



**POLITECNICO
DI TORINO**

STUDENT REGULATIONS

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Art 1 Field of application

1. The provisions of the present Regulations apply to:
 - a) students enrolled in the Bachelor's and Master's degree programmes offered by Politecnico di Torino (belonging to the university system established with Ministerial decree/D.M. no. 270/04 and systems predating this reform);
 - b) students enrolled in the Graduate Schools of Politecnico, compatibly with the special provisions for such schools;
 - c) students enrolled in Doctoral research programmes, compatibly with the special provisions for such programmes;
 - d) students enrolled in 1st and 2nd level Specializing Master's programmes, compatibly with the special provisions for such programmes;
 - e) students enrolled in single courses (including students from non-Italian universities with or without an exchange programme);
 - f) students enrolled in other educational paths autonomously offered by Politecnico di Torino, either for lifelong learning or professional development, provided that they not go against the provisions contained in the constituent acts of the courses themselves.
2. The student status is obtained by enrolling in the programmes referred to in paragraph 1.
3. The provisions of the present Regulations apply to the students referred to in subparagraphs a), e), f), of paragraph 1. Where compatible, they also apply to the students referred to in subparagraphs b), c), d), for whom reference is made to the specific Regulations and the Calls for applications for admissions, if any.
4. The Academic Senate has the power to approve the Teaching Regulations of the University.
5. The norms included in the following articles also apply to students participating in international mobility programmes, compatibly with the special provisions adopted by the University for such programmes.

Art.2 Enrolment in degree programmes

1. Applicants who intend to enrol in a university degree programme must have a suitable educational qualification and meet the admission requirements established by the general University Teaching Regulations, by the Regulations of the various degree programmes, by law, and where applicable, by the specific Calls for applications that regulate the terms and procedures of possible admission tests on a yearly basis.
2. Simultaneous enrolment in more than one academic programme leading to an academic qualification is not allowed, with the exception of the cases provided for by specific agreements with other Italian or non-Italian universities. Simultaneous enrolment in more than one university is permitted only to students who have suspended their studies at their university of origin and only for the period of suspension.
3. Applicants who are admitted to Politecnico must enrol online and pay their tuition fees. They are considered enrolled at Politecnico di Torino with condition until they complete the enrolment process at Office of Student Services in compliance with the instructions and

deadlines illustrated in the Calls for applications for admission (if any) or in the Teaching Regulations of the degree programmes and on the website of Politecnico. If students fail to finalize the enrolment process before the deadlines, their enrolment will be cancelled with immediate effect on any previous academic progress.

Art 3 Credit transfer for students who have an academic qualification or have partially completed an academic path

1. Without prejudice to the provisions of article 2 of these Regulations, students who already have an academic qualification or have partially completed an academic path can request the evaluation of their previous academic records in order to enrol at Politecnico di Torino.
2. Students can apply for the evaluation of their previous academic records for credit transfer in the following cases:
 - if they have another academic qualification;
 - if they have partially completed an academic path;
 - if they have taken vocational training courses and have acquired professional skills;
 - if they transfer to Politecnico from another university;
 - if they transfer to another degree programme within Politecnico di Torino (internal transfer).
3. The *Collegi* of the degree programme recognize the highest possible number of credits, in compliance with the Teaching Regulations and general norms established by the Academic Senate.
4. Students who have an academic qualification or have partially completed an academic path can enrol at Politecnico di Torino in a Bachelor's/Master's degree programme with credit transfer upon favourable decision of the *Collegio* which assesses the students' previous academic records to identify which credits can be recognized.
5. Credits earned in a Bachelor's degree programme cannot be recognized for courses belonging to a degree programme of higher level.
6. Professional knowledge and skills certified in accordance with current legislation, as well as other knowledge and skills gained through postgraduate educational programmes, designed and implemented with Politecnico di Torino's contribution, may be recognized as university credits in compliance with current legislation and with the rules of the various degree programmes based on pre-defined criteria.
7. Students who intend to transfer to Politecnico di Torino from another university can apply for admission provided that they meet the admission requirements established by the University Teaching Regulations, the Teaching Regulations of the various degree programmes, current legislation and the specific Calls for applications that regulate the terms and procedures of possible admission tests on a yearly basis, where provided.
8. As a rule, in the above-mentioned cases, transfer students must earn at least 60 credits including the Final Project to get their Bachelor's degree at Politecnico di Torino and 50 credits plus the Thesis credits to get their Master's degree.
9. Under the same conditions, students who have withdrawn or forfeited from studies may apply

for recognition of credits earned in previous partially completed academic paths.

10. Students who intend to change degree programme to pursue their studies in a different academic path offered by Politecnico di Torino can apply for an internal transfer. Applications for internal transfers may be submitted by students who have earned the number of credits required to move year 2 of their programme of origin, as provided for by the Teaching Regulations of that programme.
11. For degree programmes capped to a limited number of students, it is necessary to abide by the Teaching Regulations of each degree programme, by current legislation and by the specific Calls for applications that regulate the terms and procedures of possible admission tests on a yearly basis, where provided.
12. For Master's degree programmes, internal transfers are permitted after prior positive evaluation of the applicants' curricular requirements, academic performance and language requirements, as provided for in the Teaching Regulations of the various degree programmes and in accordance with the provisions of the specific Calls for applications that regulate the terms and procedures of possible admission tests, where applicable.

A student who applies for an internal transfer can enrol in the new programme after receiving a positive evaluation from the *Collegio* of the new degree programme. The *Collegio* has the last word on the recognition of previously earned credits and the courses to be taken in the new programme.

13. Procedures and deadlines for credit transfer are published on the Teaching Portal every year.
14. Extra credits earned by a student beyond the standard number of credits required for graduation are recorded in the student's transcript of records and may be recognized at a later time in accordance with current legislation. These grades do not normally count towards the student's average grade.

Art 4 Recognition of vocational training and professional skills

1. Professional knowledge and skills certified in accordance with current legislation, as well as other knowledge and skills gained through postgraduate courses, designed and implemented with Politecnico di Torino's contribution, can be recognized as credits for students enrolled in Bachelor's and Master's degree programmes as per provisions of current legislation.
2. Activities that have been recognized for the attribution of university credits for a Bachelor's degree programme cannot be recognized again as credits for a Master's degree programme.
3. The Academic Senate determines the criteria for credit recognition.

Art 5 Single course enrolment

1. Students can enrol in single courses (subjects) at Politecnico di Torino with no obligation to enrol in a full degree programme ending with an academic degree, provided that they meet the requirements prescribed by the law.
2. The Departments may reject an application for enrolment in single courses if the applicant lacks the necessary educational background or if the course has reached its maximum number of seats.

3. Single course enrolment for Bachelor's and Master's courses offered by Politecnico di Torino is possible in the following cases:
 - a) for an open competitive exam, for professional updating and requalification;
 - b) for students enrolled at a non-Italian university;
 - c) for students who do not meet Politecnico language requirements for admission to a Master's degree programme;
 - d) for students who need to make up for their unfulfilled academic requirements for admission to a Master's degree programme at Politecnico di Torino;
4. Students are not allowed to be enrolled in single courses and in a degree programme ending with an academic degree at the same time, even if the degree programme is offered by Politecnico.
5. Credits earned in single courses may be recognized to students who subsequently enrol in a degree programme at Politecnico di Torino.
6. Single course enrolment is valid for one academic year only.

Art 6 Enrolment workload

1. Politecnico students can enrol in Bachelor's and Master's degree programmes choosing between part-time or full-time enrolment workload. Part-time and full-time students have different rights and obligations. The two enrolment workloads vary according to the number of credits that students can earn during one academic year.
2. Part-time and full-time students are subject to different payment schemes concerning tuition fees and economic benefits provided by Politecnico di Torino as well as those provided for by current legislation on the Right to Education.
3. Students autonomously choose a full-time or a part-time enrolment workload for the whole academic year when they create their Annual Personal Study Plan. Part-time enrolment is especially intended for students who need to balance study with work, health issues, family commitments such as parenting children under 5, providing care and assistance to family members, pregnancy and high-risk pregnancy.

Art 7 Continuing students – enrolment in year 2 or beyond (Bachelor's and Master's degree programmes)

1. Every year Politecnico students need to enrol in the new academic year after creating their Personal Study Plan and Annual Personal Study Plan. During the enrolment process students are required to pay the first instalment of their tuition fees (if any). If students fail to enrol in the new academic year and do not pay their tuition fees, a hold is placed on their academic progress and they will not be able to perform any further operation (including taking exams).

Art 8 Personal Study Plan and Annual Personal Study Plan (Bachelor's and Master's degree

programmes)

1. The Personal Study Plan (*Piano carriera*) includes all the courses and activities that students need to complete during their educational path according to the curriculum of the degree programme in which they are enrolled (both compulsory and optional courses which students must choose during the course of their studies). The Annual Personal Study Plan (*Carico didattico*) contains the courses that students must take during the academic year in progress.
2. Newly enrolled Bachelor's students are automatically assigned their Personal Study Plan and Annual Personal Study Plan for the first year of study. In all other cases, students must update their Personal Study Plan and Annual Personal Study Plan at the beginning of each academic year according to the deadlines illustrated in the academic calendar, with the exception of students enrolled in Master's degree programmes who can decide after enrolment.
3. As a rule, students may include in their Personal Study Plan a maximum of 12 extra credits beyond the 180-credit threshold required for the Bachelor's degree and the 120-credit threshold required for the Master's degree.
4. Students who have not earned all the credits established in the Teaching Regulations of their degree programme by the end of the first semester of their first year are required to take part in the remedial courses organized in the second semester.
5. Bachelor's students (D.M. 270/04) who have not earned a certain number of credits in their core subjects by the end of their first year (as provided for in Teaching Regulations of their degree programme) cannot update their Annual Personal Study Plan with new courses.

Art 9 Academic calendar

1. Teaching is organized and delivered in two semesters. Full information on the organization of courses is available in the academic calendar published every year on the Teaching Portal.
2. The number of weekly hours and the timetable of classes for each course are decided according to the course structure and to the organization of the academic calendar.
3. As a rule, students can take a maximum of 36 credits per semester, organized in maximum four courses.
4. As a rule, there can be maximum two classes of the same course in one day, except for design interdisciplinary labs (Ateliers).
5. The Regulations of the degree programmes establish the semester of course delivery and the examination sessions as well as the criteria for the timetable of classes. This organization is decided together with the members of the teaching staff and in compliance with the guidelines of the Academic Senate, the academic calendar and the provisions of the previous paragraphs of this article.
6. Politecnico di Torino must publicize the timetable of classes and the exam dates as widely as possible.
7. Politecnico di Torino must provide an examination session at the end each semester.
8. The exam calendar must be made public in advance, and normally, before the beginning of the academic year.

9. Graduation periods are set by the University in accordance with its teaching needs and must be made public in advance.

10. Bachelor's and Master's students are required to take their Final Examination before 31st December of the latest calendar year of their graduation academic year. This means that students enrolled in the previous academic year can take their Final Examination before this deadline with no obligation to re-enrol at Politecnico.

Example: a student enrolled in academic year 2019/20 can take his/her Final Examination up to 31st December 2020 without enrolling in a.y. 2010/21.

11. There are at least four Final Examination sessions.

Art 10 Exam rules

1. An exam (or examination) is a procedure that verifies if a student has achieved the expected learning outcomes of a course.
2. As a rule, Bachelor's and Master's students can take the exam of a course that is included in their Annual Personal Study Plan only after the course has been delivered. For this reason, second-semester courses have exams starting from the July examination session. As a rule, students can take the exams of courses taught through video lectures in any examination session, regardless of the semester in which the course is delivered.
3. Exam sessions and exam dates are published on the Teaching Portal every year, usually at the beginning of the academic year and in any case with adequate notice. Once exam dates are fixed, they cannot be advanced. Possible requests for exceptions, due to serious and justified reasons, need to be authorized by the Vice Rector for Education. Any possible change in the start date of an exam must be promptly notified to all students (providing adequate notice and motivations), to the Academic Advisor of the degree programme and to the Coordinator of the *Collegio* who has to authorize the change.
4. Exam registration is compulsory and all students must register for their exams following a specific online procedure available on their personal page of the Teaching Portal.
5. When a course is discontinued, students can take the corresponding exam until the last examination session of the academic year following the year in which they took the course (September). Possible requests for exceptions need to be authorized by the Vice Rector for Education. Normally, after this period, students who have not passed the exam must replace it with the exam of a course currently offered by Politecnico and chosen by the Collegio of their degree programme.
6. Bachelor's and Master's exams are organized in three annual examination sessions (Winter, Summer and Autumn). The Winter and Summer sessions take place at the end of the 1st and 2nd semester respectively. These sessions provide two possible exam dates for the courses that have just ended and one exam date for the courses delivered in the previous semester. In the examination sessions where there are two possible dates, students can retake a failed exam. There is only one exam date for all the year's courses during the Autumn examination session. Unless otherwise provided, during exams it is forbidden to use electronic equipment that might allow communication with external people or sources to acquire information that might be used in the exam. Exams must be carried out individually and must be the result of one's own abilities. Anyone found cheating during an exam

may be reported to the Disciplinary Board. For exams which require the use of documents or texts, students must abide by copyright legislation and always quote their sources.

7. Exams are the sole responsibility of the member of the teaching staff who teaches the course. He/she defines the exam procedure and structure which must be valid for the entire academic year and made public at the beginning of the year. The board of examiners must have at least 2 members including the instructor responsible for the course. The board of examiners may be composed of Politecnico professors and researchers as well as external experts with a legal relationship with Politecnico for teaching/research (external lecturers, research fellows and Ph.D. candidates). The member of the teaching staff responsible for the course is the only person allowed to record exam grades in the students' transcripts.
8. The *Collegi* of the various degree programmes may plan common exams for more than one course or module. In these cases, student performance must be evaluated globally by the teaching staff responsible for the courses or modules and cannot be assessed separately for each course or module.
9. Students have the right to view their own written exam papers. Oral exams are public.

Art 11 Final Examination rules

1. The Final Project is the final step of a Bachelor's degree programme. The Final Project does not need to be particularly original. It is an opportunity to complete one's educational path; in some cases, it can be an in-depth study of a course topic. As a rule, the Bachelor's Final Project consists in the composition of a written essay and it does not require any public oral defence.
2. The Master's Final Examination consists in the public oral defence of an original Thesis written by the student under the guidance of a Supervisor. The Thesis Supervisor can be either a faculty member or an external lecturer who teaches a course at Politecnico di Torino.
3. The Teaching Regulations of the various degree programmes establish the procedures and characteristics of the Final Project and the Thesis, in accordance with the guidelines established by the University bodies and by current legislation.
4. Ph.D. candidates and postgraduate students must fulfil all the requirements provided for these programmes in order to be admitted to the Final doctoral/postgraduate examination.
5. The Final Project and the Thesis must be written individually. When students need to make use of documents or texts, they must abide by copyright legislation and always quote their sources.

Art 12 Interruption of Bachelor's and Master's studies

1. An interruption of studies occurs when a student does not re-enrol in the new academic year.
2. Students can resume their studies after an interruption by paying their regular tuition fees for the year in progress plus an assessment fee for each year in which they were not enrolled at Politecnico di Torino, in accordance with provisions of the Tuition Fee Regulations and Tuition Fee Guide. Students who were enrolled in programmes belonging to the system predating D.M. 509/99 can resume their studies at Politecnico after an interruption if the Department considers that their credits are not obsolete.
3. The years of interruption of studies count towards the calculation of the terms for forfeiture.

Art 13 Withdrawal from studies

1. Students who do not intend to continue their studies can formally withdraw from Politecnico di Torino, by expressing their clear and explicit intention to leave the university, without any conditions, terms or clauses restricting the effectiveness of their declaration. All certificates on previous studies issued by Politecnico to withdrawn students include a declaration mentioning their withdrawal from studies.

Withdrawal is irrevocable and unconditional. It voids any university studies achieved so far and produces the loss of the student status. It does not exclude the possibility of a new enrolment, even in the same degree programme, provided that the programme is still offered by Politecnico and that students meet the admission requirements.

Art. 14 Suspension of studies

1. A suspension of studies occurs when a student takes a voluntary and temporary pause in his/her studies.

It may be granted to regularly enrolled students in the following cases:

- a. enrolment in a degree programme at a non-Italian university, limited to the normal duration of the programme and for a period not inferior to one academic year;
- b. enrolment in a specialization course, Ph.D. programme or 1st/ 2nd level Specializing Master's programme, limited to the normal duration of the programme/course and for a period not inferior to one academic year;
- c. enrolment in a degree programme at a military academy;
- d. mandatory military service or civilian service, limited to the academic year in which the service takes place;
- e. maternity/paternity leave for the year in which the child is born or the next year;
- f. prolonged hospitalization or serious and persistent health problems of the student or of a family member.

2. A suspension of studies must be requested during the academic year preceding the suspension. As a consequence, students must not re-enrol for the academic year for which they have requested a suspension. Only in the cases mentioned in paragraphs 1e) and 1f) student can apply for suspension despite having already enrolled.

3. Students can apply for suspension only once in the course of their universities studies in the cases referred to in paragraphs 1 a), b), c), d), while there are no limitations for the cases referred to in paragraph 1 e) and 1 f).

4. First-year students may be granted a suspension only for the cases referred to paragraph 1 e) and 1f).

5. During the suspension period, students cannot progress in their studies with any official act (take exams, prepare a Final Project/Thesis, etc.). All certificates issued by the Office of the University Registrar mention the period of suspension, but not its motivation.

6. The procedures to apply for suspension of studies and the subsequent resumption of studies are published on the Teaching Portal.
7. The years of suspension do not count towards the calculation of the terms for forfeiture.

Art. 15 Forfeiture

1. Bachelor's students (enrolled in Bachelor's degree programmes belonging to the university system established by D.M. 270/04) incur in automatic forfeiture if:
 - i. they do not pass their first-year compulsory exams (required for admission to the second year of study) in two years. In this case, they are considered forfeited students and cannot continue their studies in the same academic path.
 - b. they do not pass any exam for three consecutive years; or, if they do not pass all the exams (excluding the Final Examination) in six years. In this case, they are considered forfeited students and cannot continue their studies in the same academic path.
2. Master's students incur in automatic forfeiture if they do not pass any exam for two consecutive years or if they do not pass all the exams (excluding the thesis) in four years. In these cases, they are considered forfeited students and cannot continue their studies in the same academic path.
3. Bachelor's students (enrolled in degree programmes belonging to the university system established by D.M. 509/99) incur in automatic forfeiture if they do not pass all the exams (excluding the Final Project) in six years.
4. Students enrolled in a Laurea Specialistica (degree programme belonging to the university system established by D.M. 509/99) incur in automatic forfeiture if they do not pass all the exams (excluding the thesis) in four years.
5. Students enrolled in degree programmes belonging to the university system predating D.M. 509/99 incur in automatic forfeiture in accordance with the terms of article 149 of the law (T.U.) approved with R.D. no. 1592 of 1933.
6. In the case of paragraph 1a) students who intend to resume their studies and enrol in a Bachelor's degree programme must retake and pass the admissions test.
7. For the cases referred to in paragraph 1b) and 2, forfeited students can enrol again in the same Bachelor's or Master's degree programme (if it is still offered by Politecnico) without retaking the admission test (if any).
8. For the cases referred to in paragraph 3, 4 and 5, forfeited students can enrol in an equivalent degree programme without retaking the admission test (if any). To assess the equivalence between degree programmes reference is made to the tables of equivalence of academic qualifications published by the Ministry of Education, University and Research.
9. Students who apply to a programme with nationally programmed admissions with compulsory test are required to take the admission test, regardless of the university system to which they originally belong.
10. A year of part-time enrolment counts as 0.5 / year.
11. A year of non-enrolment counts as 1 year.

12. An appeal to the Rector for deferment of the terms of forfeiture is permitted in the event of serious and certifiable reasons.
13. Students participating in Incoming mobility programmes do not incur in forfeiture since their academic progress is governed by specific rules (agreements with Erasmus+ partner universities, bilateral and framework agreements, double degree agreements with EU and non-EU universities)
14. Students can request the recognition of the credits earned during the degree programme from which they have forfeited.

Art. 16 Transfers (transfers in, transfers out, internal transfers)

1. A transfers out occurs when a Politecnico student transfers to another university or Higher Education Institution to continue his/her Bachelor's or Master's studies there. It is the student's responsibility to enquire in advance at the new university about the terms, procedures and dates of the transfer process.

Students must submit their transfer out application in accordance with the procedures defined by Politecnico di Torino.

Students who intend to transfer to another university and want to enrol in a degree programme capped to a limited number of students must obtain a transfer clearance from the Registrar's Office of the university of destination.

When a student decides to transfer to another university and later returns to Politecnico without having enrolled at the other university, Politecnico di Torino reopens the student's previous academic records (unless the student incurs in forfeiture in the academic year of return). Students may not return to Politecnico during the same academic year except for justifiable and serious reasons. After a transfer, students are not permitted to carry out any academic activities and cannot use any teaching or administrative service offered by Politecnico. In particular, students cannot take any exam starting from the transfer application submission date.

2. An internal transfer occurs when a Politecnico student transfers to another degree programme offered by Politecnico di Torino.

Students can apply for an internal transfer application if they have earned the number of credits required to move to the programme's second year. This number of credits is established by the Teaching Regulations of each degree programme.

Internal transfers to degree programmes that are capped to a limited number of students are governed by the Teaching Regulations of these programmes, by current legislation and by the specific Calls for applications that regulate the terms and procedures of possible admission tests, where applicable.

For Master's degree programmes, internal transfers are subject to the positive evaluation of the student's curricular requirements, academic performance and language requirements, in accordance with the Teaching Regulations of the degree programmes.

Transfer procedures and deadlines (for internal transfers as well as transfers in/out) are published on the Teaching Portal every year.

A student who applies for an internal transfer can enrol in the new programme after receiving a positive evaluation from the Collegio of the new degree programme. The Collegio has the last word on the recognition of previously earned credits and the courses to be taken in the new programme.

3. Students who intend to transfer to Politecnico di Torino from another Italian university are required to read Politecnico admission rules on the Teaching Portal before submitting their transfer application. The admission rules explain if transfer students need to take an admission test. For Master's degree programmes, the admission rules specify if transfer students need to submit their previous academic record for an evaluation of their curricular requirements, academic performance and language requirements as provided for by the Teaching Regulations of the degree programmes. Procedures and deadlines for transfers to Politecnico are published on the Teaching Portal.

Art. 17 Tuition fees

1. The Board of Governors annually determines the tuition fees that students have to pay to enrol in the various degree programmes of Politecnico, depending on their enrolment workload. It also determines possible tuition fee reductions based on students' financial background and academic merit. Amounts, deadlines and payment methods are published in the Tuition Fee Regulations and in the Tuition Fee Guide.
2. The Tuition Fee Regulations and the Tuition Fee Guide also determine the payment scheme that applies to students participating in exchange programmes - when these are not regulated by specific agreements among the universities. They also determine the payment scheme that apply to students who withdraw from studies or transfer to Politecnico from other universities, as well as the penalty fees for administrative operations performed after the official deadlines.
3. Students who do not pay their tuition fees by the deadlines cannot progress in their studies nor perform any operation (enrolment, exams, withdrawal from studies, etc.). They cannot transfer to other universities nor obtain certificates. These students may only be issued certificates relating to the academic years for which they have paid their tuition fees in full.

Art. 18 Student discipline

1. Politecnico students are required to comply with the law, the Statute and Regulations of the University as well as the rules of civil coexistence. Students must refrain from damaging any University property or third party assets even if only temporarily present at Politecnico. Students are required to have a behaviour that is respectful of the personal integrity and dignity of others, as well as of the decorum of the premises where teaching and research are held. Students are also required to refrain from any conduct that may be detrimental to the image and respectability of the University as an institution, even when they are outside the campus, if their conduct or actions are related to their student status and could damage the University's respectability and honour.
2. Students found guilty of misconduct may be subject to the following disciplinary sanctions:
 - a. official warning;
 - b. suspension from one or more exams for a specific period of time;
 - c. temporary exclusion from the use of services such as libraries, laboratories, WI-FI, etc., for a specific period of time;
 - d. temporary or definitive exclusion from economic benefits provided by Politecnico di Torino; exclusion from part-time on-campus jobs;

- e. temporary exclusion from Politecnico di Torino with restriction of any academic progress, including internal transfer to a different degree programme or transfer to another university, up to a maximum of three years.
3. The disciplinary sanctions imposed on students are without prejudice to the right and duty of Politecnico to report the facts to public judicial authorities in the event of civil or criminal offences.
4. The Rector and the Academic Senate have disciplinary jurisdiction over the students.
5. Upon proposal of the Rector, the Academic Senate appoints a Disciplinary Board that examines the facts claimed in a written report. The Academic Senate appoints one student chosen from among Bachelor's and Master's students and one Ph.D. candidate. These two students take part as additional members in the Disciplinary Board when it decides on matters related to a student of their level of studies (for students belonging to Specializing Master's programmes and to the Graduate School, the Board is completed by the Ph.D. candidate).
6. The Disciplinary Board summons the student to hear his/her defence before inflicting a sanction.
7. If need be, the sanction inflicted by the Disciplinary Board is notified to the student in writing. The student may appeal to the Rector within ten working days from the date of notification. The Rector's decision is final.
8. In the event of a transfer to another university, inflicted disciplinary sanctions are recorded in the student's transcript of records.

Art. 19 Information and participation in administrative proceedings

1. In accordance with article 11 of D.M. no. 270/2004, universities ensure forms and means of advertisement of the proceedings and decisions taken regarding students' educational paths; they organize the information and data in their possession with all means, including Information Technologies which are easily accessible and ensure the transparency of the proceedings, without prejudice to personal data protection, in accordance with current legislation.
2. Politecnico di Torino promotes student participation in the proceedings concerning their academic progress. It also ensures the exercise of their right of access to the proceedings in the manners and forms prescribed by the law.
3. Politecnico di Torino informs students about these Regulations and any other rule on students' educational paths, primarily using IT tools. The University also promotes the knowledge of how administrative proceedings start and follow through.
4. Students are required to read all the regulations and information published every year on the Teaching Portal, on their personal pages and on the online notice boards of the Division of Student Affairs.
5. Students are required to update their current and permanent addresses and telephone numbers using the specific online procedure available on their personal page of the Teaching Portal.
6. Communication between Politecnico and students takes place primarily through the institutional mailbox assigned during enrolment: s<student ID number>@studenti.polito.it. Specific notices may also be sent via SMS to students' mobile phones.
7. Politecnico provides each student with a Smart Card that has a picture for identification on campus.

Art. 20 Privacy policy - processing of personal data

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the "Code regarding the protection of personal data" (Legislative Decree No. 196 of 30th June 2003 and further amendments), Politecnico di Torino processes personal data solely in pursuit of its institutional aims and in accordance with the transparency purposes imposed by the law. The processing of personal data is based on the principles of correctness, lawfulness and relevance of purposes.
2. The privacy policy on the processing of personal data and the rights of the data subjects is available at <https://didattica.polito.it/privacy/>. The data controller is Politecnico di Torino, represented by the Rector, with statutory seat in Corso Duca degli Abruzzi, 24-10129 Torino). For information and inquiries: privacy@polito.it.
3. The data subjects can contact the Data Protection Officer for inquiries on the processing of their personal data and their rights at: dpo@polito.it

Art. 21 Common, final and transitional provisions

1. On instances concerning the educational paths of students, appeals may be made to the Rector or to a Rector's Delegate, who in response may avail themselves of a purposely appointed Committee.
2. Where the present Regulations set out rules that should be applied "as a rule", it is understood that such rules may be waived only by University bodies or by the Rector who may avail himself of the Committee referred to in paragraph 1.
3. With the entry into force of the present Regulations, any conflicting or inconsistent norm shall cease to apply; in particular the Student Regulations issued with Rector's decree no. 714 of 16th July 2018 shall cease to have effect.