REGULATIONS ON THE AWARD AND MANAGEMENT OF GRANTS TO SUPPORT STUDENT PROJECTS AND CULTURAL ACTIVITIES PROMOTED BY POLITECNICO DI TORINO STUDENTS

Approved by the Board of student projects and grants

These regulations are intended for Student Teams and Societies registered in the Register of Student Societies of Politecnico di Torino and regulate the terms for the award and management of grants for student projects and cultural activities.

The budget for student projects and cultural activities is managed by the *Board of student projects and grants*. This Board is composed of: a Coordinator, appointed by the Rector among the Faculty; two Faculty members who also sit in the Board of Governors; student representatives. This Board is entitled to decide on the award of grants for student projects and cultural activities.

In particular cases, when the funds for student projects and cultural activities are offered by third parties, the Board composition can be extended to include also other members chosen by the funding institution.

ART. 1 Beneficiaries

The following groups are entitled to submit a funding request:

- groups of students officially enrolled at Politecnico di Torino who are supported by a faculty member.
- Student Societies officially registered in the Register of Student Societies of Politecnico di Torino which meet the following requirements:
  - their Articles of Association have been registered at the Revenue Agency (Agenzia delle Entrate);
  - have a fiscal code;
  - are the holder of a dedicated bank account.

Art. 2 Application deadlines

Applications for funding must be submitted from the personal page of the Teaching Portal where a dedicated procedure (*Submission of project proposals – Student teams and societies*) is available for this purpose.

Student Teams and Societies must apply for funding within the following deadlines:

- 15th September
- 15th December
- 15th February
- 15th April
- 15th June

The *Board of student projects and grants* will meet within 20 days of the application deadline. Project proposals submitted from the day after the deadline has expired will be considered in the next round of applications.

Every group/society is entitled to apply for funding once a year or once in a semester only. The University will not refund any expenses related to projects which have already been carried out.

ART. 3 Submission of project proposals

Student Teams and Societies can submit their project proposals through a specific procedure named "Submission of project proposals – Student teams and societies". The following fields need to be filled in:

Project title

Applicant: short description of the group who will take part in the design and development of the project. It is mandatory to list the number of participants and the degree programmes they are attending.

Student Societies simply have to write the name of the Society.

Faculty member (Project Supervisor) and Department (for Student Teams only)

A grant may be awarded by the Department to which the faculty member belongs. He/she is the Project Supervisor and is the guarantor of the project development and good use of funds.

Project overview

A detailed project description of the project in PDF format (max. 20 MB) must be uploaded in this section.

Project proposals submitted by Student Teams must focus on the opportunity to design and develop a project and to work with peers.

Project proposals submitted by Student Societies must focus on cultural/social initiatives and need to have wide spillover effects on the student community of the University.

The file uploaded under the Project Submission section needs to clearly include the following information:

- Detailed project description
- Activity timetable
- Forecast of expenses: a detailed description of the budget lines is crucial for a positive evaluation of the project. In this section applicants must also indicate any sponsors, grants, participation in call for proposals, self-funding deriving from the Society or from its participants.

ART.4 Evaluation criteria and selection of project proposals

Within 20 days of the application deadline, the team leaders and the representatives of the Student Societies will be called to make a short presentation of their project. This presentation should last approximately 10 minutes and can include a multimedia presentation. For student teams, the Project Supervisor is allowed to attend the presentation.

After these presentations, the Board will evaluate the project proposals on the basis of the following criteria:

- Number of students included in the group (at least 5 of them must be Politecnico students), preferably enrolled in different degree programmes in order to form an interdisciplinary team (Politecnico will not fund any projects submitted by a group entirely composed of PhD candidates)
- The project has to focus on the professional, social and cultural development of its participants; non-academic activities must be of general interest;
- The project needs to be creative and innovative;

- The project must have tangible outcomes and practical spillover effects. The project should normally last 1 year, but can be extended to 2 years (in this case, the project activities must be planned and reported for each year; the project can be extended for another year if the evaluation of the first year is successful)
- The project must not include any activities which pursue profit-making, political or commercial aims.
- The project must be congruous to its budget.
- The project proposal must mention specific sponsors or possible co-funding sources, if any.
- If possible, the project needs to include dissemination activities intended to promote student participation and specific communication events (exhibitions, workshops, etc.).

Projects already funded in previous years will be assessed on the basis of the results achieved. For the award of a new grant, the Board will evaluate if the project proposal shows integration elements with other projects, and more in general, any useful information for further funding.

After the evaluation of the project proposals, and within 10 days of the Board meeting, a written notification will be sent to inform applicants about the outcome of the selection process.

Art. 5 Eligible and ineligible expenses

All project expenses are eligible for funding, except for:

- Durable goods which are already available within the Departments/research centres of the University (computers, printers, furniture, stationery, etc…)
- Internal staff cost;
- External staff cost, except for possible technical collaboration contracts which are strictly necessary to carry out small tasks of the project (such cost cannot exceed 20% of the total budget)
- Purchase of website domains, website management, etc.

Equipment and specific durable capital goods which are not available within the University may be purchased upon approval of the Board. These goods will be considered property of Politecnico di Torino.

With regard to travel costs for student missions, reference is made to the existing regulations for the staff of the University. The same applies also to students in this case.

ART. 6 – Funding delivery modalities

Grants will be delivered according to the following modalities:

Student Teams: the funds will be transferred to the Department to which the Project Supervisor belongs.

Student Societies: the funds will be transferred to the bank account of the Student Society by bank wire. Before the funds are transferred, the Student Society will have to provide a declaration stating that the organization is not subject to the 4% withholding tax (*ritenuta fiscale*) and receives funding for non-commercial activities which are coherent with the institutional aims of the organization itself.

ART. 7 Project dissemination

Funded projects and activities will have to be duly publicized in order to encourage students to participate. The advertising material of the project shall always mention the contribution received by Politecnico. The list of funded projects will be available on the website of the University.

Art. 8 Project Monitoring

For projects lasting 6 months or more, the *Board of student projects and grants* reserves itself the right to ask for an interim progress report. The progress report shall include a short description of the activities and a financial report of all the expenses which have been borne up to the date.

Art. 9 Budget management and financial reporting

The activities and the expenditures for the implementation of the project must be congruous with the project proposal. Any amendments to the programme and to the expenditures which might become necessary during the implementation of the project shall be previously approved by the *Board of student projects and grants*.

At the end of the projects, Student Teams and Societies will have to submit a final technical report together with a detailed financial report of all the expenditures (Student Societies will have to provide a copy of the invoices). Such reports must be submitted within one month of the end of the project.

If, at the end of the project, the overall expenses incurred are lower than or not congruous to the funds received, the Board will ensure that these amounts are refunded to Politecnico.

As a general rule, further funding will not be granted to any groups having balance sheet deficits at the end of the year.