~~- 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**.