



Promulgated with RD no. 2 of 07 January 2014

**REGULATION FOR ESTABLISHMENT OF THE REGISTER OF UNIVERSITY
STUDENT ASSOCIATIONS AND FOR FUNDING CULTURAL AND SOCIAL
INITIATIVES OF POLITECNICO DI MILANO STUDENTS**

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Art. 1 - Objectives and implementation tools

1. The Politecnico di Milano guarantees, promotes and encourages student associations and implementation of cultural, social, recreational and sports activities self-managed by students of the University.
2. To this end, this regulation establishes the procedures for registration in the Register Student Associations of the Politecnico di Milano and for managing contributions for cultural, social, recreational and sports initiatives and activities self-managed by student Associations or Groups.

Art. 2 – Register

1. The Register of Student Associations of the Politecnico di Milano (hereinafter the 'Register') is established, in which all Associations obtaining accreditation, in accordance with the procedures provided for in this regulation, will be registered.
2. In the Register – managed electronically - the date of the deed of constitution and of the director's accreditation decree, the name, the duration if limited, the tax code and, if available, the VAT No. and the surname and name of those entrusted with representation must be indicated.
3. The list of Associations registered and of their representatives will also be published on the University website.
4. The Service responsible for conservation and updating of the Register is the General Student Services Service (hereinafter 'competent Service').
5. Any amendment to the deed of constitution, the statute, those with representation, the dissolution provisions, as well as, in the event of liquidation, the surname and the name of the liquidators must be promptly communicated to the competent Service by transmitting a copy of the corresponding resolution.
6. All amendments will be made public by updating the Register pursuant to this article.
7. Registration of the Association in the Register has merely descriptive purposes and does not constitute an indicator of the correctness of its operation in relation to the association's purposes and to other statutory and fiscal regulations in force.

Art. 3 – Association requisites

1. University student associations duly constituted with registered private deed or public deed and composed solely of student members may apply for registration in the Register.
2. For the purposes of this regulation, by 'student member' is meant students duly enrolled in a Bachelor or Master of Science programme of the Politecnico di Milano not beyond the first year following the legal duration of the programme, as well as students enrolled in a PhD programme at the University.
3. At the time of submission of the application, the Association must have at least 50 student members who are not members of other student Associations already registered in the Register. The minimum number of student members is redefined as 30 students for Regional Campuses.
4. For the purposes of counting the number of student members, students who are already members of an Association already registered in the Register must opt for one or the other. Should this lead to loss of the requisite pursuant to the preceding paragraph for one of the two Associations, the latter is required to comply within 10 days, under penalty of exclusion from the Register or rejection of the accreditation application.
5. Student Lists with representatives in the Central Bodies of the University are also listed in the Register. For these Lists the documentation indicated below is not required, only the formal appointment of a person legally responsible, and his/her deputy, vis-a-vis the University and third parties.
6. It is the responsibility of the competent Service to contact the person responsible for the List in order to activate the corresponding procedure, within one month of the decree appointing those elected.

Art. 4 – Registration application: documentation

1. The application for registration in the Register, compiled in accordance with the attached form (Attachment 1), must be accompanied by the following documents:
 - a) copy of the association resolution authorising registration;
 - b) certified copy of the deed of constitution and of the statute;
 - c) copy of the certificate of attribution of the tax code and, if available, the VAT No.;
 - d) minutes of appointment of the President and other association officers;
 - f) the list, complete with original signatures, of Student Members - indicating name, surname, ID number - dated and signed on each page by the legal representative of the association.
2. A list and the corresponding explanatory report of cultural and social activities implemented for the benefit of University students in the past six months must also be submitted by the applicant Association.
3. The Statute must explicitly contain all information relating to:
 - the name of the Association;
 - the registered and operational office (if different).
 - the subject and aims of the Association. The purposes must include the promotion of cultural and social activities for the benefit of students of the Politecnico di Milano. These activities must be not for profit nor contrary to or in competition with the institutional activities of the University.
4. The Statute, moreover, must expressly state:
 - that it is a student Association;
 - the limitation of membership by students enrolled in Bachelor or Master of Science programmes or PhD programmes of the Politecnico di Milano
 - the attribution of legal representation of the Association to its President;
 - the duration and gratuitous nature of association offices. Given the particular nature of student Associations, all association offices must be occupied by student members;
 - an internal organisational structure inspired by the principles of democracy, equality and freedom of participation;
 - the absence of profit objectives and the prohibition to divide the proceeds of activities among the members, even in indirect forms;
 - the obligation to reinvest any operating surplus for implementation of institutional activities provided for in the statute;
 - the obligation to prepare financial statements of activities carried out;
 - the procedures for dissolution of the Association.

Art. 5 – Registration and renewal

1. Applications for registration in the Register – complete with the documentation pursuant to the preceding article - must be submitted to the 'competent Service' by the legal representative of the University Student Association.
2. The competent Service will ascertain the validity of the application and of the documentation submitted and possession of the requisites within 30 working days of receipt of the same.
3. If there are no grounds for rejection, registration is formalised with a director's decree.
4. The competent Service will notify the applicant Association.
5. Registration is valid for two years from the formalisation decree.

6. To avoid automatic cancellation, the Association must submit a renewal request, drawn up in accordance with the attached form (Attachment 2) within 30 days of expiry.
7. The request must be accompanied by:
 - a report on the activities carried out in the past two years;
 - the list, updated, pursuant to point f) of art.4;
 - the updated list of association offices;
 - any resolutions amending the deed of constitution and the statute not yet communicated.
8. A valid request ensures continuity of Registration.
9. For Student Lists, registration continues until new elections.

Art. 6 - Cancellation

1. Cancellation from the register takes place in the following cases:
 - a) formal renunciation submitted by the Legal Representative of the Association;
 - b) failure to request renewal of registration at the end of the two-year period;
 - c) failure to comply with the institutional aims of the Association;
 - d) acts and behaviour damaging the image and/or interests of the University, of the Student or Academic Community or the image, interests and dignity of third parties;
 - e) loss of the requisites provided for in this Regulation;
 - f) irregularities in the management of resources provided by the University, in particular, contributions received and allocated space;
 - g) other serious reasons.
2. In the cases provided for under points a) and b) cancellation is automatically executed by the competent Service. The Association may obtain a new registration, in accordance with the procedures provided for and regulated by this regulation, by submitting, from scratch, all the required documentation.
3. In all other cases, cancellation is deliberated at the proposal of the competent bodies and the Association may re-apply for registration in the Register only after at least two years have elapsed from the date of the cancellation resolution.
4. As a result of cancellation, any residual resources made available by the University must be returned and any space allocated must be immediately vacated.
5. Also for the purposes of adoption of the cancellation measure, the 'competent Service' may request, at any time, the Legal Representatives of Associations registered in the Register for information, statements and reports on activities carried out, as well as declarations and documentation in order to ascertain compliance with their institutional aims, correctness of their management and maintenance of the requisites required by this Regulation.
6. It may also carry out spot-checks on the list of members filed.

Art. 7 - Benefits

1. Accredited associations can enjoy the following benefits:
 - possibility of inserting in the student newsletter all cultural, social, recreational and sports initiatives organised, even if not funded by the University;
 - right of first refusal for allocation of contributions for cultural and social activities;
 - description on the University web portal;
 - depending on availability, space for conducting association activities;
 - promotion of the Association and its activities during institutional events the University, as agreed with the event organisers.

Art. 8 - Call and fundable initiatives

1. In October of each year – with director's decree - the call for attribution of contributions for cultural, social and sports initiatives self-managed by students to be implemented in the next calendar year is issued.
2. The call will set out the deadlines and procedures for submission of projects, as well as the deadline within which, in the month of May of the calendar year in question, new projects can be submitted and/or those already submitted modified, for the parts not yet implemented.
3. The projects for which it is possible to submit an application are those relating to:
 1. cultural activities;
 2. sports activities;
 3. trips and guided tours (city on city) whose conception, organisation and management is exclusively or predominantly to applicant students.

Art. 9 - Application submission: subjects

1. Applications may be submitted by:
 - a) Associations and Student Lists registered in the Register pursuant to art. 2;
 - b) Student groups established for the implementation of a specific initiative, composed of at least 50 students enrolled at the Politecnico and not present in any other association or group. For Regional Campuses this number is reduced to 20.
2. The groups pursuant to point b) must attach to the funding application the corresponding 'support list' containing the signatures of 50 students -20 for Regional Campuses - who support the initiative.
3. If they intend to submit requests for several types of projects they must submit for each individual request a specific and separate list.
4. Associations and Lists pursuant to point a) need not attach the support list only if they submit the request with the same name with which they are registered in the Register.
5. All funding applications must be signed by the representative of the applicant Association or Student Group, who will be accountable to the University and third parties for everything concerning the correct development and implementation of the proposed initiative.
6. The person responsible must also designate a deputy who will replace him/her in the event of an impediment, with the same responsibilities.
7. The application may indicate a person delegated for the organisation and implementation of individual activities, having the same responsibilities as the representative, as indicated in the previous paragraph. It is the responsibility of the representative to inform the competent Service who is actually responsible for management and organisation of the activity.

Art. 10 - Application submission: procedures

1. Funding applications must be submitted using exclusively the specific forms attached to the call.
2. If the application refers to several initiatives, these must be listed in order of priority for each of the categories pursuant to art. 8 "Call and fundable initiatives".
3. All initiatives must be accompanied by:
 - a detailed description highlighting the cultural validity and indicating the period of implementation, the number of students who might benefit, as well as the forms of advertising intended to be adopted;
 - a detailed expenditure plan and corresponding budgets, according to the indications specified in the call;
 - any additional documentation indicated in the call.

Art. 11 - General provisions on expenditure items

1. Initiatives concerning cultural activities must take place within the University facilities. Different solutions must be justified and will be authorised only if the University does not have the necessary space.
2. Contributions cannot be requested for:
 - registration fees - total or partial - for courses delivered by third parties;
 - fees;
 - attendance fees for Professors, technical and administrative personnel or students of the Politecnico;
 - refreshments, buffets, purchase of foodstuffs and similar expenditure items;
 - graphic design of advertising materials.
3. Further exclusions may be specified in the Call.
4. The Call will also establish an expenditure ceiling for:
 - printing of posters, flyers and student newspapers;
 - speaker attendance fees;
 - speaker travel expenses reimbursement;
 - transport and entrance fees to museums and exhibitions.
5. The call must also indicate the maximum number of trips allowed for each student with reference to the individual study cycle.

Art. 12 - Provisions concerning student magazines and newspapers

1. Student magazines and newspapers must be of a cultural nature and must indicate on the publication the place and year of publication, the name and address of the printer and, if applicable, also those of the publisher.
2. If funded, they cannot have a party political content and cannot be distributed as a propaganda vehicle for the election of student representatives during the election campaign period.

Art. 13 - Evaluation criteria

1. On the basis of applications received and available resources, the Student Standing Committee decides regarding initiatives to be admitted to funding and determines the amount to be allocated. Projects will be evaluated on an individual basis and compared to each other.
2. Requests received from Associations and Student Lists registered in the Register pursuant to art. 2 will be considered first. The evaluation will take into account:
 - the cultural quality of the proposal;
 - the organisational effort of the proposing entity, as well as the actual of self-managed nature of the activity;
 - the number of Politecnico students that the proposal is capable of involving, also with reference to away from home, foreign and disabled students;
 - the coherence of the project with the proposed expenditure plan for its implementation;
 - the effective implementation, publication and quality of activities implemented by the Lists, Associations and Groups having received funding in previous years.
3. In addition to these criteria, others may be established in preparation of the Call.

Art. 14 - Decisions

1. The decisions adopted by the Student Standing Committee concerning attribution of contributions will be made known to interested parties via a written notice from the competent Service. The list of funded initiatives will also be published on the University website.

2. Subject to authorisation, to be requested from the competent Service, it is possible to make changes or modifications to the funded initiative, provided that these do not compromise or distort the structure, aims and objectives of the project evaluated.
3. Funded initiatives cannot however be replaced by others, nor may contributions be used for a project other than that for which they were granted.
4. Any increases in costs and/or rates for whatever reason will not result in any change in the contribution granted.
5. For trips, the contribution granted will be reduced in proportion to any decrease in the number of participants and/or duration in relation to the programme submitted and approved.

Art. 15 - Advertising of initiatives

1. Funded initiatives must be adequately advertised. To this end, under penalty of revocation of funding:
 - printed material (publications, posters, flyers, etc.) even if not included in the expenditure plan, must include the following wording: “the initiative is implemented with the contribution of the Politecnico di Milano”;
 - identical wording must be present on web pages and social networks in which the initiative is advertised;
 - it is forbidden to use the logo of the Politecnico without specific prior authorisation in this regard;
 - initiatives must be inserted in good time in the University newsletter dedicated to students;
 - the phone number and e-mail address of the person responsible or of the organiser must be indicated.
2. The competent Service may carry out checks on the actual availability of the person responsible or of the organiser.
3. A copy of any promotional material produced must be submitted to said Service prior to the start of the initiative.

Art. 16 - Implementation and reporting

1. It is forbidden to make participation in the initiative subject to application for membership of the Association, List or Group.
2. Participating students may be asked for a contribution only if envisaged in the project submitted.
3. In initiatives which, by their nature, envisage a limitation on the number of participants – such as, for example, courses and trips - only students from the Politecnico di Milano, including Erasmus students, those enrolled in individual courses and PhD programmes may participate.
4. During the election campaign for the election of student representatives any form of electioneering by means of activities funded by the University is prohibited.
5. All funded initiatives must be implemented and completed within the date indicated in the project, unless extended following a request to the competent Service. The extension may be granted once only.
6. The final deadline for implementation of initiatives is the 20 December of the calendar year to which they refer.
7. In the case in which, with the contribution granted, non-consumer goods are purchased, these, once the activity has been concluded, must be delivered to the competent Service which may make them available to other initiatives.
8. Amounts not spent by such date are revoked and increase the availability of the specific account of the budget of the following financial year.

9. Revocation, for whatever reason, entails the obligation to refund all or part of the contribution already used.
10. For management of funds the instructions provided by the competent Service must be followed.
11. Expenditure documentation, submitted in original copy, must be valid for tax purposes and must be clearly attributable to the activity carried out.

Art. 17 - Final and reference provisions

1. Student Associations which have already obtained accreditation prior to entry into force of this regulation, at the moment in which it is necessary to renew the accreditation application, must forward an application for registration in the Register with the same procedures envisaged for new Associations, except for the documentation already filed with the 'competent Service', should the same be deemed valid pursuant to the provisions contained in this Regulation.
2. For everything not expressly provided for in this Regulation, the applicable legislative, statutory and regulatory provisions in force shall apply.

THE RECTOR
Signed Prof. Giovanni Azzone