension of graduation to the Spring session (see paragraph 7). In this case, at Politecnico di Torino the student needs to enrol on a third year of the Laurea Magistrale and he/she must pay the tuition fees. At Politecnico di Milano the student does not need to enrol on a third year of the Laurea Magistrale since the Spring graduation session refers to the second year of the Laurea Magistrale.

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

12. Accommodation

Politecnico di Milano international students (Bachelor graduated students from non-Italian Universities) 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 1st of year 1 of the Laurea Magistrale course, until September 30th of year 2.

Politecnico di Torino international students (Bachelor graduated students from non-Italian Universities) will be granted a monthly financial support of € 400 net for the two years (24 months) 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 Torino and Milano according to the degree categories. In general, to be granted the degree at the partner Politecnico, the ASP student must 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 send an official communication by e-mail to the ASP offices, 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. Rules and behaviour

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, seminars and events.

Unacceptable behaviour includes any kind of damage caused by ASP students at sites where ASP courses are held and where ASP students are lodged, or any damage caused to ASP by students by communicating false or inappropriate information about ASP to anyone, including peers, by any means (including 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 damage during the ASP activities.

Students behaving in an inappropriate way may be summoned for a formal interview with the ASP Disciplinary Board. The ASP Board elects the Commission 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. The ASP Disciplinary Board will decide on matters relevant to students' behaviour.

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
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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
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Manuela Bogge	Student Advisor - PoliTO	011/090 5767	manuela.bogge@polito.it

ASP Contacts

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Courses	courses@asp-poli.it
Projects	projects@asp-poli.it