



**Politecnico
di Torino**

STUDENT REGULATIONS

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The English translation of this document is provided as a support to the student community and has no legal effects. The Italian version shall constitute the sole authentic text and will be referred to for any legal matters.

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Art. 1 Glossary and field of application

1. For the purposes of the present Regulations, the following words have been given the following meaning:

- *Academic year*

A twelve-month cycle of educational activities. It starts in October and ends in September of the following year. An academic year is divided in semesters.

- *University system ("ordinamento")*

The system which defines the structure and the organization of academic programmes and establishes the value of the degrees awarded. The system has undergone several modifications over the years, with significant reforms that changed the duration and the structure of the degree programmes. The so-called "new system" (*nuovo ordinamento*) is the set of regulations which came into force in 2004 with the university reform (Ministerial Decree no.270 of 22.10.2004 - D.M. 270). The "old system" (*vecchio ordinamento*) is the set of regulations prior to the university reform (Ministerial Decree no. 509 of 30.11. 1999 – D.M.509 and prev.), which is still valid for students who enrolled in a degree programme before the reform.

- *Academic credit (Credito formativo universitario - CFU)*

A credit measures the learning workload, including individual study, required of a student with a good initial background to gain knowledge and skills through the courses and activities offered by a degree programme. One credit corresponds to an average effort of 25 hours (D.M. 509 of 30.11.1999). Each course is worth a certain number of credits. The student will earn the course credits by passing the end-of-course exam, regardless of the grade obtained.

- *Student Career*

The educational path that a student follows during his/her university studies, from the activation of the student career (enrolment in year 1) to its closure (graduation, withdrawal from studies, transfer out, etc.).

- *Personal Study Plan (PSP)*

The list of all the courses and educational activities that a student must complete during the course of study, from first enrolment to graduation.

- *Annual Personal Study Plan (APSP)*

The list of the courses and exams that a student is going to take during one academic year.

- *First-year student*

A student who enrolls for the first time in a specific university programme at an Italian university.

- *Continuing student*

A student with active student status who is enrolled in a university programme in year 2 or beyond and has paid the tuition fees in full.

- *Student with active student status*

A student keeps his/her active student status until some changes occur (such as graduation, transfer out, withdrawal from studies, forfeiture, etc.) or if the student is suspended due to irregularities (e.g., failure to pay the tuition fees), disciplinary sanctions or upon request of the student (art. 14).

- *Forfeited student*

A student who has lost the active student status and whose student career has been permanently closed.

Other definitions are available in the university glossary at <https://didattica.polito.it/glossary/>.

2. 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 first and second level Specializing Master's programmes, compatibly with the special provisions for such programmes;
- e) students enrolled in single courses;
- 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 these courses.

3. A student obtains the student status when he/she enrolls in the programmes referred to in paragraph 2 of this article.

4. The provisions of the present Regulations apply to the students referred to in subparagraphs a), e), f), of paragraph 2. 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.

5. The Academic Senate has the power to approve the Teaching Regulations of the University.

6. The norms included in the following articles also apply to the students who take part in international mobility programmes, compatibly with the special provisions adopted by the University for such programmes.

Art. 2 Enrolment in a degree programme

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 Teaching Regulations of the various degree programmes, by current legislation, and where applicable, by the specific Calls for applications for admission that regulate the terms and procedures of possible admission tests on a yearly basis.
2. Applicants admitted to Politecnico must enrol online following the guided procedure for enrolment and they must pay the first instalment of their tuition fees.
3. In some cases, students are enrolled with condition even if they have paid the tuition fees. Students enrolled with condition are required to complete the enrolment process and drop their provisional condition in accordance 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 Politecnico website. Depending on the case, the enrolment of students who fail to complete the process by the deadline will be cancelled with immediate effect on any previous academic progress or will be suspended with a hold on any further 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, upon enrolment students can request the evaluation of their previous academic records for credit transfer if they have another academic qualification or have partially completed an academic path, if they are transferring to Politecnico from another university, if they made an internal transfer or a double enrolment.
2. Students who have an academic qualification or have partially completed an academic path are allowed to enrol in a Bachelor's or in a Master's degree programme with credit transfer, upon favourable decision of the Collegio of the degree programme who evaluates the student's previous academic records and identifies the credits that can be recognized and transferred.
3. The Collegi of the degree programme recognize the highest possible number of credits, in compliance with the limits imposed by the Teaching Regulations and the general norms established by the Academic Senate.
4. Credits earned during a Bachelor's degree programme cannot be recognized for courses belonging to a degree programme of higher level.
5. Professional knowledge and skills gained by students (and certified in accordance with current legislation), as well as other knowledge and skills gained during post-secondary educational programmes, designed and implemented with the contribution of Politecnico di Torino, may be recognized by Politecnico di Torino as university credits - in compliance with current legislation and with the rules of the various degree programmes based on pre-defined criteria.
6. Students who intend to transfer to Politecnico di Torino from another Italian university can request credit transfer provided that they meet the admission requirements established by the general University Teaching Regulations, by the Teaching Regulations of the various degree programmes, by current legislation, and where

- applicable, by the specific Calls for applications that regulate the terms and procedures of possible admission tests on a yearly basis.
7. 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.
 8. Under the same conditions, students who have withdrawn or forfeited from studies may apply for the recognition of the exams passed during previous partially completed academic paths.
 9. Students currently enrolled in a Politecnico degree programme who want to transfer to another degree programme 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 to year 2 of their programme of origin, as provided for by the Teaching Regulations of that programme. The Collegio of the programme where the student wants to transfer evaluates the student's previous academic records and identifies the credits that can be recognized and transferred for the definition of the new Study Plan.
 10. For admissions to 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.
 11. 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. The 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* decides on the recognition of previously earned credits and the courses to be taken during the new programme.
 12. Procedures and deadlines for credit transfer are published on the Student Guide every year.
 13. 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 credits for external activities

1. Professional knowledge and skills gained by students and certified in accordance with current legislation, as well as other knowledge and skills gained through post-secondary courses, designed and implemented with the contribution of Politecnico di Torino, can be recognized as credits for Bachelor's and Master's students as per provisions of current legislation.
2. Activities that have been recognized for the attribution of academic 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 courses enrolment

1. Students with an educational qualification valid for university admission can enrol in single courses (first, second and third-level subjects) at Politecnico di Torino with no obligation to enrol in a full programme ending with an academic degree. Students enrolled in single courses can attend the courses, take the exams during standard examination sessions and get a final certificate. The certificate includes the list of the exams that the student passed, the grades and the number of credits.
2. Students are required to apply online for single courses enrolment by the deadlines available in the academic calendar. The Departments may reject an application for enrolment in single courses if the applicant lacks the necessary educational background or if the course is already filled up. The Departments may also identify the courses that cannot be offered for enrolment in single courses.
3. Single courses enrolment is possible in the following cases:
 - a) for professional updating and requalification;
 - b) for students coming from a non-Italian university if there are no specific mobility agreements between Politecnico and the student's university;
 - c) for students who do not meet Politecnico language requirements for admission to a Master's degree programme;
4. Credits earned in single courses may be recognized to students who subsequently enrol in a degree programme at Politecnico di Torino.
5. Single courses enrolment is valid for one academic year only. At the end of the academic year, Politecnico will automatically close the student's career.
6. Specific regulations on single courses enrolment apply to cases regulated by national and international mobility agreements.

Art. 6 Enrolment workload

1. Politecnico students can enrol in a Bachelor's and in a Master's degree programme choosing between a part-time or a full-time enrolment workload. Part-time and full-time students have different payment schemes for their tuition fees. They also enjoy different financial benefits offered by Politecnico or other benefits provided for by current legislation on the right to education. The main difference between full-time and part-time enrolment is the number of credits that students can earn during one academic year. This number is available in the Student Guide and in the Tuition Fees Regulations.
2. 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:
 - a. students who need to balance study with difficult personal conditions such as work, health issues, pregnancy, care of family members.
 - b. students who have less than 40 unearned credits to graduation including the credits of the Final Project/Thesis.

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 do 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 (e.g., getting a certificate, registering for an exam, etc.).

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 that 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. First-year Bachelor's students with full-time workload are automatically given a Personal Study Plan and an Annual Personal Study Plan for their 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 part-time Bachelor's students and Master's students 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. 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) will not be able to add new courses to their Annual Personal Study Plan.

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 Student Guide.
2. The number of weekly hours and the timetable of classes for each course are decided according to the course structure and to 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 timetable of classes. This organization is decided together with the teaching staff and in compliance with the guidelines of the Academic Senate, with the academic calendar and with 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 in the academic calendar, normally before the beginning of the academic year. Graduation periods are set by the University in accordance with its teaching needs and must be made public well in advance.
9. Bachelor's and Master's students must take the Final Examination before 31st December of the academic year of their graduation. 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 in the next academic year.
10. 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 general rule, Bachelor's and Master's students can take the exam of a course included in their Annual Personal Study Plan only after the course has been delivered. For this reason, the exams of the second-semester courses start in the July examination session. If the course syllabus indicates that an exam can be taken before attending the course, regardless of the semester in which the course is delivered, students are allowed to take the exam in any session of the year.
3. Examination sessions and exam dates are published on the student's personal page of the Teaching Portal every year, usually at the beginning of the academic year and in any case with adequate prior notice. Once the exam dates have been 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 or on the official mobile app (PolitoApp).

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. 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 a course currently offered by Politecnico and chosen by the Collegio of their degree programme.
6. There are at least three annual examination sessions for Bachelor's and Master's exams (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 (Winter and Summer examination sessions), students can retake a failed exam. During the Autumn examination session there is only one exam date for all courses.
7. For Bachelor's degree programmes there are two extra examination sessions (one in autumn and one in spring) reserved to the students who have attended ALL the courses of their study plan. During the Autumn examination session (between October and November) students are allowed to take only one exam of a second-semester course or of an annual course. During the Spring examination session (between April and May) students are allowed to take only one exam of a first-semester course.
8. All exams are administered in person at Politecnico. Exams can be oral and/or written and may involve the use of electronic technologies. Students have the right to see their written exam papers. Oral exams are public.
9. Unless otherwise provided, during exams students are not allowed to use electronic devices that might allow communication with external people or sources to acquire information. Exams must be carried out individually and must be the result of one's abilities. Anyone found cheating during an exam may be reported to the Student Disciplinary Board. For exams which require the use of documents or texts, students must abide by copyright legislation and always quote their sources.
10. All students are required to abide by the university regulations and policies on the use of Artificial Intelligence tools and applications.
11. Exams are the sole responsibility of the faculty member responsible for the course, who defines the examination procedures, which must be valid for the entire academic year and must be made public at the beginning of the academic year. The Board of examiners is composed of a minimum of 2 members including the faculty member responsible for the course. The following individuals may be members of the Board of Examiners: Polito professors and researchers, experts who have a teaching/research contract with the university (external lecturers on contract, research fellows, Ph.D. candidates). The faculty member responsible for the course is the only person who can register and confirm exam results.
12. 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 faculty members responsible for the courses/modules and cannot be assessed separately for each course or module.

13. Students are allowed to refuse a grade within 48 hours of the communication of the exam results. After 48 hours, if a student has not refused his/her grade, this is automatically recorded in the electronic transcript. Students are allowed to refuse a grade of the same exam as many times as they wish.

Art. 11 Final Examination rules

1. The Bachelor's 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, unless otherwise provided for by the specific regulations of the degree programme. For Professional Bachelor's degree programmes, the Final Examination consists in a practical project for the assessment of the professional skills learned by the student during the internship in order to ascertain if the student has the necessary technical knowledge to work as a professional.
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 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 the standard tuition fees for the current academic year 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. In some cases the Department has to confirm that the credits are not obsolete before an student can resume his/her studies after an interruption.
3. The years of interruption of studies count towards the calculation of the terms for forfeiture. (art. 15 of the present Regulations).

Art. 13 Withdrawal from studies

1. Students who do not intend to continue their university 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 academic progress issued by Politecnico to withdrawn students include a declaration mentioning their withdrawal from studies.
2. Withdrawal is irrevocable and unconditional. It voids any academic progress made so far and it produces the loss of 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 the student meets the admission requirements.

Art. 14 Suspension of studies

1. A suspension of studies occurs when a student takes a voluntary and temporary break in his/her studies.
 - a) It may be granted to both Bachelor's and Master's students in the following cases:
 - b) pregnancy
 - c) birth/adoption of a child: the suspension is granted to both male and female students for the year preceding or following the childbirth/adoption;
 - d) serious and persistent health problems: (not less than six months) the suspension is granted for the academic year in which the problem occurs or the following year;
 - e) national military service, European voluntary service, international voluntary service, military service and enrolment in an Italian military academy which does not award an academic degree;
 - f) serious personal or family reasons.
2. In the cases mentioned in paragraphs 1 a), b), c), e) students can request a suspension despite having already enrolled in the academic year. Moreover, students are allowed to request more than one period of suspension during their academic studies for these reasons, but each time they will have to make a new request.
3. In the case mentioned in paragraph 1 d) students must request the suspension during the academic year preceding the suspension. As a consequence, students must not re-enrol in the academic year for which they have requested the suspension. In this case, students can request a period of suspension one time only in the course of their academic studies.
4. First-year students (i.e. students who have enrolled for the first time at Politecnico) may be granted a suspension only for the cases referred to paragraph 1 a), b), c), e).
5. During the period of suspension, students cannot progress in their studies with any official act (taking exams, preparing a Final Project/Thesis, etc.) nor they can make use of any administrative or teaching service. All certificates issued by Politecnico will

mention the period of suspension, but students may ask the omission of the motivation for the suspension.

6. The procedures to request a suspension of studies and the subsequent resumption of studies are published on the Student Guide.
7. The years of suspension do not count towards the calculation of the terms for forfeiture (art. 15).

Art. 15 Forfeiture

1. All students enrolled in a Politecnico degree programme, regardless of the university system (ordinamento) to which the programme belongs, incur in automatic forfeiture if they do not pass at least one exam in eight academic years since the last academic year with a passed exam. Possible periods of suspension are not considered in this calculation.
2. An appeal for deferment of the terms of forfeiture is permitted in the event of serious and certifiable reasons in accordance with article 22.
3. Students who passed all the exams of their Study Plan and only have the Final Examination or the Thesis still pending will not incur in forfeiture.
4. 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, unless national provisions or specific Politecnico regulations provide for a compulsory admission test.
5. Students can request the recognition of the credits earned during the degree programme from which they have forfeited in accordance with art. 3, par. 8..

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

1. A transfer out occurs when a student enrolled at Politecnico 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 made any academic progress at the other university, Politecnico di Torino reopens the previous student's career (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 make any academic progress and cannot use any teaching or administrative service offered by Politecnico. In particular, students cannot take any

exam starting from the date of transfer application submission.

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 if they have earned the number of credits required to move to the year 2 of the programme. 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.

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.

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 decides 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 the admission rules of Politecnico on the Student Guide 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.

4. The Student Guide published each year illustrates both the rules and deadlines for internal transfers between two degree programmes at Politecnico and for transfers to/from another university.

Art. 17 Tuition fees

1. The Board of Governors annually determines the tuition fees that students have to pay to enrol in the 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.
2. The Tuition Fee Regulations 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 late administrative operations performed after the official deadlines.
3. Students who do not pay their tuition fees or other due amounts by the deadlines

cannot progress in their studies nor perform any operation (enrolment, exams, withdrawal from studies, etc.). They cannot transfer to other universities. 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 and sanctions

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's 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 Politecnico 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 transfers to a different degree programme or transfer to another university, up to a maximum of three years.
2. The disciplinary sanctions imposed on students are without prejudice to the right and duty of Politecnico to report the facts to the Court in the event of civil or criminal offences.
3. The Rector and the Academic Senate have disciplinary jurisdiction over the students.
4. Upon proposal of the Rector, the Academic Senate appoints a Student Disciplinary Board that examines the facts claimed in a written report. The Board is appointed for three years and may be renewed for another three years. 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 the same level of studies (for students belonging to Specializing Master's programmes and to the Postgraduate School, the Board is completed by a Ph.D. candidate). The Coordinator of the Student Disciplinary Board periodically informs the Academic Senate about its activities.
5. The Disciplinary Board summons the student to hear his/her defence before inflicting a sanction.
6. If needed, 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.

7. Disciplinary sanctions inflicted on a student are recorded in his/her transcript of records and consequently in the transfer out form in the event of a transfer to another university.
8. Without prejudice to the student's right to have access to the documents of the case in which he/she is involved, the individuals who have disciplinary powers and the administrative offices which support them must not disclose the content of the acts in which they have participated or of which they have otherwise become aware.

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' careers; 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 each year on their personal page of the Teaching Portal and on the website of Politecnico.
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. Upon enrolment students receive a student ID number and a Polito mailbox: s<student IDnumber>@studenti.polito.it. The access credentials to the Polito mailbox are needed to log in to any online service of the university. Communication between Politecnico and students takes place primarily through the Polito mailbox, SMS messages sent to students' mobile phones, PolitoApp notifications and the Ticketing Support System.
7. Upon enrolment, newly enrolled students receive a personal smart card with their picture for identification within the university. On the day of the exam, the teaching staff, acting as public official, has the right/duty to verify the identity of the exam takers. Students must show their smart card with picture and a valid identification document. Students who do not have their smart card will be identified by a valid identification document.

Art. 20 Alias identities

1. Upon specific request, Politecnico allows students to use a different name through the activation of an "alias" identity. This "alias" identity is valid exclusively within the university and is governed by a specific agreement between the student and Politecnico di Torino. Students must request the activation of an "alias" identity before

the deadlines for enrolment in the academic year.

2. Politecnico staff members involved the procedures for alias identities must keep all information strictly confidential.

Art. 21 Privacy Policy – personal data processing

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the “Code on the protection of personal data” (D.R. no.196 of 30 June 2003 and further amendments), Politecnico di Torino shall process applicants’ personal data exclusively in pursuit of its institutional aims and for the transparency purposes imposed by the law. Personal data shall be processed in accordance with the principles of lawfulness, fairness and data minimization.
2. The University policy on the processing of personal data is available at: <https://www.polito.it/en/privacy>. The **Data Controller** is Politecnico di Torino, represented by the Rector, with statutory seat in C.so Duca degli Abruzzi, n. 24, 10129 – Turin.
For information and inquiries: politecnicoditorino@pec.polito.it.
3. The **Data Protection Officer** of Politecnico di Torino can be contacted at the following address: dpo@polito.it for inquiries about the processing of personal data and individual rights.

Art. 22 Common, final and transitional provisions

1. On instances concerning the careers and academic progress 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. Appeals should be presented following the instructions available in the Student Guide.
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. 1259 of 13th December 2023 shall cease to have effect.

Art. 23 Enforcement and publication

1. The present Student Regulations are issued with Rector’s decree and come into force 15 days after their publication on the university web site and on the official digital news board.