



**POLITECNICO**  
MILANO 1863

## **Cultural and Social Activities Announcement for Students**

### **Year 2026**

In light of the regulations for the establishment of the Register of University Student Associations and for the funding of self-managed cultural and social initiatives by students at the Politecnico di Milano, and having confirmed the availability of funds, the deadlines for submitting requests for funding aimed at implementing cultural and social initiatives for students are set as follows:

**From 13 October to 3 November 2025, by 9:00 a.m.,**

for initiatives to be carried out between February and 20 December 2026.

Subject to the availability of funds, a reopening of the call is scheduled from 4 to 18 May 2026, by 9:00 a.m., for the submission of new proposals to be carried out between September and 20 December 2026.

The reopening dates may be subject to change due to institutional requirements.

#### **ELIGIBLE APPLICANTS**

- a) Associations and student lists registered in the University Register;
- b) Groups consisting of at least 50 students regularly enrolled at the Politecnico di Milano (for territorial campuses, this number is reduced to 20).

#### **TYPES OF FUNDABLE INITIATIVES**

- Cultural initiatives
- Sports activities
- Technical equipment
- Cultural trips and visits

#### **EVALUATION AND OUTCOMES**

Priority will be given to requests received from lists and associations registered in the University Register. The Permanent Student Committee will evaluate the proposals based on the following general criteria:

- a) Cultural quality of the proposal;
- b) Organizational commitment of the proposing entity, as well as the actual self-management nature of the activity;

- c) Number of students the proposal can engage, including considerations for off-campus, international, and disabled students;
- d) Consistency between the project and the proposed budget for its implementation;
- e) Quality and actual execution of activities by proposing entities that have received funding in previous years.

Requests will not be considered if:

- a) They lack the necessary documentation;
- b) They are submitted outside the specified deadlines;
- c) They involve fewer than 20 students.

The results will be communicated following the meeting of the Permanent Student Committee to the institutional email addresses of the students designated as the responsible and deputy responsible for the initiatives. A list of approved initiatives will be available on the university's website.

# INSTRUCTIONS FOR INITIATIVE DESIGN

## 1. GENERAL PROVISIONS

### 1.1 Agreements with suppliers

The project managers must preliminarily verify the feasibility of each initiative, including the existence of all necessary conditions (authorizations, agreements, and payment arrangements with suppliers, etc.).  
Payment method management: for direct payments by the Politecnico, please ensure that the supplier is willing to accept deferred payments after the provision of the service (payments may be made within 30 days of the invoice date; no advance payments can be made). Otherwise, it is recommended to consider alternative suppliers, or the project manager may advance the invoice amount and subsequently request reimbursement from the Politecnico.

### 1.2 Participants in the initiatives

Participation in the initiatives must be open to all students of the Politecnico di Milano. Activities and trips may not be conceived and organized exclusively for students enrolled in the Association / List / Group; moreover, it is forbidden to make participation in the initiative conditional upon joining the Association, the List, or the Group.

### 1.3 Initiatives, Activities, and Limited-Enrollment Trips

For initiatives that, by their nature, involve a limitation in the number of participants, participation is strictly reserved to students of the Politecnico di Milano, including Erasmus students, students enrolled in single courses, and doctoral candidates. It is specified that students must have an active enrollment status at the time of the initiative.

### 1.4 Activities within University Spaces

For information regarding the use of university spaces, please consult the [Regulations for the Temporary Use and Granting of Spaces](#).

For activities that incur internal costs (e.g., cleaning, audio-visual assistance, material relocation, extended reception hours, dismantling of podiums, security, etc.), it is necessary to request a quote at [eventileonardo@polimi.it](mailto:eventileonardo@polimi.it) or [eventibovisa@polimi.it](mailto:eventibovisa@polimi.it), or through the secretariat of the relevant territorial campus, specifying the project details (date, time, room capacity, and requested services).

This email does not constitute a reservation of spaces, which must be made through the application after the initiative has been approved.

### 1.5 Promotion

The maximum amount that can be requested for social media advertising is €50.00 for each initiative. Regarding the printing of paper materials, in consideration of the university's commitment to sustainability, the production of a limited number of posters (no flyers) is authorized, and the use of QR codes for additional information is recommended.

### 1.6 External Entities Outside the University

No external entity/organization/speaker/company may participate in the initiatives unless approved by the Permanent Student Committee. It is therefore mandatory to specify any external involvement.

### 1.7 Food and beverage

The preparation and distribution of food and beverages are permitted exclusively by specialized economic operators holding the necessary certifications, as specified in the [Regolamento utilizzo e concessione temporanea degli spazi](#).

Should you intend to involve a specialized economic operator, this must be indicated in the project.

### 1.8 T-shirt and hoodies

The purchase may be requested exclusively for the staff who will actually be present during the initiative as organizers. The graphic design must comply with Form 6 (staff t-shirt draft).

### 1.9 Exclusions

Funding cannot be requested for:

- hackathon/challenge with the participation of external companies
- stickers and gadgets
- food, beverages, and related serving products
- registration fees – in full or in part – for courses provided by third parties
- attendance fees for professors, technical-administrative staff, or students of the Politecnico di Milano
- graphic design of promotional material

## 2. CULTURAL AND SPORTS INITIATIVES

### 2.1 Maximum Contributions

For limited-enrollment activities (e.g., courses or sports activities), the maximum contribution per student is €50.00. In the case of activities that extend over multiple days or are particularly complex, the Permanent Student Committee may consider a maximum of up to €100,00.

### 2.2 Speakers

The payment of a fee is mandatory only for freelance professionals. In cases where the payment must be made to an entity (e.g., company, external association, cooperative, etc.) and not directly to the speaker, it will be sufficient to provide the quotation issued by the entity itself. It is therefore necessary to ascertain whether the speaker is a freelancer or not.

For speakers from Italy, a flat-rate fee between €200.00 and €500.00 gross per session may be granted (up to €500.00 for distinguished speakers). For speakers from abroad, a flat-rate fee between €400.00 and €700.00 gross per session may be granted (up to €700.00 for distinguished speakers). To receive payment, it is essential that speakers possess an Italian Tax Code (Codice Fiscale). The speaker's CV must be attached, on the basis of which the Commission will determine the appropriate amount.

Within the limits set out above, reimbursement of travel and/or accommodation expenses may alternatively be provided, with the exclusion of meal costs.

It is not permitted to grant compensation to professors, students, or staff of the Politecnico di Milano, nor to external university professors.

If the topics covered fall within the specific expertise of the University, the proposing party must endeavor to involve an internal professor.

### 2.3 Awards

Awards are funded only if they are consistent with the theme of the initiative. For activities that include awards, the expense is eligible if it does not exceed a value of €60.00 per person, with a maximum limit of €300.00 for each initiative that has funding (excluding the award) of €1,500.00 or less.

For initiatives with funding exceeding €1,500.00 (excluding the award), the total eligible expense can be at most 20% of the funding, with a maximum limit of €1,000.00.

### 2.4 Giornali studenteschi

Per la stampa di nuovi giornali studenteschi, l'importo massimo annuo erogabile è di € 2.500,00 (iva inclusa); mentre per i giornali già finanziati in precedenza l'importo massimo annuo erogabile è € 5.000,00 (iva inclusa).

### 2.4 Student newspapers

For the printing of new student newspapers, the maximum annual amount that can be granted is €2,500.00 (VAT included); for newspapers that have already received funding previously, the maximum annual amount that can be granted is €5,000.00 (VAT included).

## 2.5 Sport Activities

For sports initiatives, medical insurance coverage must always be provided. In the absence of insurance and a contract containing the specific details, the funding request will be considered null and void. For sports tournaments (such as volleyball, soccer, beach volleyball, basketball, etc.), it is recommended that participants submit a medical certificate for non-competitive sports activities.

## 3. TECHNICAL EQUIPMENT

Technical equipment can be requested only if it is essential for the execution of initiatives aligned with the institutional objectives of the Association. The purchased equipment must be made available to the entire community of the Politecnico di Milano, upon request and in agreement with the Office. If future purchases are anticipated, an annual or biennial development plan must be submitted. The proposing entity will be responsible for the equipment and must maintain a detailed inventory that will be updated regularly.

## 4. TRIPS AND CULTURAL VISITS

### 4.1 Travel Agency and Insurance

The technical organization of proposals related to trips and visits—except for visits conducted within the city of the proposing entity's affiliated Campus—must be entrusted to a tour operator or travel agency, which should be contacted for quotes and service provision. This quote must clearly indicate the individual costs involved (e.g., transportation, meals for the driver, etc.), including mandatory travel insurance. The insurance coverage contract must be uploaded along with the quotes. In the absence of insurance, the request will be considered null and void.

### 4.2 Meals and Accommodation

The costs of meals and accommodation for participants cannot be funded.

### 4.3 Maximum Contribution

Regarding the contributions granted for each participating student, the following maximum limits are established:

MAXIMUM CONTRIBUTION PER PERSON	
DAYS	€
1 day (both on-campus and off-campus)	50
2 days	60
3 days	90
4 days	120
≥ 5 days	150

### 4.4 Calculation of Days

If the departure is scheduled after 7:00 PM, the day of departure will not be counted for the contribution calculation. Similarly, if the return is scheduled before 7:00 AM, the day of return will not be counted.

### Examples:

#### CASE A: Equivalent to 5 days

Departure: Thursday at 6:30 PM

Return: Monday at 7:30 AM

#### CASE B: Equivalent to 3 days

Departure: Thursday at 7:30 PM

Return: Monday at 6:30 AM

#### CASE C: Equivalent to 4 days

Departure: Thursday at 7:30 PM

Return: Monday at 7:30 AM

## INSTRUCTIONS FOR SUBMITTING INITIATIVES

### WHO MUST COMPLETE AND SUBMIT THE REQUEST

- a. For Representative Lists → Legal Representative
- b. For Student Associations → President
- c. For Groups → Group Leader

### FORMS

The forms (in editable PDF format) to be used for submitting requests are available on the university website in the section "CALL FOR PROPOSALS AND DOCUMENTS" at the link: [Student cultural activities and trips - polimi](#)

### Forms Legend:

MODULO	DA UTILIZZARE PER
Form 1	Applications for trips and tours
	Application for Sports Activities with Transportation Expenses
Form 2	Applications for cultural activities
	Application for Sports Activities without Transportation Expenses
	Applications for technical equipments
Form 3	Planned expenses
Form 4	List of initiatives funded 2025
Form 5	Formal statement
Form 6	Staff t-shirt for associations
Form 7	Notes on self-managed sport activities

## Specific for Groups

To submit the request, groups must collect at least 50 signatures (20 for Territorial Campuses) from students who intend to support the proposed initiatives. The form for collecting these signatures must be requested by the Group Leader at the email address [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it), specifying the final and complete name of the Group. The Leader must share the link to the received form with the students supporting the Group.

The deadline for collecting signatures coincides with the closing date and time of the Call for Proposals.

## STEP 1: THE FORM

### Filling Out the Form

For each initiative for which funding is requested, the form at the following link must be completed:

OPENING CALL FORM (October/November 2025): <https://forms.office.com/e/9aj6QRRFKp>

REOPENING CALL FORM (May 2026): <https://forms.office.com/e/SdavaqrZR7>

When completing the form, all elements necessary for the evaluation of the proposal must be clearly provided.

### Budget Plan

The Budget Plan for the initiative must be uploaded with each form.

How to do it?

1. Complete Form 3 by entering all the items from the quotations.
2. Attach all quotations to Form 3, following the order already indicated in the budget plan. Quotations must be on the supplier's letterhead and addressed to the initiative managers.
  - For online quotations, a screenshot showing the amount and the website name is sufficient.
  - The quotation for costs related to the use of Politecnico spaces must also be included and attached to the budget plan.
  - For trips or activities requiring insurance, the relevant contract must also be attached.
  - If a fee is requested for a speaker, enter "fee" in the *item column* and the speaker's name in the *supplier column*.
  - Each item for which a purchase is requested must be listed individually. **It is not permitted** to group different items purchased from the same supplier under a general name (e.g., *item*: electrical components, *supplier*: Amazon).
  - If the total amount of quotations exceeds the maximum fundable amount, only those necessary to cover the fundable amount must be attached.

The budget plan uploaded to the form must be renamed as: *Form 3 – [name of the initiative]*.

## STEP 2: DEADLINE FOR COMPLETION AND EMAIL SUBMISSION

After completing the form for each initiative, it is necessary to send an email to [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it), attaching:

- Form 1 and/or Module 2, duly completed
- Form 4, only for lists/associations/groups that received funding through the previous call (necessary also for the reopening of the Call)
- Form 5, only for Groups.

The subject of the email must be: *Cultural Activities Call 2026 - Name of the List/Association/Group*. All modules attached to the email (as listed above) must be renamed to include the name of the List/Association/Group.

At the time of sending the email, the documentation must be complete, and Step 1 must be finalized for all initiatives. No additions or modifications will be requested or accepted.

**The submission process is considered complete only with the sending of the email containing the above-mentioned items and within the deadlines of the call for proposals.**

Il Dirigente dell'Area Campus Life  
Dott.ssa Chiara Bianca Pesenti

Firmato digitalmente ai sensi del CAD – D. Lgs 82/2005 e s.m. e i., art. 21 c.1.

For information: Community Life and Merchandising Unit - [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it)