

**PRACTICAL GUIDELINES ON THE RECOGNITION OF ACTIVITIES AND THE
AWARDING OF GRANTS
FOR PROJECTS PROMOTED BY STUDENT TEAMS AND STUDENT SOCIETIES AT
POLITO**

Approved by the Board of student projects and grants in its meeting of 6th May 2021

ART. 1 – Object

These practical guidelines regulate the process for the recognition and awarding of grants for student projects and cultural activities promoted by **Students Teams** and by **Student Societies** registered in the Register of Student Societies of Politecnico di Torino.

ART. 2 – Board of student projects and grants

The Board of student projects and grants (hereinafter referred to as the “Board”) is composed of students and faculty members. The Board of Governors appoints the Board of student projects and grants as well as its Coordinator who is chosen from among Politecnico faculty members.

The Board decides on the allocation of grants and on the recognition of projects and activities promoted by Students Teams.

In the event of activities proposed or sponsored by third parties (also in cooperation with Politecnico di Torino), the Coordinator may invite the representatives of these institutions to take part in the Board meetings as temporary members or participants without the right to vote.

ART. 3 – Beneficiaries

The following groups can apply for the recognition or funding of their activities/projects:

- **Student Societies** (hereinafter referred to as “Societies”) – Student Societies must be officially registered in the Register of Student Societies of Politecnico di Torino, in accordance with the *Regulations for the Recognition of Students Societies at Politecnico di Torino*.
- **Student Teams** (hereinafter referred to as “Teams”) – Teams are composed of students enrolled at Polito who form a group to carry out a shared project under the guidance of a faculty member (hereinafter referred to as “Tutor”). Student groups that intend to carry out one single project are also considered as Teams.

Societies and Teams can present their plans for an activity or project to the Board without requesting a grant, but with the only intention of receiving its recognition. Such recognition is the expression of Politecnico's interest and support to the activity or project, along with the authorization to develop it. The Societies and Teams that receive this recognition (including without being awarded any grant) have the rights and obligations illustrated in the following articles.

As a general rule, activities and projects for which recognition and/or grants have been requested must take place within 12 months of the Board's approval. However, in some cases, they can have a longer duration or they can be presented again to the Board (it is the case of Teams that regularly take part in competitions proposing a new prototype/version of their project or Teams that carry out the same activity for more than one year).

3.1 Student Teams data: "Active" Teams

A Team is considered "active" in a given solar year if it meets with the Board during that year (this is a fundamental requirement for the recognition of credits to participating students and for the reduction of the teaching workload for the Tutor).

A Team is automatically considered "active" during the solar year in which it receives a recognition or grant. If the activity continues over the following year or years, the Teams must meet with the Board again, even if it does not need additional grants.

ART. 4 – Team Tutor

The Tutor is a faculty member of Politecnico (fixed-term or permanent teaching staff member) who agrees to support a Student Team upon request of the Team. The Tutor is responsible for guiding students in the development of their abilities and technical or managerial skills but he/she is not accountable for the members of the Team.

Grants approved by the Board are paid to the Department to which the Tutor pertains. The Tutor is responsible for the activity implementation and for the proper use of funds, in accordance with the budget approved by the Board and with Politecnico general rules.

A member of the teaching staff is allowed to be the Tutor of one single Team for each solar year.

The Tutor's academic teaching obligations may be reduced (reduction of teaching workload) for his/her mentoring activity in a Team, in accordance with the "Regulations on teaching organization and provision of services to students for Politecnico teaching staff" and with the criteria established by the Board, which is in charge of deciding on the reduction of the teaching workload.

ART. 5 – Application submission

5.1 Deadlines

Applications for the recognition of an activity and/or for funding must be submitted by these deadlines:

• 15 January • 15 April • 15 June • 15 October

The Board of student projects and grants meets within 20 days of the application deadline and only considers applications received by the deadline.

Each Team/Society is entitled to apply for funding once a year or once in a semester.

Politecnico does not fund activities that have been already completed and it does not reimburse expenses already incurred.

5.2 How to submit the application

Applications must be submitted following a guided procedure available on the student personal page of the Teaching Portal – *Online Services* tab – *Projects – Student Teams and Societies* portlet. The application must be submitted by the student who acts as the Team/ Society Leader. If the Leader gives up his/her role during the implementation of the activity, he/she must promptly inform Politecnico offices.

Applicants must log in to the "*Projects – Student Teams and Societies*" portlet and fill out the following fields :

- **Activity title;**
- **Name** of the Team or Society (select it from a drop-down list or type it if the Team/Society is new);
- **Faculty member** (Tutor) and Department/Office (for Teams only);
- **Detailed activity description:** a detailed description of the project/activity, including goals and purposes, technical description, expected results, project planning and results that have been achieved with previous projects, if available. Upload a PDF file in the section called "Activity Presentation" (maximum 20 MB);
- **PowerPoint Presentation:** a PPT presentation that summarizes the goals and main

focus of the activity, the required budget, the participants and the results that have been achieved with previous projects, if available. Upload a PPT file (maximum 5 slides) that will be projected during the presentation to the Board (the Leader will receive more information about the deadline for the submission of this document and the date of the oral presentation – see art. 6)

- **Activity dates:** enter expected start date and expected end date;
- **Number of participants:** specify how many students will be involved in the implementation of the activity (approximately);
- **Annual workload:** number of hours required of participants approximately (for Teams only);
- **Application for funding:** download and fill out the budget template form (which includes a forecast of expenses and funds requested to the University) and upload it to this section;
- **Use of university spaces:** specify if the activity requires the use of university spaces; the use of spaces must be intended as the need to have a workplace for the implementation of the activity on a continuous basis. If you need a university space, upload a declaration (.pdf file) in which the person in charge of the spaces (e.g., the Head of Department) declares that the Department is willing to host the group of students. If this document is not available, upload a declaration in which you state that you do not have the above-mentioned document.
- **Activity overview:** download and fill out/customize the PPT slide template that can be found in the guided procedure, with images, slogans, key-words and a brief description that summarize and introduce the activity;
- **Brief description:** a short description of the activity of the Team / Society. It will be published on Polito website for promotional purposes (maximum 500 characters, in Italian and in English).

ART. 6 – Evaluation criteria and project features

After each application deadline, Societies and Teams will be invited to make a short presentation. Normally the presentation takes place within 20 days of the deadline.

The Leaders will receive the invitation for the presentation by-email.

During this presentation, applicants can show the materials submitted in the previous phase (art. 5). The presentation should last approximately 5 minutes and the Tutor is allowed to attend it.

A written notification about the outcome of the selection process is sent to the applicants within 10 days of the Board decision.

The Board primarily evaluates the proposals according to the following criteria:

- **Projects and activities proposed by Teams** must provide students with the opportunity to design and develop a project and to work with peers;
- **Activities proposed by Student Societies** must focus on cultural/social initiatives with wide spill-over effects on the general student community.

The Board also considers the following elements, which should be clearly exposed in the PowerPoint presentation (see art. 5.2):

- Team composition. The activity must engage a reasonable number of students (at least 5 of them must be Politecnico students), preferably enrolled in different degree programmes in order to form an interdisciplinary working group (Politecnico does not fund any project submitted by groups that are mainly made up of Ph.D. candidates);
- Novelty. The activity needs to be creative and innovative; it must have tangible outcomes and practical spill-over effects;
- Financial sustainability. If funding is requested, adequate motivations should be illustrated. The Board will evaluate if the costs illustrated in the budget are consistent with the project and if they are eligible. The proposal must specifically mention possible sponsors or co-funding sources with a detailed description of the budget lines and how they will be funded (a detailed description of the budget lines is a key element for a positive evaluation of the project and for the awarding of a grant);

Activity Promotion. The proposal must specify communication strategies (see art. 9) and promotional methods, especially those aimed at engaging other students.

Applications that build on previously funded activities are assessed based on the results achieved by previous projects. For the awarding of a new grant, the Board evaluates if there are elements or ways of integration with other projects, and more in general, any useful information for further funding.

Activities must not pursue profit-making, nor political or commercial aims.

As a general rule, the Board does not take into consideration proposals linked to previously funded activities if the Team/Society failed to submit a financial report (see art. 11).

The Board does not approve activities that have the characteristics of a research project.

ART. 7 - Eligible expenses

As a general rule, all expenses related to the implementation of the activity are eligible for funding, except for:

- durable goods that are already available within the Departments/research centres of the University (computers, printers, furniture, stationery, etc...). Equipment and specific durable capital goods that are not available within the University may be purchased upon approval of the Board, only for projects promoted by Teams. These goods are property of Politecnico di Torino. The purchase of durable goods in favor of Societies is not eligible, with no exception;
- fees for Politecnico staff or Team/Society participants;
- fees for external staff except for technical collaboration contracts which are strictly necessary to carry out small tasks of the project (such cost cannot exceed 20% of the total budget)
- for Teams activities: expenditures must comply with current procurement regulations for Public Administrations.

As a general rule, Teams and Societies are invited to consult Politecnico administrative offices in advance to learn about eligible expenses.

The "Mission Regulations" of Politecnico apply to the missions undertaken by students.

ART. 8 – Grants disbursement process and Team/Society obligations after approval

Grants are disbursed according to the following modalities:

Teams: funds are transferred to the Department to which the Tutor pertains.

Student Societies: funds are transferred to the bank account of the Student Society by bank wire. Before the transfer, the Student Society must provide a declaration stating that the organization is not subject to the 4% withholding tax (*ritenuta fiscale*) and that it receives funding for non-commercial activities in line with the goals of the organization itself.

The Team Leader is responsible for filling out and updating of the section called "Team data mapping" (available on each student's personal page of the Teaching Portal). This section

contains information on the Team composition, type of activity and possible participation in competitions. This information is useful to the University, in order to ensure that health and safety regulations for workers and students are always respected.

ART. 9 – Promotion and dissemination

Teams and Societies must participate in promotion and dissemination initiatives for which the University requires their contribution.

Teams and Societies must duly publicize their funded activities in order to encourage other students to participate.

The advertising/communication materials must always mention that the activity has been funded by Politecnico and promoted by a Team/Society from Politecnico di Torino.

The list of funded activities is available on the website of the University. For this reason, groups are required to keep their online data constantly updated. Team and Society Leaders will receive notifications and instructions on how to update their online data.

ART. 10 – Monitoring

For activities lasting minimum 6 months, the Board of student projects and grants reserves itself the right to request an interim progress report. The progress report must include a short description of the activities and the financial report of all the expenses borne up to the date.

ART. 11 – Budget management and financial reporting

Expenditures incurred for the implementation of the activity must be consistent with the proposal/presentation.

Changes among budget lines ($\leq 20\%$) are allowed up to a maximum of 5,000.00 euros, provided that the overall budget remains unchanged. The activity duration can be extended/reduced up to a maximum of 3 months. In both cases, Teams/Societies must inform the competent Department/Office in writing.

The Board of student projects and grants must approve beforehand any changes to the timetable and to the expenditures if the variations exceed the above-mentioned limits.

Teams/Societies must submit a final technical report together with a detailed financial report of all the expenditures (Student Societies must also provide a copy of the invoices) within one month of the end of the activity.

If the overall expenses incurred are lower than or inconsistent with the funds received, the Board will request a refund.

Art. 12 – Industrial and Intellectual Property Rights

All possible industrial and intellectual property rights deriving from Team/Society activities are regulated in accordance with the Regulations of Politecnico di Torino on Industrial and Intellectual Property.

Art. 13 – Rules on insurance for Team activities

Politecnico di Torino has a civil liability insurance policy. The University provides insurance coverage for accidents that involve students and external participants authorized to develop Team activities.