ASP STUDENTS' GUIDELINES and RULES 2009

1. Introduction

This document is addressed to the students of the Alta Scuola Politecnica (hereafter called ASP) and its main goal is to provide them with guidelines and rules regarding how their participation in the ASP academic activities is organized. The 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 will be maximum 300 students per year enrolled in the ASP. The fact that this is a relatively small group of students should allow us to have direct contacts with each other and to privilege personal contact to written rules. In spite of this, we strongly recommend each student to read and abide by the present Guidelines. The present document describes the organisational and administrative procedures the students will have to follow while performing their duties as ASP students, and how the School will provide them with the benefits. We hope that the rules will be easily followed, since the reputation of the School will also be built on the behaviour of its students. We are open to suggestions for improving the procedures but at the same time we count on a responsible behaviour of all ASP students.

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

ASP staff members in charge of student affairs are the two Students Advisors: Patrizia Romano for students of the Politecnico di Torino and Cristiano D'Angieri 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 (Spring/Summer/Winter schools), typically organized in March, April/May and July/August or September . Occasionally, courses can be organized on Fridays and Saturdays. The Executive Board is investigating possible different schemes for the timing of courses, taking also into account students' opinion.
Transportation costs to the locations of the courses, together with lodging, will be covered by the ASP. The ASP Administration will specify each time which kind of costs will be covered and the means of transportation chosen. In case a student chooses alternative means of transportation the school will not reimburse the cost. Moreover, the student must keep in mind that while transportation organized by the ASP is covered by the insurance provided to the student by the Politecnico, other alternatives will not be covered.

In case a student does not participate to an activity after having confirmed his presence, he/she will have to reimburse the costs of travel and accommodation to the School in case they have already been paid.

Meals and local transportations are usually not reimbursed during two-day seminars, exceptions will be communicated. Meals are instead covered during Summer/Winter schools.

2.2. Attendance: confirmation and control

Attendance will be confirmed by using the ASP Web Community, in the *Teaching Sessions Area.* The student will also communicate if he/she will take advantage of the means of transportation put at his/her disposal by the School and if he/she will attend the whole course or only some part of it, by specifying exactly to which part of the session he/she won't be able to attend.

Students will be invited to communicate their attendance at least two (2) weeks before the beginning of the courses. In case the student does not confirm attendance in due time, logistic support can no longer be assured and admission to the course will not be guaranteed. In case a student confirms his attendance after the deadline, or does not show up after having confirmed his presence, he/she will be asked to pay/reimburse the costs of the reservations as follows:

- 30 € for transportation (one-way)
- 60 € for accommodation (per night)

The amounts will be taken from the allowance given to each student on the Multidisciplinary Project budget (see Art. 7).

The student's registration will be considered as a confirmation of his/her attendance.

In case of a last minute impediment, students that have confirmed their attendance will have to inform immediately the ASP Student Advisor.

Random controls will be made by the ASP staff to check that students that have confirmed their presence are actually attending the course. In case of absence, the student's registration will be considered as a false declaration and the student will be immediately expelled from the School. Arriving late to a lecture will also be considered as an absence.

2.3. Credits and attendance

The ASP curriculum consists of 6 courses. Each course consists of 2,5 credits i.e. about 4 days of lectures. Profit in course attendance is assigned by means of papers (see Section 3).

Attendance of courses is absolutely compulsory to get credits.

Two half days of absence per course can be tolerated and the course will be then considered as attended.
Three half-days of absence are not allowed and will mean that the student has not attended the whole course.
In case of more than two half days of absence, the student must therefore comply with one of the following options (in order of priority):
i.) if the course occurs in the first year, he/she may attend the course again the second year together with students of the next intake.
ii.) if the course occurs in the second year he/she can anticipate attendance to the first year together with students of the previous intake (this is a very peculiar case, and applies only if one student knows, one year in advance, that he/she will not be present in a given period of the second year).
iii.) if the former options are not viable, the student must prepare a paper in addition to the three mandatory papers that must be related to the attended courses, see also Art. 3 below, by making use of the bibliography and of the teaching material available on the ASP Web Community.

These options should be pointed out by the student to the ASP Student Advisor and must be agreed beforehand with the ASP administration. Only health problems or overlap with other courses/exams of the laurea specialistica will be accepted as motivations to miss ASP activities.
Only **one** absence **to a** School (Spring/Summer/Winter) will be accepted, subject to the above mentioned rules.

2.4. Study abroad periods

The ASP programme has been designed in order to facilitate participation to international exchange programs during the 1st semester of the 2nd year. Anticipation of a study abroad period to the 1st year will be considered in exceptional cases.

3. Papers

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

ASP papers are under the personal responsibility of each student. 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.

The student has to choose to which course his/her paper will refer by making use of the ASP Web Community. As only 90 papers per each course can be accepted, priority is given according to the chronological order of the students' communication. Once this number is reached, the student will have to write his/her paper on one of the remaining courses.

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

Papers have to be written in English. Each paper is composed by 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 5th cyle)
    - 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 (to be entered also in the paper upload entry form on the ASP Web Community)
c. Text
d. Bibliography
Please, give to the file name the following structure: SURNAME_Name_title.pdf (e.g. BROWN_John_Innovation sources and firm size.pdf)

The paper must be handed in electronically through the ASP Web Community, within the deadline set in the ASP calendar.

The paper will be marked by the professor in charge of the chosen course. Within two months after the paper's deadline, the professor in charge of the course will hand in to the ASP office an evaluation of the papers.

The grading scale used will be the following:

Excellent: an excellent and original work.
Adequate: 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. In case the second paper is also insufficient, the student will not be allowed to continue the ASP programme.

Failure to hand in the paper before the deadline means that the paper is considered insufficient.

Students are allowed to change their choice of course to which his/her paper will refer, still by making use of the ASP Web Community and within the already mentioned limit of 90 papers per each course. In such a case, the student must also inform the student advisor about the change, to avoid been evaluated as *Insufficient* in the previous paper selected.

Only one (1) Insufficient evaluation is admitted during the whole ASP career. Therefore, if any student hands in a paper that is judged insufficient, the paper has to be improved and get at least a sufficient evaluation, and all subsequent papers will have to be evaluated 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 bibliography (suggested 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 not correct, while a limited and selective use of it is possible.
b. Text which is copied from a reference should be highlighted in the paper and the reference should 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 be elaborated by the ASP student, while it is appropriate to insert a text which assumes the role of proof of ideas expressed in autonomy by the ASP student.

4. Admission to the second year

Right after the end of the first ASP year, the Board deliberates on the admission of each student to the second year. In this regards each student has to comply with the following requirements:

Requirements concerning the Laurea Specialistica:
- Students must have obtained at least 40 credits within the Laurea Specialistica course, with average marks of at least 27/30. No exception will be made for students that have not reached the average mark of 27/30.

- Credits achieved in courses within international exchange programs (e.g. Erasmus) are accounted for, provided that the study abroad period has been communicated and agreed beforehand with the ASP administration. In this regards, students should note that the ASP programme has been designed in order to facilitate participation to international exchange programs during the 1st semester of the 2nd year. Anticipation of a study abroad period 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 Specialistica programme with debts (for example if he/she comes from a different curriculum of studies), the ASP will not consider these courses as part of the 40 credits to be achieved.
- Only credits formally achieved up to October 31st are considered. If students informally take (part of) exams that are however not formally passed, these cannot be considered by any means.
- Note that it may happen that a student has formally passed an exam (i.e. the professor has formally registered it on a date that is antecedent to October 31st), however this might not appear in the academic record of the student because of delays in the registration system of the Politecnico (this may happen for example to students who have participated to international exchange programs). In this case the ASP will ask the student to provide documentation certifying that the exam has been passed (and the mark achieved) or to self certify that information, under responsibility of not providing false declaration.
- As to the requirements on the average mark (at least 27/30) please note that grades "cum laude" are considered as 30/30. In order to compute the average mark the ASP will apply to all credits achieved up to October 31st the rules of the Laurea Specialistica programme to which the student is first enrolled (e.g. grades achieved in courses taken within international exchange programs will be considered only if the Laurea Specialistica programme to which the student is first enrolled considers them, through specific conversion mechanisms).

Requirements concerning the ASP Programme:
- The students must have regularly attended the ASP courses of the first year (apart from different agreements defined beforehand with the ASP).
- The students must have handed in at least one paper and obtained a positive mark.
- Requirements concerning the ASP multidisciplinary projects will be communicated in due time.

Not being admitted to the second year implies that a student has to leave the ASP programme, except derogations that will be examined case by case by the Board. This implies: the payment of the fees of the first year of Laurea Specialistica (see Art. 10) and the loss of related benefits such as accommodation, for those who have a right to it, and the budget for multidisciplinary projects. The loss of the benefits will apply from the drop-out date.

5. ASP Final Examination

5.1 Introduction

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

b. The ASP Board defines the date of the ASP Final Examination (once for each Academic year, typically at the end of the second year). This implies that the ASP Final Examination is taken simultaneously by all ASP students of a given cycle (including those who still have to complete the ASP courses). The presence at the Final Examination of all students of a team is compulsory, therefore formal enrolment to the Final Examination is not required. Only exceptional cases, such as serious physical impairment (to be certified to the ASP administration) may be considered as an impediment to participate to the Final Examination.

5.2 Project deliverables

c. Before the Final Examination, each team must provide the two project deliverables:
- The *project report*, that fully describes the objectives, methodology and results of the team's project. This deliverable will be structured according to a table of content provided by the ASP. The report must not exceed 25'000 words (it can have annexes, but the total length of the report with annexes should not exceed 80 pages). The students, tutors or external institutions may require that the report is treated as confidential.
- The *project poster*, that summarizes the content of the team's project, to be then published on the ASP web site and on the ASP projects brochure. This deliverable has to be provided about one month before the final examination through the ASP Web Community. The template for the poster is provided by the ASP administration. The poster is necessarily public. Please note, that the poster is a project deliverable, and as such its quality is evaluated and contributes to the team's grade.

d. The report will be handed in two paper copies (one copy has to be delivered to the Politecnico di Milano and one to the Politecnico di Torino) and electronically through the ASP Web Community about two weeks before the final examination. The three copies must be identical. The paper copies must be signed by all the students and by the principal academic tutor and is considered as the official version.
e. Failure to provide the deliverables by the established date implies that the team has not met the project deadline. No student of the team will be then awarded a final grade with merit.
f. At the established deadline, each individual student provides through the ASP Web Community a *quality assessment form* for assessing the support provided by the external institutions and the academic tutors and the overall organization of the project and the positive and negative aspects of this experience. There is also the possibility to assess the contribution given to the project results by the other students of the team (i.e. each student can indicate the name of one or two teammates who 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).
g. At the established deadline, the principal academic tutor provides 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).
Adequate: the project has completely met its objectives.
Sufficient: the project is acceptable, although it could be improved.
Insufficient: the project is not acceptable.

h. In the project evaluation form the tutor may also specify comments on individual contributions of team members, particularly when a student has either given an outstanding contribution to the team or, on the opposite, when the student has given a very poor contribution.
i. In case the tutor's evaluation of the team is insufficient, the ASP board, after consultation with the tutors, proceeds by declaring the team's students inadequate to be awarded the ASP diploma. Consequently the students are excluded from the ASP.
j. The principal academic tutor also provides an *introductory project poster*, for external communication purposes, that summarizes the objectives and content of the whole project, to be then published on the ASP web site and on the ASP projects brochure as an introduction to each team's project poster.

5.3 Exam organization

k. The ASP Director appoints the Examination Committee, according to the Board's proposal. The Examination Committee may carry out part of its own activities by organizing itself in subcommittees. The final results are decided in plenary sessions.
l. For each project, before the team presentations, a student will introduce the project very shortly (max 2/3 minutes). This general introduction of the project has the aim to present the work done by the different teams. The Principal Tutor will define together with the student the content of this introduction (the problem faced, the project challenges, how the work has been divided between teams). After that each team will have about 20 minutes for the presentation and 10 minutes for the question time. Each team may appoint one or more speakers to give the presentation, but in any case must stay within the limit of 20 minutes. Answers during question time 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 discuss the results of the teams and the contributions of each student.
m. Presentations are attended by the Examination Committee and the academic and external tutors (or their delegates). As the Final Examination is still an educational step, all ASP students may attend the presentations if they wish. For the same reason, the presentation is not open to the general public, or to parents and relatives of the students, that will instead participate to the graduation ceremony, when the ASP diploma will be 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 at the presence of the examination committee and the tutors, all of whom will be subject to confidentiality. This request must be sent to the ASP administration at least two weeks before the examination.
n. The tutors and external institutions may also organize presentations of the project results at the premises of the external institutions. These presentations can be either public or confidential and are organized according to the specific needs of the external institutions (preferably before the ASP Final Examination). In any case, teams are invited to provide at least one paper copy of the report to each external institution that has sponsored the project.

5.4 Grading of the projects

o. The *grade* of each team's project is defined by the Examination Committee in consideration of:

- The evaluation of the academic tutors.
- The quality of the presentation during the Final Examination.
- The answers provided by the students during the question time.
- The internal discussion after the presentations.

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

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

Adequate: 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 Examination Committee. The report must be resubmitted to the ASP board within a given deadline.

Insufficient: the project is not acceptable.

q. The Examination Committee may also give assessment of contributions of individual students, particularly when a student has either given an outstanding contribution to the team or, on the opposite, when the student has given a very poor contribution. This assessment is given also on the basis of the judgement expressed by the principal academic tutor and by the teammates. If a student has given a *particularly high* (or *poor)* contribution to the project, this evaluation will be accounted for when deciding on the grading of the ASP Diploma (i.e. with or without merit).

5.5 Instructions for the compilation of the ASP Project Poster

Before doing the final report, each team has to produce the Project Poster, that summarizes the content of the team's project and will be published on the ASP website. The poster is the main vehicle for communicating the ASP project results.

Posters that were 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 nominate a *Communication Coordinator*. The Communication Coordinator acts as a connection between the students' teams and the tutors, managing - according to the ASP requirements - the materials (graphics, texts and pictures) referring to the project, insuring accuracy, consistency, quality and adequacy to required standards. He/she interfaces the tutors and the teams, and has the responsibility to collect the required materials and to deliver them in the scheduled times. He/she activates and stimulates communication, identifies knowledge and skills, improves communication abilities among the members of the team.

The Communication Coordinator has to upload on the ASP Web Community 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., white spaces included)

Images

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

<u>Subprojects (teams)</u>

Text
- Subproject title
- Team description by skill: role of each member in the team (brief description, 150 characters approx., white spaces included)

- Abstract (2000 characters approx., white 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., white spaces included)

  UNDERSTANDING THE PROBLEM
  A description of the specific analysis of the project made by the team, e.g. the working out of the general brief received by the customer, focusing 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 the students can also illustrate some critical passages of researches or experiments carried out.

  GENERATING A SOLUTION
  A description of the developed solution, pointing out its elements of innovation, its advantages and disadvantages compared to the other considered alternatives, let alone possible validations.

  MAIN BIBLIOGRAPHIC REFERENCES
  Optional text, 3 items max.

Images
- Drawings, photographs of the subproject…

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

5.6 Instructions for the compilation of the final report for ASP Projects

The report should not exceed 25'000 words (it can have annexes, but the total length of the report with annexes should not exceed 80 pages).
The cover should include: the project's **Title**, possibly the team's **Subtitle**, names of the ASP Students constituting the team, and then the name of the **Academic Tutor** (with this label) and the name of the **External Institutions** (with this label). Hard cover is preferred for the "institutional copies" (the ones to be archived at the Politecnici), possibly with the project title on the (visible) vertical side of the hard cover.
The first page should repeat this basic information and be signed, in the two official copies, by all the students and by the academic tutor. This page can be followed by an **Acknowledgements Page**.

A **suggested Table of Content** is the following:

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 (possibly in relationships with the objectives of the other teams), the Method of Work that was 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 translated into requirements, and the method that has been used for gathering 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. Then the main part of the **Solution** (or concept) presented by the project. This part can have an arbitrary structure, but it must provide enough detail on the solution being 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 with respect to 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 to follow-up activities that could take place or events that should be monitored, possibly giving advices 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. The **Bibliography**

The report must be written in English (we suggest it to 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 breaking the sections which appear to be too long).

6. ASP Diploma

a. The ASP Diploma is awarded to students who comply with the following requirements:
   - have completed the ASP programme. In particular:
     • have passed the ASP Final Examination;
     • have completed the ASP courses (i.e. have obtained positive marks in all the three mandatory papers and in the additional-papers, in case of unattended courses);
     • have complied with all norms and administrative regulations of the ASP and of the two Politecnico
   - have got the Laurea Specialistica degree by the month of April after the second ASP year, with average grades of at least 27/30 in the exams foreseen by the Laurea Specialistica (grades cum laude being considered as 30/30). In order to calculate the average grade, the ASP administration will apply the rules of the Politecnico to which the student is first enrolled. Exceptions to this requirement can be accepted only if the student is involved in a significant Laurea Specialistica thesis, provided that:
     • the thesis supervisor sends a request to the ASP board;
     • the ASP student has completed the exams foreseen by the Laurea Specialistica course within the month of April after the second ASP year, with average grades of at least 27/30.

b. Failure to comply with the above criteria implies the exclusion from the ASP.
c. Students who have shown an excellent performance in both the ASP courses and projects will be awarded the ASP Diploma "with merit". The "merit" is awarded if the following conditions are satisfied:

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

d. The ASP degree is awarded by the ASP Director.

e. Upon awarding of the ASP Diploma, the student will also be awarded the Laurea Specialistica of the other Politecnico, in the most suitable degree course according to the classes of reference.

f. Given the norms above, the ASP degree and the Laurea Specialistica of the other Politecnico are therefore awarded:

- After the ASP Final Examination (for students who have already got the Laurea Specialistica at the time of the ASP Final Examination);
- After the graduation in the Laurea Specialistica, if they graduate after the ASP Final Examination.

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

7. ASP multidisciplinary projects' budget

Every team of ASP multidisciplinary projects has a budget which is decided by the ASP Executive Committee to support expenses of activities related to the project development (e.g. travel expenses between Milano and Torino, visits to the external partner institution, costs for attending seminars or conferences concerning the project, and other related study trips).

The budget is proportional to the number of students of the team: a maximum of about 1.000 € *gross* over the two years per each student (therefore, in case of teams with 5 students, a maximum of about 5.000 € *gross* per team over the two years).

The sum is given to each individual student in the form of a scholarship over the two years. The maximum *net* amount of each scholarship is 925 €.

We underline that, although this scholarship is given to each single student (i.e. each student will not receive more than 925 € *net*), this sum is strictly related to the project: only costs concerning the ASP multidisciplinary project may be reimbursed on this scholarship and every expense must be planned upfront by the entire team. In the example of a team of 5 members, this means that the team has a *net* budget of maximum 4.625 €.

The students and the Principal Academic Tutor agree on a preliminary budget according to a format that will be provided on the ASP Web Community, where the expenses foreseen will be indicated. Any change to the budget must be authorized by the Principal Academic Tutor and, after that, communicated to the ASP administration (the Principal Academic Tutor must be in copy).

Within the project team one student has the responsibility of administering the project budget for the whole team (Team Controller). He/she is the contact person with the ASP Administration and the Principal Academic Tutor on matters related to the budget.

A list of eligible expenses will be provided hereafter. Expenses made will have to be justified up to a maximum of 675 € of the *net* amount of the scholarship (925 €). A fixed allowance of 250 € will be given as a lump sum (i.e. this amount will not have to be justified).

Example: if at the end of the project a student has justified expenses for 600 €, he/she will receive 600 € for the spent amount that has been justified + 250 € for the allowance, that is to say a total *net* amount of 850 €.

The amount that has not been used by the student remains on the ASP account and will be reinvested for the development of the activities of the School.

7.1 Payments

The scholarship will be transferred on the student's account in two instalments according to the amount of the expenses made.

The allowance will be added to the expenses made in order to determine the amount to be transferred as established hereafter; deadlines to hand in the financial reports:

- 1st instalment: at the end of the first ASP year (31st October)
Refund of the eligible expenses made + 100 € allowance

- 2nd instalment: after the final ASP examination

Refund of the eligible expenses made + 150 € allowance

In order to be reimbursed the students will have to self-certify the expenses made by all the members of the team by providing a report based on a file containing for each expense made, a precise indication of date, place, name of the student and of the relevant activity (a format is available on the ASP Web Community).

Please note that it is not necessary to hand in the original supporting documents (e.g. invoices, receipts, tickets, etc.). Each student will have to keep the documents relevant to his/her expenses made, for 6 months after the end of the project.

The allowance has not to be justified.

The Team Controller will have to send the financial report by e-mail to projects@asp-poli.it, in copy to the Principal Academic Tutor and to all the members of the team. A copy signed by all the members of the team will be also sent to Gianna Campaioli by fax (02 2399 9795).

The Principal Academic Tutor has to notify to the ASP administration any irregularity and/or expenses unrelated to the project within one week from the mailing of the financial report.

The ASP administration will check that all the expenses made have been previously authorized and are consistent with the preliminary budget. All other expenses will not be reimbursed.

At every instalment, a random financial control may be made on a sample of two teams that will have to hand in all the original supporting documents. In case a team has no supporting document for a given activity that was indicated in the report by one (or more) students, the team is considered responsible for misuse of the scholarship (see below).

Please note that random financial controls can be made on a team more than once.

Reimbursements will be individual. If the amount of the 1st instalment is small (less or equal to 100 €), this small amount is added to the following instalment.

In case a student has spent more than 500 € for a project activity, the student may ask for an advanced reimbursement.

7.2 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*);
- 2nd class train tickets (*original tickets must be kept*);
- taxies, car rental and local transportation (e.g. buses, etc.) are covered through the allowance (250 €). They therefore must not be included in the list of expenses;
- the use of the car and all the related expenses (e.g. fuel, motorway toll, parking, etc.) are covered through the allowance (250 €). They therefore must not be included in the list of expenses;

Accommodation and subsistence expenses

- only hotels up to three stars or equivalent *(original nominative invoices must be kept)*;

- meals are covered through the allowance. Therefore, they must not be included in the list of expenses.

Conference and exhibition fees (*nominative invoices or tickets must be kept*)

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

Other costs need to be previously authorised by the ASP administration

Expenses made after the Final Examination are not considered eligible.

Each trip will have to be communicated by e-mail in advance to the ASP administration by filling out a form available on the ASP Web Community, where the name of the student, the location and the duration of the activity will be mentioned for insurance purposes.

7.3 Misuse of the scholarship

In case of misuse of the scholarship, the whole team will be considered responsible. An investigation will be made by the ASP Board and in case of false declarations, 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 of the Laurea Specialistica will have to be paid and the scholarship given might have to be returned.

8. Classrooms and services

Each student will receive a registration code (identification number). This makes it possible to all ASP students to have access to all study rooms, labs, libraries of the both Politecnico di Milano and Politecnico di Torino and to all services.

9. Certificates

All certificates stating the regular attendance of the ASP activities and the passing of exams with the relevant mark will be in English and will be issued by the ASP office not by the Registrar's office. The Registrar's office will, however, continue to administrate the regular career relevant to the Laurea Specialistica course of each ASP student.

10. Tuition Fees

ASP students will pay only the regional and the administrative fee. Tuition fees will be waived and covered by ASP funds.

In case a student does not meet the requirements to be admitted to the second year of the ASP and has not paid tuition fees, he/she will have to pay the fees of the first year of the Laurea Specialistica before his/her graduation.

In case a student needs to enrol to his/her Laurea Specialistica course for a third year, he/she will have to pay 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.

In case a student does not complete the ASP, i.e. is not awarded the ASP Diploma, he/she will have to pay the fees of the first and second year of the Laurea Specialistica.

11. *Accommodation*

Students having obtained the Bachelor degree in Universities outside the regions of Lombardy and Piedmont will be accommodated in residences.

Accommodation costs will be covered only for students whose residence has been outside the Region of Lombardy or Piedmont for at least one year before the deadline of the ASP call.

Accommodation will be offered in one of the ASP residences. No other accommodation costs will be reimbursed.

Accommodation will be covered by the ASP only for two years: for students enrolled at Politecnico di Milano starting from November, 1st of year 1 of the Laurea Specialistica course, until September, 30th of year 2, while for students enrolled at Politecnico di Torino starting from September, 1st of year 1 of the Laurea Specialistica course, until August, 30th of year 2.

Students with residence in Lombardy enrolled at the Politecnico di Torino and students with residence in Piedmont enrolled at the Politecnico di Milano are not considered as students coming form outside the region of Lombardy or Piedmont and are therefore not eligible for accommodation.

International students and in general all ASP students holding a scholarship will be offered a place at an ASP residence but the costs will be covered by the scholarship and not by the ASP.

All other ASP benefits (tuition fee waivers, multidisciplinary project budget) are compatible with other scholarships.

12. *Double Degree Procedures*

Soon after the beginning of ASP activities, the ASP Board will make available to the students a scheme of equivalencies between Laurea Specialistica courses at Politecnico di Milano and at the Politecnico di Torino according to the classes of reference. In general, to be granted the degree at the Politecnico partner, the ASP student will only have to work on the Laurea Specialistica thesis under the supervision of two supervisors, one in each Politecnico.

Before starting to work on the Laurea Specialistica thesis, normally in the course of the second year of the ASP, students will have first to 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 Politecnico partner and then to fill out the relevant form on the ASP Web Community. With the support of his supervisor he/she will then identify a co-supervisor in the Politecnico partner, *before* starting to work on his/her thesis. In case of difficulty in finding a co-supervisor the School will help the student in his/her search. Once the co-supervisor has been identified, the ASP Board will establish a definitive equivalency between LS courses at the two institutions.

The co-supervisor will be asked to confirm his will to accept the duty.

Upon completion of the thesis, the co-supervisor will be asked to participate in the evaluation committee. If the co-supervisor can not participate 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 Politecnico partner.

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

The Laurea Specialistica thesis can be developed either with ASP colleagues or with students not belonging to the ASP.

13. Withdrawal from ASP

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

The withdrawal does not cause any consequence on the Laurea Specialistica career, except for what specified in Article 10 (Tuition Fees), and for the awarding of the Double Degree.

14. Disciplinary Board

The Disciplinary Board is composed by the Director, the Vice Director of the School and two members of the Board, one from Politecnico di Milano and one from 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 that is brought about by ASP students on sites where ASP courses are held and where ASP students are lodged.

The use of alcohol is forbidden on any location where the ASP courses are held and where ASP students are lodged.

Moreover, a student of the ASP is expected to have the greatest correctness and positive attitude even when involved in the social and cultural life of the places (universities, towns, etc.) that host our seminars. ASP students must bring value to the territory, not disrespect.
This means that any troublesome behaviour, even outside the strictly institutional environment, is unacceptable.

The ASP will reserve the right to take legal actions against those who cause material and immaterial damage to the school.

Students behaving in an inappropriate way will first have a formal interview with the Disciplinary Board. In case the student perseveres in his/her misbehaviour he/she will then receive a written note, after which he/she will be formally expelled from the School.

The Disciplinary Board may also decide to expel immediately a student committing serious offences, such as false declarations.

Students that are expelled loose every right to the benefits received and will have to reimburse tuition fees as specified in Art. 10.

15. The ASP students representatives

ASP students nominate within their community two representatives for each cycle, who interact with the ASP Board to support the development of the programme and promote various activities. Their role is also to provide information to any prospective candidates about the ASP experience.

16. Contacts

ASP Executive Board

NAME	INSTITUTION	ROLE	E-MAIL
Roberto Zanino	PoliTO	Director	roberto.zanino@polito.it director@asp-poli.it
Stefano Ceri	PoliMI	Vice-Director	stefano.ceri@polimi.it vice-director@asp-poli.it
Agata Spaziante	PoliTO	Student careers, internationalization	agata.spaziante@polito.it
Franco Bernelli Zazzera	PoliMI	Student careers, internationalization	franco.bernelli@polimi.it
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Paola Bertola	PoliMI	ASP Projects	paola.bertola@polimi.it
Costanzo Ranci Ortigosa	PoliMI	ASP Courses	costanzo.ranci@polimi.it
Sergio Benedetto	PoliTO	ASP Courses	sergio.benedetto@polito.it

ASP Staff

NAME	INSTITUTION AND ROLE	TELEPHONE	E-MAIL
Dora Longoni	ASP Project Manager PoliMI	02/2339 9741	dora.longoni@polimi.it
Stefano Raimondi	ASP Project Manager PoliTO	011/090 6146	stefano.raimondi@polito.it
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Fulvio Fusaro	Staff PoliTO	011/090 6040	fulvio.fusaro@polito.it

ASP Contacts

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Info (Torino office)	info-to@asp-poli.it
Courses	courses@asp-poli.it
Projects	projects@asp-poli.it
Web Community	aspers@asp-poli.it
Student representative from PoliMI	repr.05mi@asp-poli.it
Student representative from PoliTO	repr.05to@asp-poli.it