



**Politecnico
di Torino**

Guidelines for the Approval and Disbursement of Contributions to Student Societies of Politecnico di Torino

**Issued by Executive Order
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PREAMBLE

Pursuant to Article 9 of the Regulations for the **Recognition of Student Student Societies of Politecnico di Torino**, recognized Student Student Societies (hereinafter referred to as "Student Societies") may submit requests for funding or resources for specific initiatives or project activities to the Student Contribution and Project Commission (hereinafter referred to as "Commission").

Student Societies may also obtain temporary use of the University's spaces as they are considered internal entities of the academic community under the "**Regulations for the Temporary Use of Spaces of Politecnico di Torino**" issued by Rectoral Decree No. 6 of January 10, 2023 (hereinafter referred to as "Space Regulations").

The Operational Rules for the recognition of activities and the funding of projects by Teams and Student Student Societies of Politecnico di Torino (hereinafter referred to as "Operational Rules") indicate, in Articles 2 and 4.1, that the Commission is responsible for evaluating and approving any requests for financial contributions for specific initiatives, consistent with the objectives of the Association and the University. For initiatives requiring the use of spaces, the Association must indicate whether it intends to use a University space or an external space. The granting of University spaces is always subject to their actual availability (Article 4.2).

If the initiatives approved for funding involve **the organization of events in University spaces** consistent with the objectives of the Association and the University, under the Space Regulations, the space, if available, is granted: (i) **free of charge** during the University's opening hours provided that no registration fee is required and there are no direct forms of advertising or promotion by external sponsors of the initiative; (ii) **at a reduced rate** if a registration fee is required for the initiative or if there are direct forms of advertising or promotion by external sponsors of the initiative. These rules also apply to cultural, sports, recreational, or assembly initiatives promoted and organized by the Student Societies that do not require financial contributions, **subject to the favorable resolution of the Commission** (Article 4.2 of the Space Regulations).

The granting of spaces by the Administration for initiatives consistent with the objectives of the Association and the University and **not previously approved by the Commission** is subject to the payment of **a flat rate** provided that no registration fee is required and there are no direct forms of advertising or promotion by external sponsors of the initiative. If a registration fee is required for the initiative or if there are direct forms of advertising or promotion by external sponsors of the initiative, the granting is at **a reduced rate**.

GUIDELINES

Article 1. Subject

1. These Guidelines refer to the granting and disbursement of contributions to the Student Student Societies of Politecnico di Torino registered in the Register.

Article 2. Approval and Disbursement of Contributions

1. Student Societies may request contributions from the University to cover costs related to their operations and/or specific initiatives up to a maximum of 10,000 euros per year, meaning the calendar year.

2. Requests are submitted to the Commission by the deadlines set out in Article 2 of the Operational Rules and must be accompanied by a detailed description of the expected costs for each initiative.

3. The Commission evaluates the requests and approves the possible contribution, granted as follows:

a) **For requests for contributions equal to or less than a total of 5,000 euros during the year**, the contribution is granted in the amount of 100% of the declared costs.

b) **For requests for contributions exceeding a total of 5,000 euros during the year**, the contribution is granted as per letter a), up to a maximum of 5,000 euros, and as co-financing by the University of 70% of the costs for the excess part, within the overall limit referred to in paragraph 1. Student Societies may contribute to expenses using, by way of example but not limited to: resources from donations, sponsorships, contributions from members.

4. The Commission, based on a thorough assessment of needs, may arrange for the advance payment of the entire approved amount or the disbursement of funding in tranches related to the progress of activities.

5. Student Societies are required to submit the expense report, as per Article 5 of the Operational Rules, accompanied by fiscally valid supporting documentation, within one month of the conclusion of the approved initiative. Any savings compared to the amount already transferred and received by the Association are returned to the University.

6. Additional requests for contributions beyond those already approved in the year, and in any case within the overall limit referred to in paragraph 1, are considered only upon presentation of the documentation referred to in paragraph 5.

7. If the Association has promptly complied with all the requirements of these Guidelines and the Operational Rules and demonstrated consistent management of the contributions granted with the objectives of the Association and the University for two consecutive years, for requests related to the following year, the co-financing by the University referred to in paragraph 3, letter b), is increased to 80%.

8. Any costs related to the use of University spaces may be subject to a contribution request, within the overall limit referred to in paragraph 1, and according to the procedures referred to in paragraph 2. If approved, they are deducted from the disbursed contribution, within the overall limit referred to in paragraph 1. Any costs exceeding the overall limit referred to in paragraph 1 are settled by the Association with the University according to the procedures provided by the University in implementation of the Space Regulations.