

ASP GUIDELINES and RULES for STUDENTS of the 21th CYCLE

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1. Communications

The official means of communication used by ASP offices is the ASP e-mail address already assigned to students.

For every kind of information and communication, ASP students can write to the following ASP addresses:

- Politecnico di Milano (PoliMI) students: info-mi@asp-poli.it
- Politecnico di Torino (PoliTO) students: ticket through the Ticketing Support System (<https://didattica.polito.it/segreteria/contatta/en/asp.html>) and asp@polito.it

Staff and Board Members contacts are at the end of the document.

The **ASP web platform** is available for ASP students: it can be found within the online services of PoliMI (www.polimi.it/servizionline), it is dedicated to papers' and projects' submissions, and to the ASP career (status, certificates, etc.).

2. ASP Learning Programme

The ASP curriculum consists of 4 Schools and a Lab Seminar and other optional workshops, short courses and seminars. Each School provides 2.5 extracurricular credits, for a total of 10 credits. The two residential Schools will be held in May for the first year and in March for the second year. The Lab Seminar on Communication will start during the 1st year of the ASP path and continues in the 2nd year. Attendance to the Schools and the Lab Seminar is compulsory.

2.1. Logistics

The Schools are held as hybrid online-residential or as residential intensive Schools.

In residential Schools, the costs for participation covered by ASP are:

- Transportation to the venue of the schools, which includes a travel insurance provided by PoliMI and PoliTO;
- Accommodation and meals.

The costs that are not covered are:

- Any extra;
- Private cars or any other means of transportation (not covered by the travel insurance of PoliMI and PoliTO).

ASP does not cover travel to and from cities other than Milan and/or Turin: tickets to reach either university from other cities (e.g., city of residence or city where you are on mobility) will not be reimbursed.

ASP reimburses up to a maximum of 20 euros each way to reach Milan or Turin.

If the student is on mobility or is traveling from the city of residence, the return trip to the location where the seminar is held is at the student's expense.

Only travel from the partner university to the university where the F.E. will be held is reimbursable. Any other travel with point of departure a city other than Milan and Turin (including cities of residence and where the mobility

takes place) cannot be reimbursed.

In hybrid online-residential Schools, the only costs covered by ASP are the transportation to the venue (travel insurance included).

The Communication Lab Seminar includes MOOC, online and in-presence seminars, plus remote interaction and practical sessions.

2.2. Attendance policy

Attendance is compulsory to the whole ASP Learning Programme.

If a student is unable to attend all or part of a School, the ASP Offices must be informed by sending an email no later than two weeks before the beginning of the school, specifying exactly which part of the session cannot be attended in-person. Documented health problems, overlaps with Laurea Magistrale exams and other major impediments may be accepted as grounds for not attending ASP courses in-person, upon evaluation by the ASP Board. Participation in exchange programs and internships outside the first semester of the second year (the so-called "White semester", i.e. from September to the end of February) will not be accepted as motivation for not participating in the in-presence teaching activities.

The ASP offices will diligently perform random checks to verify the attendance of students participating in ASP activities, ensuring adherence to attendance requirements.

2.3. Questionnaire

At the end of each course, students will be required to fill in a questionnaire hosted by the online services of Politecnico di Milano.

Completing the questionnaire is compulsory.

2.4. Behaviour while attending schools

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

Each student will receive from the ASP Offices a declaration of indemnity to be duly signed and returned to the Offices. By signing the declaration, the student undertakes to indemnify and hold harmless the Politecnico di Torino and the Politecnico di Milano from all responsibility, none excluded, for damages, which may be imputed to the University by third parties for whatever reason, as a consequence of his/her actions or omissions during the Schools.

3. Written Assignments

Evaluations for the ASP schools are in the form of written assignments prepared under the personal responsibility

of each student. Each student must prepare one paper for each ASP School, by the deadlines communicated to the students soon after the end of the School. One additional paper, based on the paper of one of the Schools, is required as output of the Communication Lab Seminar.

No exceptions will be granted for any kind of neglect.

No reasons of any kind will be accepted for failure to upload the paper by 11:59 p.m. on the deadline day.

In order to be awarded with the ASP diploma, students must obtain a positive mark (see below) in all the assignments.

Texts must be written in English following 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), and should include the following parts:

- a. Heading:
 - ASP 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).

Papers must be submitted electronically only through the ASP web platform by the deadline set and will be evaluated by the professor in charge of the School, 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.

The Lab Seminar also includes a written assignment, which is elaborated by each student and evaluated as 'pass or fail' in multiple rounds of remote interaction.

If a student receives a fail, this score is considered as an insufficient evaluation during the ASP career. **If a student has already received another insufficient score, the student will not be allowed to continue the ASP programme (see Section 3.1).**

3.1 Insufficient papers

Students whose papers are considered insufficient will be asked to improve their 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.

In the entire ASP career, students are not allowed to get more than one Insufficient, even if a sufficient grade should be obtained with resubmission. This causes immediate expulsion from the programme.

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

3.2 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 readings (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 not to be acceptable, while a limited and selective use of it is possible. A Plagiarism Detection Software will be applied.
- 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. ASP Seminars

During the two years of the ASP programme, students are strongly recommended to attend ASP seminars and other activities that will be proposed by the Board on a voluntary basis. These courses and seminars are conceived to provide knowledge on cross-cutting topics (e.g. seminar on techniques for data visualization) or on actual subjects of general interest that will contribute building soft-skills and an open mind that characterize the ASP student and that is needed to deliver a successful Multidisciplinary Project.

5. Transportation to the ASP events

During the ASP programme, 3 mandatory events are planned at PoliMI or PoliTO: the Opening Ceremony, the Poster Session and the events of the Communication Lab Seminar (see section 2). The ASP Office will not provide transportation for these events, but train tickets will be reimbursed to students travelling to the venue of the event by train, for a maximum of 20 € for each one-way ticket. The reimbursement will be granted after the Final Examination along with the refund of the project expenses, by sending the ASP Offices the electronic tickets.

6. Admission to the second year

No later than November 30th of the first year, the ASP Board will reach a decision on the admission of each student to the second year.

6.1 Requirements for admission to the second year

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. *Students must have a minimum average mark of 27/30 without exceptions.*
- Students with a first cycle title obtained abroad may be admitted on the basis of the most favourable of the following two conditions:
 1. 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. 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 taken in 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 programmes (e.g. Erasmus) are also included.
- 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 due to the transfer 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.
- In case a student has formally passed an exam (i.e. the professor has formally registered it on a date prior to October 31st) and the pass does not appear in the academic record of the student because of delays in the PoliMI or PoliTO registration system (for example, this may happen for students who have taken part in international exchange programmes), the 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 of the validity of the declaration.
- 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).

Requirements concerning the ASP programme:

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

6.2 Non-admitted students

Students who are not admitted to the second year must leave the ASP programme.

This entails the payment of the fees of the first year of Laurea Magistrale (see section 11) and the loss of related benefits such as accommodation/financial support. The loss of the benefits will apply from the drop-out date.

7. Multidisciplinary projects and final examination

The multidisciplinary projects are assigned to students during the first ASP year. The project is a group work, carried out with the assistance of an academic tutor and possibly the support of an external company.

The project runs approximately 15 months; at the end of it the group presents the results obtained during a final examination.

The ASP project provides 20 extracurricular credits.

The presence at the Final Examination of all students in a team is compulsory. 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/Teams).

7.1 Project deliverables

Each team must provide three project deliverables:

1. 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 the ASP Office during the last School of the Cycle. Students, tutors or external institutions may require the report to be treated as confidential.
2. The *project summary (or poster)*, summarizing the content of the team's project, to be subsequently published on the ASP web site. The template for the project summary is provided by the ASP Office. This summary is public and it will be published on the ASP Web Site.
3. A *video* of a maximum 5 minutes describing the outcome of the project. The video is also public, and it will be published on the ASP YouTube Channel.

The project report must be submitted in electronic form. Failure to provide the project report, the project summary and the video 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, the principal academic tutor must submit a *project evaluation form*, that expresses the tutors' judgment on the merit of each team.

The tutor may also comment on the individual contributions of team members, particularly when a student has either made an outstanding contribution to the team or, conversely, 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.

7.2 Organization of the examination

Each team will have 15 minutes for the project and 10 minutes to answer questions. Each team may appoint one or more speakers to make the presentation. 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). All ASP students are invited to attend the presentations.

The event is not open to the general public, or to parents and relatives of the students, who will be invited 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 before the examination.

The thesis can be printed up to a maximum of 1 copy per group, however, the expense must be approved in advance by the offices and the Board (projects@asp-poli.it).

7.3 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 students during the time set aside for questions.
- The Board of Examiners' evaluation after 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 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 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 project.

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.

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.

The budget for each project is up to 5.000 € net, regardless the number of students in the project group. The contribution is given to each individual student on the basis of expenses incurred, and it will be transferred to the student's account after the final examination by the end of the year.

The contribution is in the form of an allowance for study reasons and as such, subject to individual taxation.

The contribution is given to each single student, and it 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 using 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 contribution will not be paid.

PAs must be aware of the expenses to be made: these expenses must be approved in advance by the Board (at least 5 working days before making any such expense) by sending the request for approval to projects@asp-poli.it. Without the request for approval sent to the offices and without the Board's actual approval, the expense will not be reimbursed.

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

Once completed, the project the Team Controller will collect all the team members' expenses in a final report containing, for each expense, a precise indication of the date, place, name of the student, reason of the travel/activity and when necessary date of confirmation of ASP Office authorization. The form will be provided by the ASP Office. (E.g. *Train ticket to Milan to meet company xx/to attend xxx fair/etc authorized on xxxxx by 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 members of the team.

The supporting documents must also be delivered to the relevant ASP Office of PoliMI.

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

Drop-out students have to request the reimbursement of their expenses the moment they leave or are excluded from the ASP programme, and they will be reimbursed after the end of the project.

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.

8.1 Eligible expenses and supporting documents

Eligible expenses:

Travel

- economy class airfares: original or electronic tickets and boarding cards with names of the team members

- 2nd class train tickets, tickets on Frecciarossa and Italo trains only for travels in economy or low-cost classes: *original or electronic tickets*;
- Flixbus tickets or similar companies with the exception of shuttle bus to and from the airports.
- Only 2 students per group may be reimbursed for taking part in trips related and relevant to project activities.
- Any other students wishing to take part in the trip will NOT be reimbursed;

With the only exception of travels between Milano and Torino, 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.

Accommodation expenses

- only hotels up to three stars or equivalent: *original invoices made out to the guest*.

Conference and exhibition fees: invoices or tickets made out to the attendee.

Books related to the project: original invoices/receipts.

Other costs e.g., purchasing goods and services that are directly linked to the realization of the project, such as developing demonstrators, buying materials to produce prototypes and software, only if previously approved by the Principal Academic Tutor. Printing of the Final Report paper copy for the Board.

PAs must be aware of the expenses to be made: these expenses must be approved in advance by the Board. Without the request for approval sent to the offices and without the Board's actual approval, the expense will not be reimbursed.

Non-eligible expenses:

- Local public transport tickets and tickets to reach the airports (Malpensa Express, Orio Shuttle, etc etc) will not be reimbursed.
- The use of taxis will not be reimbursed: each trip must be approved in advance at least 5 working days before by the Board, by sending an email request to projects@asp-poli.it
- No reimbursement will be given for departures from the city where the student is carrying out the mobility or has residence. ASP only reimburses departures for all types of journeys (e.g. to take part in programme activities such as schools, events, seminars, etc., to take part in in-person project trips or meetings) from Milan and Turin. Any other destination is not eligible.
- We do not reimburse lunches and/or dinners and food purchases during Schools, Projects and project trips
- Luggage purchases on airline tickets are not reimbursed

Airline tickets to return to Italy to attend the Final Examination and any other event, School, ASP activities, which is mandatory to attend in presence, any other extra activities that it is recommended to ASP students. ASP will refund train ticket from/to Milan/Turin. Any other departure point (such as city of residence/mobility/Erasmus/exchange/intership.. etc) will NOT be refunded.

Expenses made after the Final Examination.

Meals, taxis, Milano and Torino local transportation tickets, purchasing of personal computers, tablets and

mobile phones, car rental, the use of a personal car and all expenses not clearly specified among the eligible expenses.

9. ASP Diploma and Diploma Supplement

The ASP Diploma is awarded to students who:

1. have completed the ASP courses (i.e. have obtained a mark "sufficient" or above in all of the four papers), have complied with all administrative regulations of the ASP and of PoliTO and PoliMI and have passed the ASP final examination;
2. have graduated with a Laurea Magistrale degree by the month of December of the second ASP year, with average grade of at least 27/30, weighted on the course credits, in the exams required for the Laurea Magistrale. The grade "30 e lode" is counted as 30/30.

Students who obtain more than one Insufficient in the ASP career will not be awarded the Diploma

For students with a first cycle title obtained abroad 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.

The normal deadline for graduation of December can in some cases be extended to the following spring session, only if the student is writing a particularly demanding Laurea Magistrale thesis, provided that:

1. the thesis supervisor sends a request to the ASP Board no later than December;
2. the ASP student has taken all exams required for the Laurea Magistrale course within the autumn session of the second ASP year, with average grade of at least 27/30.

If needed, Students attending a Double Degree Programme will be allowed to graduate within December 2026. Please note that these students will have to pay third-year tuition fees of Politecnico di Milano.

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 minimal conditions are met:

- out of the four evaluations in the ASP activities (3 papers and the project), at least three are "excellent" and one are "satisfactory";
- out of the four evaluations in the ASP activities (3 papers and the project), three are "excellent" and the project is "sufficient", but the project tutor has indicated special merit for the students' project activity.

The Merit cannot be obtained in case of negative evaluation in the Papers.

The graduation ceremony is a public event, open to all students and their relatives, faculty, external institutions, guests, etc. It takes place after the ASP final examination.

For each student graduating from the Alta Scuola Politecnica, the ASP career will be included in the Diploma Supplement (DS) which is the only official supplementary document recognized, nationally and internationally, at the end of the university course. The Diploma Supplement (DS) is a document that integrates the official qualification obtained at the end of a course of study at a university or higher education institution.

The DS describes the nature, level, context, content and status of the studies undertaken and completed by the student according to an 8-point standard model, developed on the initiative of the European Commission, the Council of Europe and UNESCO. It facilitates the knowledge and evaluation of new academic qualifications by employers and helps the academic and professional recognition of Italian qualifications abroad and the international free movement of graduates.

This certification is issued in a bilingual (Italian-English) edition. Therefore, ASP students at the end of the programme will receive both the "ASP Diploma" and the "Diploma Supplement" integrated with the ASP activities.

Finally, the thesis will be discussed in regular graduation sessions in students' own university.

10. Mentoring Programme

The ASP Mentoring Programme is a joint initiative between ASP and the ASP Alumni Association through which an expert Mentor supports an ASP student in understanding her/his potential and in managing the transition from the university to the first professional experience. The objective of the Programme is to develop new forms of tailored education, allowing students to access specific knowledge and experience that could be beneficial for their own future.

To sustain this programme, the ASP board and the Alumni Association invite highly qualified managers, academics and ASP Alumni to share their experience with the ASP students and to become part of the ASP Community. Mentors join the Mentoring Programme as volunteers.

This unprecedented combination is meant to develop a personal relationship between the Mentee and the Mentor, aiming at personal and professional growth, out of mutual respect and support. Mentors are also warmly invited to take part to ASP activities, like for example lectures during the ASP Schools and Multidisciplinary projects.

This activity is not mandatory and it will be not evaluated for the ASP Diploma award.

11. Tuition Fees

ASP students must pay only the regional and the administrative fees for the period of the programme (two academic years of the Laurea Magistrale) since they are exempted by the Politecnico from paying their tuition fees. Please refer to the Regulations concerning tuition fees and exemptions 2024/2025 of the Politecnico you attend.

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

A student can be granted an extension of graduation to the Spring session.

In this case, at PoliTO the student needs to enrol on a third year of the Laurea Magistrale and he/she must pay the tuition fees.

At PoliMI the student does not need to enrol on a third year of the Laurea Magistrale since the Spring graduation

session (in April) refers to the second year of the Laurea Magistrale.

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

12. Withdrawal from ASP

In case a student intends to leave the ASP, an official communication must be sent by e-mail to the ASP offices, for PoliTO through the Ticketing Support System 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 section 11 (Tuition Fees), and with regard to the award of the ASP Diploma.

13. 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 PoliMI and one from PoliTO. The ASP Disciplinary Board will decide on matters relevant to students' behaviour.

The ASP Disciplinary Board will impose the following disciplinary measures to students' misconduct:

- verbal warning;
- written warning;
- temporary or definitive exclusion from ASP financial benefits;
- definitive exclusion from the ASP programme.

14. Exclusion from the ASP programme

Students are excluded from the ASP programme in the following cases:

- Only one insufficient evaluation is admitted during the 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 their first submission.

If the second paper is also judged insufficient, the student will not be allowed to continue the ASP programme. (see Section 3. *Written Assignments*)

- Students guilty of plagiarism (see Section 3.2. *Proper use of references*)
- Failure to obtain the ASP Diploma (see Section 9. *ASP Diploma and Diploma Supplement*)
- Students who withdraw from the ASP (see Section 12. *Withdrawal from ASP*)
- Misconduct (See Section 13. *Rules and behaviour*)

The above-mentioned cases will have no consequences on the student's Laurea Magistrale career. Drop-out students will lose their ASP status and will not be awarded the ASP Diploma.

Drop-out students will have to refund the tuition fees for the first and second year of the Laurea Magistrale.

15. 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 have to be replaced by the statements made in accordance with Articles 46 and 47 of the DPR 445/2000 (self-certifications). The Public Administrations have the obligation to accept them, retaining the right to control and verify the accuracy of their contents.

In compliance with these regulations, PoliMI and PoliTO release only stamped certificates which are effective and usable only with private parties.

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

The Registrar's Office of PoliMI and PoliTO is responsible for certificates of the Laurea Magistrale course of each ASP student.

PoliMI Students can find information on how to obtain ASP Certificates in the section "ASP certificate and self-certification request" within the online services of PoliMI, where they can also download the request form.

PoliTO students can refer to the section of PoliTO website [Certificates and other documents | Politecnico di Torino \(polito.it\)](http://polito.it).

16. General services

All ASP students can have access to all study rooms, labs, libraries of both PoliMI and PoliTO and to the Wi-Fi service of both universities.

17. 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.

Candidatures by students will be collected by email upon ASP offices requests.

18. Contacts

ASP Executive Board

NAME	INSTITUTION	ROLE	E-MAIL
Alessandra Oppio	PoliMI	Director	director@asp-poli.it alessandra.oppio@polimi.it
Massimo Violante	PoliTO	Vice-Director	massimo.violante@polito.it
Debora Fino	PoliTO	Students' careers, internationalization	debora.fino@polito.it
Manuela Celi	PoliMI	Students' careers, internationalization	manuela.celi@polimi.it
Cristian Campagnaro	PoliTO	ASP Courses	cristian.campagnaro@polito.it
Matteo Romano	PoliMI	ASP Courses	matteo.romano@polimi.it
Gianpaolo Cugola	PoliMI	ASP Projects	gianpaolo.cugola@polimi.it
Elisabetta Raguseo	PoliTO	ASP Projects	elisabetta.raguseo@polito.it

ASP Contacts

CONTACT	E MAIL	TELEPHONE
Info (Milan office)	info-mi@asp-poli.it projects@asp-poli.it	02/23999801
Info (Turin office)	Ticketing Support System: asp@polito.it	-