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Date 30 July 2012

Title I Class 3

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POLITECNICO DI MILANO

THE RECTOR

GIVEN articles 33 and 34, paragraphs two and three, of the Constitution of the Italian Republic;

GIVEN Law 09.05.1989, n. 168 “Establishment of the Ministry of university, and scientific and technological research”, and as amended;

GIVEN Ministerial Decree. 31 October 2007, n. 544; Definition of the requirements of the “laurea” (equivalent to Bachelor of Science) and “laurea magistrale” (equivalent to Master of Science) programmes relating to the classes redefined with the Ministerial Decrees of 16 March 2007, of the conditions and criteria for their inclusion in the database of the educational offer and the qualifying requirements for programmes activated both for the classes in Ministerial Decree 3 November 1999, n. 509 and for the classes in Ministerial Decree 22 October 2004, n. 270;

GIVEN the prevailing Statute of the Politecnico di Milano;

GIVEN the prevailing General University Regulations;

GIVEN the prevailing University Didactic Regulations;

GIVEN Rector’s Decree n. 1909/AG of 01.09.2009 with which the Charter of the rights and duties of the university students of the Politecnico di Milano was issued;

GIVEN Rector’s Decree n. 1450/AG of 23.05.2012 with which prof. Stefano Broglio was appointed as the Student Ombudsman;

GIVEN the University Code of Ethics issued with Rector’s Decree n. 1883/AG of 06.07.2012;

HAVING OBTAINED the favourable opinions of the academic Senate and the Board of directors, in the sessions of the 16 and 24 July respectively 2012, with regard to the amendments to be made to the Charter of the rights and duties of the university students of the Politecnico di Milano;

DECREES

Art. 1

1. For the reasons outlined in the preamble, the Charter of the rights and duties of the university students of the Politecnico di Milano, issued with Rector’s Decree n. 1909/AG of 01.09.2009, is partially amended as shown in the full text provided below.
2. The amendments are shown in ***bold italics***.

Charter of the rights and duties of the university students of the Politecnico di Milano

Title I Principles and fundamental rights to be safeguarded

1. The Politecnico di Milano is a human and scientific community of teaching and research. Its duty is to contribute to the improvement of the level of scientific knowledge and to pass on the essential available know-how to the new generations. Its task is also to train the new generations to freely exercise their thought and transmit to them a sense of social responsibility pertaining to their current and future functions.
2. In the university community the male and female students *enrolled on “laurea” (equivalent to Bachelor of Science), “laurea magistrale” (equivalent to Master of Science), “laurea a ciclo unico” (equivalent to 5-year single cycle programme) or PhD programmes* have recognised and inalienable rights, *without distinctions on the basis of gender, ethnicity, citizenship, personal and social conditions, religious, political and sexual orientations*, and with equal status to the other members of the community itself.
3. The Politecnico di Milano ensures for students the appropriate conditions for the development of their personalities and their civil conscience in the context of their learning experience, granting them rights of participation, freedom of expression and cultural autonomy. It promotes the recognition of merit and incentivises an excellent education amongst its students through the implementation of policies inspired by said purpose.
4. The students have the duty to contribute, through their studies and participation to university life, to the cultural growth of the academic institutions and the society they are part of.
5. The Politecnico di Milano guarantees the right to study. Students qualifying with the income and merit parameters established by the law have the right to receive a bursary in the respective academic year. In that same year, they also have the right to the applicable board and lodging benefits.
6. The student beneficiaries, for whatever reason, of the public resources made available to them pursuant to article 34 of the Constitution, have the duty to use these in the most responsible manner in the pursuit of their studies and education.
7. All students have the right to access educational paths of every level, in accordance with the constraints established by the Politecnico on the basis of the provisions of the law and the Ministerial Decrees. To this end, the Politecnico di Milano provides students with the necessary instruments and materials to bridge any educational shortcomings and reach the educational success.
8. Without distinctions in terms of political opinions, cultural options and religious faith, in keeping with the internal rules of the University pertaining to the use of spaces and the safety thereof, all students have the right to use spaces for the purpose of social interaction, studying and collective engagement. They have the right to meet in assemblies in the University premises, create associations and organise themselves collectively in accordance with the laws of the State and the principles of tolerance and pluralism. The students have the duty to guarantee the propriety of the spaces and instruments that are provided to them by the Politecnico di Milano.
9. The students have the right to participate in the life and democratic governance of the Politecnico di Milano exercising the institution of representation in the decision and policy-making bodies of the University. In the plurality of their political and cultural orientations, the students shall in any case base their representation mandate on the fundamental principles of the Italian Constitution and the universal declaration of the rights of man.
10. It is the duty of student representatives to exercise their mandate with continuity and commitment, inspiring their political style and conduct to the respect of the University Institution and the laws which govern it, of the rights of all students and the superior interest of the Politecnico, which provides the spaces and instruments necessary for said purpose.
11. *The students, individually or through the student representations, have the right and duty to report breaches of the present charter to the Student Ombudsman who is available to assist them in the exercising of their rights and to receive any complaints or grievances.*

Title II Organisation, services and quality of the teaching

12. The academic Senate defines the minimum and maximum number of CFU [university educational credits] which students can enrol in during an academic year. The contributions are related to the number of CFU students are enrolled on. The duration of the normal or contractual educational path is established by enrolment on credits and defined by the syllabus. The academic Senate defines the conditions, in terms of CFU acquired, to obtain enrolment to the

classes for years beyond the first year and to the respective credits. The stated requirements must be held at the time of the presentation of the syllabus.

13. The students have the right to make their own choices from clear study paths that are characterised by specific subject matter peculiarities. The Politecnico di Milano shall provide on its website all information to enable an exhaustive knowledge of the characteristics of the active programmes, as well as the teaching and other educational activities that produce credits in the University as a whole, services for students, **Schools** and the organisation of these.
14. The Politecnico di Milano guarantees to students that all of the texts adopted for the teaching shall be available for free consultation in the University's Library System. The students have the duty to respect the public ownership of the texts and to allow these to be freely available for consultation by other students.
15. The students have the right to access the teaching premises in suitable material conditions. It is the University's duty to remove architectural barriers and every other obstacle which may prevent the actual fruition of courses, examination premises, libraries, university spaces and to guarantee sufficient seating spaces in the classrooms and suitable study spaces in the libraries and reading rooms. In order to provide extensions to the IT or library service hours, the University may employ student volunteers, who may be compensated with suitable bursaries that are governed by specific regulations.
16. It is the students' right to receive lessons for each subject with regularity, on the scheduled days and times and, in usual circumstances, from the normal lecturer. In the event of the latter not being able to give the lesson, he/she will arrange for his/her assistant to replace him/her and shall inform the **School** accordingly. Where he/she is not able to do so, he/she shall notify the **School** and the students by email.
17. The students have the right to be received personally by the lecturers, for further explanations and study advice and to be assisted in the preparation of their degree thesis and other agreed research work. The lecturer shall give a public notification of the visiting hours established by him/her prior to the commencement of every period of lessons. He/she shall promptly give notice by email of any absence for urgent and unforeseen reasons.
18. The students have the right to a suitable orientation and tutorship activities. The tutorship activity shall not normally take place during the same hours as the lessons.
19. The lessons and internships relating to the same period of lessons and the same year must take place, where possible, at different times.
20. The students may independently promote educational and cultural activities which are useful for a better pursuit of the general or disciplinary objectives of the university education. The **Schools** may, including upon request by the students and following a verification of the educational objectives that have been reached, decide to grant educational credits for such activities.
21. The Politecnico di Milano uses an assessment system for teaching which takes into account the opinion of every student. This assessment must take place for every period of lessons, in accordance with procedures which guarantee complete anonymity for students. The students have the duty to use this instrument responsibly, compiling questionnaires in a serious and intellectually honest manner. The publication of the results deriving from the analysis of the assessment forms, for each class, must be guaranteed for all the University's courses with suitable means, in the forms established by the Academic Senate **before the end of the semester following the survey and must be presented with results covering a period of three years**. The results of the forms compiled by the students are **analysed** by the University's Assessment Body **and in each School by the respective Joint Committee, in accordance with the procedures established by the Academic Senate**.
22. **Each student has the right to receive any support material, in-depth analysis and supplements to past lessons, that have already been produced by lecturers, with simple procedures and in an easily accessible manner.**

Title III Exams for "laurea" (equivalent to Bachelor of Science) and "laurea magistrale" (equivalent to Master of Science) courses

23. The students have the right to an impartial assessment through exams that are transparent and consistent with the syllabus, the educational objectives and the means of carrying out the courses. The exams are the exclusive responsibility of the official lecturer for the courses.
24. The courses for every subject must have a **minimum number of exam dates (established by the Academic Senate)** and be distributed over time so as to guarantee for students a reasonable scheduling of their exams. The calendar for the exam dates must be made known by the **School** before the start of each semester

Any amendments may be agreed between the students and the lecturer of the course.

25. Students have the right to have the official lecturers of the course guarantee their presence during the exam dates specified in the *School* calendar. In the event of it being impossible for them to be present for urgent and unforeseen reasons *lecturers shall inform the School, which in turn* must ensure the presence of a replacement, and make this known promptly with suitable means.
26. The information relating to the organisational procedures of the exam must be notified *at the start of the course. In particular, if there is to be an oral as well as a written exam, the access criteria must be clearly specified.* The exam must in any case be based on the syllabus *that was actually covered during the course* and suitably divulged and formalised. The students have right to view, free of charge, examples of written exams. *Students also have the right to receive suitable explanations of answers to the exam questions.*
27. The assessment of a student's understanding must relate to his/her preparation on the subject for which he/she sat the exam (*without prejudice to the essential requirements of the course objectives*). If the assessment of the exam is not satisfactory for the student, he/she has the right to withdraw with no consequences in terms of the normal exam procedures.
28. The students have the right to know the outcome of written exams, receive explanations on the correction and assessment criteria *and to see their corrected exam papers. The outcome must normally be communicated within two weeks from the exam date.*
29. In the event of a proven impossibility to participate in the regular exam dates for serious reasons, the student can agree with the official lecturer another exam date during the same session.

Title IV Interns and students on apprenticeships

30. The Politecnico di Milano undertakes to promote apprenticeships and internships in accordance with the didactic aims specified by its competent bodies, taking into account the time necessary for studies and the socio- economic conditions of the students and in a manner that is consistent with their hourly commitments.
31. The internship or apprenticeship activities must be carried out for a total number of hours that corresponds to the number of credits specified in the didactic regulations.
32. At the end of the internship and apprenticeship activities, the student and his/her company tutor shall assess the objectives reached during the course of the period. These objectives are recorded in minutes by the lecturer in charge for the purpose of granting the respective educational credits.

Title V Thesis for "laurea" (equivalent to Bachelor of Science) and "laurea magistrale" (equivalent to Master of Science)

33. The contents, procedures, duration of the final paper, that are agreed at the start of the activity, must be consistent with the educational objectives and with the number of credits specified in the didactic regulations of the programme.
34. The students have the right to be supported in the choice of the subject matter and in the preparation of the degree thesis and to have access to all the documentary material that is necessary to conduct it in the most in-depth manner. The assessment of the thesis must relate to the content and its presentation and the assessment criteria must be specified beforehand in the didactic regulations of the programme.
35. It is strictly the duty of students to conduct the thesis through their personal application to the chosen subject matter, in full compliance with the regulations that govern copyrights and intellectual property at all levels.

Title VI Right to mobility in "laurea" (equivalent to Bachelor of Science) and "laurea magistrale" (equivalent to Master of Science) programmes

36. The Politecnico di Milano promotes specific actions to improve the level of internationalisation of the educational paths in "laurea" (equivalent to Bachelor of Science) and "laurea magistrale" (equivalent to Master of Science) programmes, thanks also to periods of study abroad, on the basis of agreed exchange relations. The activities carried out abroad are recognised as valid for the purpose of their career and for the acquisition of educational credits, in accordance with the terms of the programme agreements, following a consultation with the institutions in question, with the procedures that are applicable at the time of the approval of the mobility request and in accordance with the international regulations.

37. The students have the right to complete information on the opportunity to conduct periods of study abroad and on the applicable conditions and facilitations. They also have the right to transparent selection procedures for access to mobility bursaries, the obtainment criteria for which must be clearly defined in every announcement.
38. The representative for the mobility of the degree programme guarantees that during the didactic period abroad all partner premises shall have lessons that are consistent with the didactic regulations of the programme. The University shall assist students in fulfilling the necessary bureaucratic obligations for undertaking the period of study abroad and in obtaining the full recognition of the credits.

Title VII PhD students

39. *The students enrolled on PhD programmes at the Politecnico have the right and duty to pursue the objectives described in the research project that was approved at the time of the enrolment, or on the basis of the subsequent amendments agreed with the Lecturer Committee. The research activity must be prevalent and every activity that interferes with this must be agreed with the Committee.*
40. *The education of PhD students must take place in accordance with the means established by the Educational Programmes of individual courses. Every PhD student has the right to agree his/her educational path with the Lecturer Committee, in accordance with the constraints established by the Educational Programmes. Every PhD student has the right to have the chance to conduct a part of his/her research abroad in accordance with the procedures envisaged by the doctorate regulations.*

Title VIII Duties of economic contribution

41. Without prejudice to the exemptions established by the law, all students have the duty to participate towards the economic support of the University on the basis of the resources of their family unit. It is the precise and essential duty of students to provide the Politecnico di Milano with income and wealth data that are accurate and which respect their actual living conditions.
42. The students have the right to accurately and transparently know the indices and calculation mechanisms that define the value of the taxes to be paid. They also have the right to know suitably in advance the deadlines for the payment of every individual instalment.

Title IX Governance of the University and student representation

43. All the students have the right to vote and stand for election, in the means and according to the limits envisaged by the prevailing regulations. It is the duty of the University to make known with a significant advance notice and suitably circulate all information that is useful for a broader and more knowledgeable participation to electoral occasions, and to guarantee in all premises spaces and opportunity for electoral propaganda. The University elections must take place during a period and in accordance with procedures that enable the maximum voter turnout.
44. The students exercise their right to representation in the bodies envisaged by the University legislation and by the Statute of the University. The students also have the right to participate in the competent bodies for the assessment of the educational system and for the decisions regarding the didactic organisation, in compliance with the University's regulations.
45. The Student representatives have the right-duty to participate in the sessions of the academic bodies they are part of. The student representatives also have the duty to communicate and respect the provisions of the respective electoral Regulations and to make any variations to their status known immediately.

Title X Final provisions

46. The Charter of rights and duties of the male and female student of the Politecnico di Milano shall be issued with a Rector's Decree, following its approval by the competent bodies. The same procedure shall be adopted for any amendments and updates.

THE RECTOR
Signed Prof. Giovanni Azzone