



THE DIRECTOR

HAVING REGARD to Italian Law no. 390 dated 2nd December 1991 *"Regulations on financial aid and university study grants"*;

HAVING REGARD to Italian Legislative Decree no. 109 dated 31st March 1998 and subsequent amendments and additions, implementing the regulations of the ISEE (Equivalent Economic Situation Indicator) as a parameter by which to assess the economic situation of university students in order to access benefits assigned under calls for applications;

HAVING REGARD to Italian Presidential Decree dated 9th April 2001 *"Provisions for uniform treatment on financial aid and university study grants, in accordance with Article 4 of Italian Law no. 390 dated 2nd December 1991"*;

HAVING REGARD to Italian Regional Law no. 33 dated 13th December 2004 *"Regulations on regional interventions financial aid and university study grants"*;

HAVING REGARD to the Memorandum of Understanding signed on 19th July 2010 between the Lombardy Regional Authorities and the Ministry for Education, University and Research;

HAVING REGARD to Italian Law dated 30th December 2010 *"Regulations on the organisation of universities, academic staff and recruiting and appointment to the government to encourage the quality and efficiency of the university system"* and, in particular, art. 5, paragraph 6;

HAVING REGARD to Italian Ministerial Decree dated 22nd February 2011 *"Update of maximum limits to the Equivalent economic situation indicator and the Equivalent equity condition indicator for the academic year 2011/2012"*;

HAVING REGARD to Italian Ministerial Decree dated 22nd February 2011 *"Update of minimum limits to study grants for the academic year 2011/2012"*;

HAVING REGARD to the resolution by the Regional Council of Lombardy no. IX/1876 of 15.06.2011 concerning *"Determinations on the method and minimum forecasts for the assignment of benefits assigned under calls for applications for financial aid and university study grants - academic year 2011-2012"*;

HAVING REGARD to the resolutions of the S.A. of 20th June 2011 and the Board of Directors of 28th June 2011

DECREES

the issue of the Call for applications for the assignment of financial aid and study grants for the academic year 2011/2012, which constitutes an integral part of this administrative deed.

Milan, 29th June 2011

The Director
(Department of Services for Students and Undergraduates)
Dott.ssa Assunta Marrese

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POLITECNICO

DI MILANO

***CALL FOR
APPLICATIONS***

***for the assignment of
financial aid and study
grants***

Academic Year 2011/2012

GENERAL PART

Financial aid and Study grants Politecnico di Milano

The benefits concerned by this call for applications are as follows:

- study grants
- integrations to study grants for participation in international mobility programmes
- integrations to study grants for graduates ('degree awards')
- beneficial-rate accommodation service
- catering service for relevant students/study grant beneficiaries
- extraordinary grants

The above benefits are exempt from income tax, as envisaged by Circular no. 109/E dated 6th April 1995 issued by the Italian Finance Ministry.

Art. 2 TARGET BENEFIT BENEFICIARIES

The following may participate in the call for applications:

- **Italian citizens;**
- **citizens of European Union Member States;**
- **citizens of States not belonging to the European Union** ('non-EU students')¹;

who meet all the following criteria:

1. **REGULARLY ENROLLED** for academic year 2011/2012 in the courses pursuant to **Art. 3** below;
2. Meeting the **ECONOMIC REQUIREMENTS** pursuant to **Art. 4** below;
3. Meeting the **MERIT REQUIREMENTS** pursuant to **Art. 7** below;
4. **EFFECTIVELY AGED** no more than 32 years old for students enrolling for three-year degree courses or the single-cycle *magistrale* degree course and no more than 35 years old for students enrolling for *magistrale* degree courses on the date on which the application is presented.

Students ENROLLED WITH A FOREIGN UNIVERSITY and admitted to courses run by the Politecnico under the scope of international exchange agreements cannot participate.

Art. 3 COURSES FOR WHICH BENEFITS ARE GRANTED

¹ For a definition of "foreign student" please refer to Italian Presidential Decree no. 394 dated 31st August 1999, implementing Italian Legislative Decree no. 286 dated 25th July 1998.

In order to participate in this call for applications, students **MUST BE ENROLLED** or **EXPRESS THEIR WISH TO ENROL** for the academic year 2011/2012:

- in a **regular year** of a degree course, single-cycle *magistrale* degree course, *magistrale* degree course;
- in a **further year**, in addition to those envisaged by the teaching programme for the study course attended;
- in **two further years**, in addition to those envisaged by the teaching programme, in the event of the following participating in the call for applications:
 1. handicapped students with disability class of at least 66%;
 2. students applying for extraordinary grants (see Chapter VI – Special Part);
- in **three further years**, in addition to those envisaged by the teaching programme, in the event of **handicapped students with disability class of at least 66%**, applying for **the assignment of beneficial-rate accommodation**.

Students may also participate in the call for applications if enrolled, or intending to enrol:

- in a **specialisation course**;
- in a **research doctorate course** (if not beneficiaries of a study grant pursuant to Italian Ministerial Decree no. 224/1999 or research cheque pursuant to Italian Law no. 449 dated 27th December 1997);
- in **individual courses** for the purpose of acquiring **curricula supplements** required for enrolment on **magistrale degree courses as from the second semester** (*please see that specified on this account in paragraph 5.2. - Special Part – Chapter I "Study Grants"*);
- in **magistrale degree courses as from the second semester** (*please see that specified on this account in paragraph 5.2. - Special Part – Chapter I "Study Grants"*).

PLEASE NOTE: Students may present applications **EVEN PRIOR TO HAVING FORMALISED ENROLMENT/REGISTRATION** for the academic year 2011/2012. **THE ASSIGNMENT** of benefits is, however, subject to **COMPLETION OF ENROLMENT** within the terms specified by the **academic calendar** or **call for applications** for admission to research doctorate and specialisation courses.

Art. 4 ECONOMIC REQUIREMENTS

The student's economic situations are evaluated on the basis of the **Equivalent Economic Situation Indicator** (*hereinafter also referred to as the "ISEEU"*) and the **Equivalent Equity Situation Indicator** (*hereinafter also referred to as the "ISPEU"*).

The above certificates are issued **to the student or to a person appointed by the student** by the **CAAFs (Tax Assistance Authorised Centre)** and provide the data relating to the members of the student's family nucleus, the income received in 2010 and the value of the assets/property held as of 31st December 2010, **both in Italy and abroad**.

PLEASE NOTE: The ISEEU and ISPEU must relate - at risk of exclusion from the call for applications - to **income received in 2010** and the value of **assets and property owned as of 31st December 2010**.

PLEASE NOTE: Regardless of scholastic merit, students whose ISEEU exceeds **19,595.63 euros**, or whose ISPEU exceeds **33,067.63 euros** are excluded from the assignment of study benefits.

Art. 4.1 Definition of "Nuclear Family"

For the purpose of granting benefits, the student's "**nuclear family**" comprises the **student him/herself** and all those included as having the same address, as resulting from the **official family residence certificate** even if not blood-related.

In any case, the following are considered as part of the student's nuclear family²:

- the **student's parents** – not legally separated or divorced – and other children under their responsibility, even if not recorded as having the same address on the official family residence certificate;
- the **parent receiving maintenance cheques** for the student, in cases of divorce or separation;
- any **parties entrusted** to the care of the student's parents.

² See Art. 1-*bis* of Italian Prime Ministerial Decree no. 221 dated 7th May 1999.

In preparing the ISEEU/ISPEU, the members of the student's nuclear family will be considered as resulting **on the date on which the application is presented.**

In the event of **changes to the members of the nuclear family or changes to economic situations** occurring subsequent to the date on which the application is presented, the student should present a new ISEEU/ISPEU declaration to the Financial Aid and International Mobility Service.

Art. 4.2 "Independent Student" Nuclear Family

A student constitutes his/her own nuclear family independent of that of his/her family of origin where **BOTH** the following criteria are met:

- A. RESIDENCE** – as recorded on the official family residence certificate – different from that of the family of origin **for at least two years**. The student's residence must not be in a property owned by a member of the original nuclear family;
- B. acquisition** – **for at least two years** - of **OWN, TAX-DECLARED INCOME of at least 7,562 euros per year**, deriving from subordinate or any other form of employment. For the purpose of this provision, the employment must not be provided by a member of the student's family.

In all cases where the student, despite not living with the original family, does not meet the criteria of independence, reference is made to the members and economic and equity conditions of the original nuclear family.

Should the official family residence certificate show that the independent student shares their residence with another person, the income of both shall be considered, even if not blood-related.

Art. 4.3 Married students

Married students are always part of the **independent nuclear family with their spouse** unless they are still officially recorded as with their original nuclear family. In this case, for ISEEU purposes, the nuclear family shall consist of the husband and wife and the other persons stated on the official family certificate.

Art. 4.4 Student with brothers and sisters earning income and/or owning equity

In order to take due consideration of parties bearing the onus of maintaining the student, the income and/or equity of the student's brothers and sisters who are considered part of the nuclear family shall go towards forming all indicators of the economic situations. They shall be considered at a rate of 50%.

Art. 4.5 Income and assets abroad

The income and assets of the members of the nuclear family received abroad in 2010 shall be measured according to the average exchange rate for 2010.

Property owned abroad as of 31st December 2010 is only assessed in the case of buildings and is considered at the conventional value of 500 euros per square metre.

Art. 5 HOW TO APPLY FOR THE ISEEU and ISPEU

Italian and foreign students must contact **AUTHORISED TAX ASSISTANCE CENTRES** (*hereinafter also referred to as "CAAF"s*) for the completion of the ISEEU.

In Italy, there are both **CAAFs WITH SPECIFIC AGREEMENTS IN PLACE WITH THE POLITECNICO** and **CAAFs WITHOUT SPECIFIC AGREEMENTS** with the University. For a list of CAAFs with specific agreements, please see the official University website.

The **CAAFs with specific agreements in place with the Politecnico** guarantee:

- **assistance free of charge;**
- **the telematic sending of the data relating to the student's ISEEU to the *Financial Aid and International Mobility Service*.**

Should the student decide to contact **CAAFs without specific agreements with the University**, the student him/herself shall pay for **any economic charges** and personally **send the ISEEU declaration** to the competent departments within the terms specified on the call for applications.

PLEASE NOTE: The data relating to the student's ISEEU and ISPEU must reach the *Financial Aid and International Mobility Service* within the terms established for the presentation of applications.

In view of the summer closure of public offices, students wishing to apply for the beneficial-rate accommodation service are advised to produce the ISEEU/ISPEU certificate as early as possible and in any case to attach a scanned copy of the on-line request. This will allow the offices to correctly process the provisory honours lists of accommodation, which will be published on 17th August 2011 (see Chapter IV, Art. 8).

Art. 6 ISEEU/ISPEUs FOR FOREIGN STUDENTS

PLEASE NOTE: Foreign (EU and non-EU) students **must** avail themselves of the assistance of **CAAFs with specific agreements in place with the University**.

To facilitate preparation of the ISEEU and ISPEU declaration, several **competent offices have been assigned for the PREFERENTIAL acceptance of documents from foreign students** (for a detailed list of these offices, please refer to the website www.polimi.it/caaf)

These CAAF's will allow the student to benefit from assistance in completing the ISEEU, even if the party concerned is abroad.

To obtain completion of the ISEEU Declaration, foreign students must **present the following original documents to CAAF's with specific agreements in place with the University:**

- members of the nuclear family;
- income produced abroad in calendar year 2010 by each member of the nuclear family

the document must clearly state the income referring to calendar year 2010.

Should one or more members of the nuclear family **not have received any income** in 2010, the student must in any case present a declaration to this effect.

- buildings owned by the nuclear family, specifying the square metres;

- value of assets held by the nuclear family as of 31st December 2010 (bonds, dividends, shareholdings, portions of the shareholders' equity of any companies held, etc.).

The Financial Aid and International Mobility service CANNOT ACCEPT OR ASSESS ANY DOCUMENTS REQUIRED TO COMPLETE THE ISEEU. These must therefore be delivered personally by the student – or by a representative of the student - only to the CAAFs stated above.

The documents needed to complete the ISEEU must be issued by the competent **Authorities of the State** in which the income was produced and legalised in accordance with that specified at Paragraph 6.1 below.

A **translation into Italian** of the above documents drawn up in the relevant foreign language must be attached and **certified** as compliant to the original foreign text by the **competent diplomatic or consular representation** or by an **official translator**.

PLEASE NOTE: Foreign students are ALSO **obliged to declare any income and assets as may be held in Italy** by his/her nuclear family³.

Art. 6.1 The legalisation of documents

Documents are legalised differently in different countries. Legislation falls under 4 major areas:

A) Countries in which documents are **not legalised**.

B) Countries in which documents envisage the exemption from the consular/diplomatic stamp of the Italian embassy, but **must bear an Apostille stamp**: in accordance with the **1961 Hague Convention**, documents issued by the local authorities of one of these countries are exempt from legalisation by the Italian Embassy but must bear the "Apostille" stamp as established by said Convention.

C) Students belonging to **particularly poor countries**. For foreign students from particularly poor countries (specified by decree issued by the Ministry for Education, University and Scientific Research by agreement with the Ministry for Foreign Affairs and listed below), the assessment of the economic situation may be certified by the Italian Representation in the country of origin, which must certify that the student does not belong to a notoriously high-income, high-social status family. This certificate may also be issued by the university of

³ On this matter, please refer to Italian Legislative Decree no. 109 dated 31st March 1999 and subsequent amendments and additions.

enrolment that is linked by agreement or convention with the Italian Universities or bodies qualified to provide a guarantee of economic coverage, as envisaged by current legislation on the enrolment of foreign students in Italian universities. In this latter case, the certifying body undertakes to repay the grant on the student's behalf in the event of forfeiture of this condition.

D) All other countries not falling into groups A, B and C: all students belonging to countries not specified at the points above must ensure the legalisation of the documents issued in their country of origin through the Italian Embassy or Consulate.

For a specific list of countries falling under categories **A) B) and C)** above, see **Attachment A**, which is an integral part of this Call for applications

Should the student, for proven reasons, encounter difficulty in obtaining the documents in the country of origin, he/she may contact the foreign consulate in Italy. In this case too, documents must be translated and legalised. In this case, legalisation takes place at the territorially competent Prefecture, i.e. the Prefecture of the city where the foreign consulate issuing the document is based.

Art. 6.2 Stateless students or political refugees

Stateless students or political refugees must attach **the official statement certifying his/her stateless situation or status as political refugee** as issued by the Italian Home Ministry or Office of the United Nations High Commissioner – Italy Department, to their application.

For the purpose of evaluating the economic situation, the ISEEU of these students shall be prepared considering only income received and any equity held in Italy as of 31st December 2010 shall be considered.

Art. 7 MERIT REQUIREMENTS

A) Regular educational progress

There must be no **interruptions to the regular progression of the years of course** attended (e.g.: transfers with repetition of a year of course, renunciation of studies with new enrolment, forfeiture of studies with new enrolment, etc.) for the level of study for which the benefit is requested.

B) CFUs to be attained

Students enrolled on degree courses/single-cycle *magistrale* degree courses/*magistrale* degree courses

With regards to students enrolled in **degree courses, single-cycle *magistrale* degree courses, *magistrale* degree courses**, the term **MERIT REQUIREMENT** refers to the number of training credits (*hereinafter also referred to as "CFU"s*) that the student has to attain in order to be assigned/retain the benefits requested (see paragraph 7.1).

PLEASE NOTE: The number of credits required is calculated with reference to the year of first **REGISTRATION**, i.e. with reference to the first year in which the student enrolled with **any university**, whether in **Italy or abroad**.

This rule therefore applies in all cases where a student for example **changes faculty, degree course and/or university**.

Students enrolled in research doctorate courses

For students enrolled on **specialisation courses** and **research doctorates**, the merit requirements are met with **admission to courses** in accordance with the methods envisaged by the respective teaching orders.

*Art. 7.1 Merit requirements for students enrolled on degree courses, single-cycle *magistrale* degree courses, specialised/*magistrale* degree courses*

First years

These students must show that they meet the economic requirements and **must pass the study course admission test with no compulsory additional qualification modules (total OFAs, OFAs in mathematics and design/representation)**

More specifically, the second instalment of the grant will only be paid upon attaining, by **10th August 2012**:

- at least **35 credits** for those enrolled on locally- and nationally-programmed courses;
- at least **40 credits** for those enrolled on Design School courses.

Any student attaining the above number of credits **subsequent to 10th August 2012, but by 30th November 2012**, despite **NOT** having the right to the assignment of the second instalment of the grant, may, however, retain the first instalment of the grant. In this case, moreover, total exoneration from payment of university taxes shall not be granted, but rather exoneration from half (50%) of the contributions due.

The benefit will instead be REVOKED should the student fail to attain the credits required for the assignment of the second instalment of the grant by 30th November 2012.

Should the grant be revoked, not only will the second instalment of the study grant not be paid, but the student must also return all amounts he/she has received up until that point, including the monetary value of any services used (e.g. catering and accommodation services).

The provisions concerning the revocation of benefits and minimum merit limits to which payment of the second instalment is subjected do not apply to handicapped students with disabilities recorded as at least 66%.

Years subsequent to the first

For the purpose of assigning/retaining benefits, any student enrolling for years subsequent to the first in degree courses, single-cycle *magistrale* degree courses or *magistrale* degree courses must attain the number of training credits specified in the tables below **no later than 10th August 2011**.

Degree courses, single-cycle magistrale degree courses and magistrale degree courses as form academic year 2011/2012

<i>Study courses</i>	<i>Course year</i>				
	<i>2°</i>	<i>3°</i>	<i>4°</i>	<i>5°</i>	<i>Last semester</i>
Degree	35	90	-----	-----	150
Single-cycle magistrale degree	35	90	150	210	270
Magistrale degree	35	-----	-----	-----	90

Design School courses as from academic year 2011/2012

<i>Study courses</i>	<i>Course year</i>				
	<i>2°</i>	<i>3°</i>	<i>4°</i>	<i>5°</i>	<i>Last semester</i>
Degree	40	90	-----	-----	150
Magistrale degree	40	-----	-----	-----	90

Locally-programmed courses for students enrolled up to academic year 2010/11

<i>Study courses</i>	<i>Course year</i>				
	<i>2°</i>	<i>3°</i>	<i>4°</i>	<i>5°</i>	<i>Last semester</i>
Degree	25	80	-----	-----	135
Magistrale degree	30	-----	-----	-----	80

Nationally-programmed courses for students enrolled up to academic year 2010/11

<i>Study courses</i>	<i>Course year</i>				
	<i>2°</i>	<i>3°</i>	<i>4°</i>	<i>5°</i>	<i>Last semester</i>
Degree	30	90	-----	-----	150
Single-cycle magistrale degree	30	90	150	210	270

Nationally-programmed courses for students enrolled prior to academic year 2007/2008

<i>Study courses</i>	<i>5°</i>	<i>last semester</i>
Single-cycle <i>magistrale</i> degree	—	269

Students enrolling for the first year of a *magistrale* degree course as from the second semester for whom the *Study Syllabus envisages* – for that same semester – a maximum number of CFUs that is LOWER than the number of credits required by the call for applications in order to attain the assignment of benefits for the second year (30 CFUs) need merely have attained a number of credits corresponding to the (lower) quantity envisaged by the Study Syllabus by 10th August 2011.

Art. 7.2 Changing course or faculty

Considering the year of first registration, any students enrolled in the first year of degree courses following a change of faculty or course, will be considered as enrolled in years subsequent to the first.

In this case, the number of CFUs recognised by the relevant Study Course Council by the date of payment of the second instalment of the study grant will be considered.

Art. 7.3 Merit requirements for handicapped students

Disabled students with disability levels of at least 66% may be assigned individual merit requirements according to the type of disability. These may differ up to 40% from those specified above. Merit requirements will be established by a specific commission who shall consult with the teacher appointed to the integration of disabled students.

Art. 8 BONUSES

Students enrolled in the **first, second and third year of degree courses and single-cycle *magistrale* degree courses** may use a credit 'bonus' to allow them to overcome any differences between the minimum number of training credits required by the call for applications and the credits effectively attained.

The value of the 'bonus' differs according to the year of enrolment in which the student decides to use it. More specifically:

- **5 credits**, if used for the first time to attain the balance of the study grant in relation to the first year of the degree and *magistrale* degree and to attain benefits for the second academic year;
- **12 credits**, if used for the first time to attain benefits for the third academic year;
- **15 credits**, if used for the first time to attain benefits for subsequent academic years.

the bonus may **only** be used **once**. It is **not cumulative**.

Art. 8.1 How to use bonuses

Bonuses only mature during the degree course and single-cycle specialised degree courses (up until the third year).

They can be used as follows:

- bonus credits are added to the credits effectively attained by the student, exclusively for the purpose of attaining **the minimum merit requirement** established by the call for applications;
- if the student should recourse to just part of the bonus, he/she may only use the residual, unused portion in subsequent academic years;
- students enrolled in *magistrale* degree courses may only use the portion of the bonus matured and unused during the degree course;
- students enrolled in years subsequent to the third of single-cycle *magistrale* degree courses may only use the portion of the bonus unused by the third year of the degree course;
- **students from other Italian universities** enrolling in *magistrale* courses run by the Politecnico must show that they have never used the bonus during the three-year course, or that they have only used a portion of the bonus matured;

Art. 9 CURRICULA TRAINEESHIPS

For the purpose of calculating the training credits needed to attain benefits, the Politecnico di Milano may also consider the CFUs relative to **curricula traineeships** completed by the student, as long as they are included in the student's career path by **14th October 2011**.

Art. 10 ENROLMENT IN INDIVIDUAL COURSES AND EXTRA-CURRICULA TEACHINGS

For the purpose of assessing merit requirements, training credits are also considered when attained by students enrolling in **individual courses in order to acquire the curricula integrations necessary to admission to *magistrale* degree courses AS FROM THE SECOND SEMESTER**.

For merit purposes, **EXTRA-CURRICULAR TEACHINGS** will also be considered valid, as long as they are included in the student's career path by 10th August 2012.

Art. 11 PRESENTING AN APPLICATION

The student must have completed all of the following no later than the terms established by the call for applications in relation to each benefit:

1. complete the specific on-line form available from the website www.polimi.it/borse --> **modulo online**, or www.polimi.it/residenze;
2. print out and sign the **summary sheet** that, once the on-line form has been completed, will be e-mailed to the student's address as specified on the application, or, for students already enrolled with the Politecnico, to the institutional e-mail address name.surname@mail.polimi.it;
3. send the following to the Financial Aid and International Mobility Service:
 - a. **signed summary sheet**;
 - b. **photocopy of the identity document**;
 - c. **ISEEU declaration** in all cases where the student has contacted **CAAFs without specific agreements in place** with the Politecnico;
 - d. any other **documents as may be required by the call for applications** in relation to the individual benefits.

PLEASE NOTE: Foreign students enrolling with the Politecnico for the first time must attach a **COPY OF THE DECLARATION OF VALUE** to the application, certifying the **validity and value** of the qualifications attained abroad.

Students must present the *Financial Aid and International Mobility Service* with the signed summary sheet and all documents required by the call for applications in any of the following ways:

- by **fax** to +39 02.2399.4468;
- by **ordinary mail** to Politecnico di Milano, Area Servizi agli Studenti e ai Dottorandi - Servizio Diritto allo Studio e Mobilità Internazionale - Via Golgi, 42 - 20133 Milan, Italy;
- by **e-mail** to dirittoallostudio@polimi.it. Students must attach the signed summary sheet and all necessary documents in pdf format. E-mails simply forwarding the summary sheet will not be considered;
- **in person** at the Financial Aid and International Mobility helpdesks based at no. 42 Via Golgi, open to the public from Monday to Friday, 9.30 a.m. - 12.30 p.m..

PLEASE NOTE: all the University offices will be closed from 8th to 15th August 2011.

To facilitate the presentation of applications, the following are available to the students:

- a **telephone helpdesk** (tel.: +39 02.2399.4471 – 02.2399.4472 – 02.2399.4474) operative from Monday to Friday, 9.30 a.m. - 12.30 p.m.;
- some **internet-connected workstations** in the offices at no. 42 Via Golgi that can be used to complete the on-line application;
- an e-mail service dirittoallostudio@polimi.it.

Students must **notify the *Financial Aid and International Mobility Service* of any change involving the assignment of benefits as may occur subsequent to the presentation of the application** (by way of example, these may include: obtaining an alternative study grant or economic aid, transfer to another university, finding of employment, impossibility of continuing studies, withdrawal of enrolment, change to student's civil or economic status, etc.).

11.1 Presentation of the application in the event of transfer to another university

Should, following the start of the academic year, the student decide to move to a different university, the application will be automatically sent to the competent body for Financial Aid of the university to which the transfer application has been requested. From the time notice is given of the transfer, the student shall forfeit their rights to use any benefits as may have been recognised by the Politecnico di Milano. The student shall be obliged to return all amounts received thus far.

Any student who, after the start of the academic year, should choose to transfer to the Politecnico di Milano from another university must request that the Body for Financial Aid of the University of origin transmit the application, as long as it is presented within the terms established for the call for applications of the University of origin. The transfer must have been duly completed prior to the publication of the definitive honours list.

Art. 12 NON-ADMISSION TO THE CALL FOR APPLICATIONS

Any students meeting the following criteria may not participate in the call for applications for the academic year 2011/2012:

- A.** those in possession of a **QUALIFICATION** – attained either in Italy⁴ or abroad – **OF AN EQUAL OR HIGHER LEVEL** to the study course for which the benefits are requested for academic year 2011/2012;
- B.** those who are **BENEFICIARIES OF OTHER FORMS OF ECONOMIC AID** supplied by the Politecnico or by other public or private entities;
- C.** those who are **ASSIGNED FREE PLACES IN COLLEGES, RESIDENCES OR BOARDING SCHOOLS NOT MANAGED BY THE POLITECNICO DI MILANO**. Should the benefits be partial, benefits will be assigned proportionally.

In these cases, the student has the **faculty to choose** to benefit from one or the other. As such, any student who has been assigned other forms of economic aid may only participate in this call for applications if **renouncing the benefit** with written deed addressed to the entity supplying it. A copy of the deed of renunciation must also be sent to the Financial Aid and International Mobility Service by the date on which the definitive honours lists are published.

⁴ A tale fine si intendono anche i titoli rilasciati precedentemente all'attuazione del D.M. 509/1999

Should the student, at the time of requesting the benefits pursuant to this call for application, even have **ONLY REQUESTED** other forms of economic aid (or the assignment of free places in colleges, boarding schools, etc.), **WITHOUT HAVING BEEN INFORMED OF THE OUTCOME**, he/she must in any case inform the Financial Aid and International Mobility Service of this fact. In any case, the student must opt to use one or the other benefit by the date on which the definitive honours list is published.

PLEASE NOTE: The following are instead **compatible** with the assignment of Financial aid and Study grants:

1. contributions for students enrolled in the Alta Scuola Politecnica;
2. international mobility study grants/contributions;
3. contributions – accommodation assigned by the Scuola di Dottorato

Additionally, the following students may not participate in the call for applications:

- D. those who at the time of presenting the application have **OUTSTANDING AMOUNTS OWING** to the Politecnico;
- E. students whose study plan for the academic year 2011/2012 exclusively comprises teachings/training activities contained in the study plan presented the previous academic year (the so-called '**REPETITION OF THE CURRENT YEAR**');
- F. students attending courses run by the Politecnico but who **ARE ENROLLED WITH A DIFFERENT UNIVERSITY** under the scope of international exchange projects.

Art. 13 EXCLUSION FROM HONOURS LISTS

The following students are automatically **excluded from honours lists**:

- A. those presenting an application beyond the terms or presenting an application lacking in the data required;
- B. those who fail to present the compulsory documentation required by the call for applications, or who present false/irregular documents;
- C. those failing to complete enrolment on Politecnico courses for the academic year 2011/2012 within the terms envisaged by the academic calendar or by the calls for applications for admission to research doctorate and specialisation courses.

Art. 14 FORFEITURE OF THE ASSIGNMENT OF BENEFITS

The right to the benefits pursuant to this call for applications shall be forfeited where the student:

- incurs disciplinary sanctions over and above written warnings for infractions committed with regards to the Politecnico di Milano;
- following due investigation, is found to have presented an untruthful declaration or irregular document.

Should the right be forfeited, the student must return all amounts received thus far, including the monetary value of any services used (e.g. catering and accommodation services).

Art. 15 CHECKS ON THE TRUTHFUL NATURE OF DECLARATIONS

The Politecnico di Milano shall verify that the declarations made by the student are truthful, **even subsequent to the assignment of benefits assigned under this call for applications**, applying the rights established under current provisions of law and specifically Italian Law no. 390/1991, art. 22 and Italian Presidential Decree no. 445/2000, art. 71.

To this end, the Politecnico shall carry out the above controls:

- on a minimum sample of 20% of those suitable to receiving Financial aid and Study grants;
- on all students belonging to nuclear families declaring no income.

In the event of false declarations, the benefits assigned will be revoked and the sanctions envisaged by Arts. 75 and 76 of Italian Presidential Decree no. 445/2000 will be applied. Additionally, in accordance with and pursuant to Art. 23 of Italian Law no. 390/1991, the student will lose his/her right to obtain other benefits for the entire duration of the study course and shall be subjected to an administrative sanction comprising payment of double the amount received.

This is, in any case, without prejudice to the application of disciplinary sanctions and the provisions of criminal law where the matter in question constitutes a crime.

SPECIAL PART

***Individual benefits
in terms of financial
aid***

CHAPTER I

STUDY GRANTS

Art. 1 NUMBER OF STUDY GRANTS

A total of **1,700** grants are available for this call for applications, to be divided up between the successful applicants as follows:

<i>Study courses</i>	<i>Number of grants</i>
Students enrolled in the first year of degree courses or single-cycle <i>magistrale</i> degree courses	250
Students enrolled in the first year of <i>magistrale</i> degree courses	290
Students enrolled in the first year of research and specialisation courses	10
Students enrolled in years subsequent to the first of all study courses	1,130
Students enrolled in years subsequent to the first of research and specialisation courses	20

Art. 2 TERMS FOR THE PRESENTATION OF THE APPLICATION

The terms within which applications must be presented are as follows:

- **12th August 2011**, for students enrolling for **years subsequent to the first** for all study courses, including students enrolling for years subsequent to the first of **research doctorate courses** and specialisations;
- **5th September 2011**, for students enrolling for the **first years** of all degree courses, including students enrolling for the first year of *magistrale* degree courses as from the second semester and including students enrolling for the **first year of research doctorate and specialisation courses**.

Art. 3 CONCESSION OF STUDY GRANTS

Students may apply for study grants:

- for a period of **7 semesters** as from the year of first registration for students enrolled on **degree courses**;
- for a period **equal to the duration** envisaged by the teaching orders **plus one semester**, as from the year of first registration for students enrolled on **single-cycle *magistrale* degree courses**;
- for a period of **5 semesters** as from the year of first registration for students enrolled on **specialised/ *magistrale* degree courses**;
- for a period of time **equal to the duration** envisaged by the respective teaching orders as from the year of first registration for students enrolled on **specialisation courses** and **research doctorate courses**;
- for a period of **3 months in addition to the normal duration of the study course attended** by **handicapped students** registered as at least 66% disabled.

Students wishing to obtain confirmation of benefits for subsequent academic years must re-present their applications in accordance with the terms set out by the relevant calls for applications.

Art. 4 VALUE OF STUDY GRANTS

The value of the study grant is differentiated according to both **income band**, and the student's **geographic origin**.

Income bands

1st Band	from € 0.00	to € 13,457.00
2nd Band	from € 13,457.01	to € 16,526.33
3rd Band	from € 16,526.34	to € 19,595.63

Student's geographic origin

LOCAL STUDENT: resident in the municipality where the study courses attended are based or in a neighbouring municipality or in a municipality classed as an urban area in accordance with Regional Law no. 11/2009 (Art. 3, paragraph 4, letter b) (Attachment B "municipalities classed as urban areas").

COMMUTING STUDENT: resident in a municipality other than those specified in the paragraph above, from which the base of the course attended can be reached everyday using public means **in no more than 90 minutes**.

DISTANT STUDENT: to be considered as "distant", the following conditions must be met:

1. resident in a **different municipality** to that in which the study course attended is based;
2. **pay for accommodation** near the place of study for a period of at least 10 months, using either public residential structures or private lodgings or those belonging to other bodies;
3. it must be impossible to reach the course base **using public means in no more than 90 minutes**.

Travel time will be calculated considering **only** travel time from the **first station/point of departure** to the **last station/point of arrival** at the course base.

In order to prove his/her status as '*distant student*', the student must present the *Financial Aid and International Mobility Service* with **either**:

- copy of the duly registered rental agreement made out in the student's name or in the name of one of his/her parents;
- certificate or other tax-valid document in relation to payment of rent in the case of students domiciled at colleges, student residences or boarding schools not managed by the Politecnico di Milano.

Should, in previous academic years, the student have already produced the rental agreement or tax certificate, and **no changes have been made to the situation that has already been certified**, he/she may simply reconfirm the data by ***self-certification***, attaching merely a ***copy of the rental agreement registration certificate*** to the application. The Politecnico reserves the right to make all due checks.

The above documentation **must** be presented by:

- **17th October 2011** for students enrolled in **degree courses**;
- **15th March 2012** for students enrolled in ***magistrale* degree courses as from the second semester**:

- **18th January 2012** for students enrolled on **research doctorate** courses.

PLEASE NOTE: Failure to present this documentation will result in the student's being considered as commuting.

For the purpose of determining the value of the study grant, **foreign students will, in any case, be considered as 'distant'**, regardless of their place of residence in Italy. This is with the exception of cases where the student's nuclear family resides in Italy.

The value of the study grants, inclusive of reimbursement of regional taxes on financial aid and study grants, is defined as follows:

Local students

1st band	1,903 euros + one free meal a day for a total of 2,568 euros
2nd band	1,464 euros + one free meal a day for a total of 2,129 euros
3rd band	1,157 euros + one free meal a day for a total of 1,822 euros

Commuting students

1st band	2,072 euros + one free meal a day for a total of 2,737 euros
2nd band	1,637 euros + one free meal a day for a total of 2,302 euros
3rd band	1,330 euros + one free meal a day for a total of 1,995 euros

Distant students housed in accommodation structures of the Politecnico di Milano

1st band	1,965 euros + accommodation + one free meal a day for a total of 4,880 euros
2nd band	1,433.00 euros + accommodation + one free meal a day for a total of 4,348 euros
3rd band	921 euros + accommodation + one free meal a day for a total of 3,836 euros

Distant students using alternative public or private residential structures

1st band	4,215 euros + one free meal a day for a total of 4,880 euros
2nd band	3,683.00 euros + one free meal a day for a total of 4,348 euros
3rd band	3,171 euros + one free meal a day for a total of 3,836 euros

All the **above amounts shall be considered as halved**, as will the relevant free services, for students benefitting from the study grant for the year subsequent to the last year of the course, if regularly attended and completed.

Art. 4.1 Value of study grants for handicapped students

Should the beneficiary belong to the category of mutilated and civil disabled parties pursuant to Art. 2 of Italian Law no. 118 dated 30th March 1971⁵, or to other categories of the disabled protected by the law, with disabilities recognised as at least 66%, the annual value of the study grant may be raised up to a maximum of:

- **2,640 euros** for local students
- **3,757 euros** for commuting students
- **6,679 euros** for distant students

Additionally, at the same time as presenting their application, the party concerned may also request conversion of the grant into: specialist equipment and differentiated teaching materials, accommodation, assignment of a companion or assistant with studies or interpreter or, in any case, any other tool as may prove suitable to overcoming specific individual difficulties.

Art. 5 PROCEDURES FOR PREPARING THE HONOURS LISTS

⁵ For the purpose of current legislation, citizens suffering from congenital or acquired disabilities, including of a progressive nature and including psychic disorders for organic or dysmetabolic oligophrenias, mental deficiencies deriving from sensory and functional defects, who have suffered a permanent reduction in working capacity of at least on third or, if under the age of 18 years old, have persistent difficulties in carrying out the tasks and functions for their age, are considered as mutilated and civil disabled persons.

Honours lists of suitability are separate for:

- Students enrolled in the first year of degree courses and single-cycle *magistrale* degree courses;
- Students enrolled in the first year of *magistrale* degree courses;
- Students enrolled in years subsequent to the first of all degree courses;
- Students enrolled in the first year of specialisation courses and research doctorates;
- Students enrolled in years subsequent to the first of specialisation courses and research doctorates.

Art. 5.1 Criteria for preparing the honours lists

The honours list will be drawn up according to the following criteria:

A) Students enrolled in the first year of all study courses

Students applying for study grants are assigned points in relation to their economic situation, calculated according to the formula below:

$$[1 - (\text{student ISEEU}/19,595.63)] \times 1,000$$

Where points are equal, the **marks in relation to qualifications** shall prevail and, subsequently, precedence shall be given to **the younger student**.

B) Students enrolled in years subsequent to the first of all study courses

Students enrolled in years subsequent to the first are assigned points in relation to academic merit. 1,000 points can be assigned as follows:

- **600** according to the number of **training credits** acquired by 10th August 2010, to be calculated according to the formula below:

$$(\text{Student credits} - \text{Minimum credits}) \times [600 / (\text{Max. credits} - \text{Min. credits})]$$

- **400** according to **the average marks** attained in examinations passed, to be calculated according to the formula below:

$$(\text{Average student marks} - 18) \times [400 / (30 - 18)]$$

Where merit points are equal, the **student who has not used their bonus**, followed by the student with the greater score in terms of **economic situation** shall take precedence.

In the event of continued equality, the student enrolled **at the highest course year** shall prevail, followed by the **youngest** student.

Handicapped students with disabilities of at least 66%, if included in the suitability honours list, have the right to assignment of study grants, even if in excess of the number of study grants available.

Art. 5.2 Inclusion in the suitability honours list with reservation

Students intended to **enrol in the academic year 2011/12 in the first year of a *magistrale* degree course as from the second semester, including students enrolled on individual courses for the acquisition of curricula integrations, are listed for honours list terms as "*with reservation*".**

The reservation will be released once enrolment has been completed and in any case the student shall have the right to payment of the study grant only should the funds supplied by the Region of Lombardy be available.

Art. 6 PUBLICATION OF HONOURS LISTS AND APPEALS

Provisory honours lists will be published at www.polimi.it/borse by **6th October 2011**.

Appeals must be presented to the *Financial Aid and International Mobility Service* no later than within 10 days as from the date on which the honours lists are published. Appeals must be made in writing, signed by the student and must be accompanied by all documentation suitable to justifying the grounds for appeal.

The student will only be made aware of the outcome of the appeal with the publication of the definitive honours lists.

Once the examination of appeals has been completed by the competent administration, the definitive honours list will be published by **28th October 2011**.

Appeals against the final honours list must be presented to the competent organisations according to the terms and conditions envisaged by current legislation.

Art. 7 METHOD FOR THE ASSIGNMENT OF STUDY GRANTS

Study grants will be assigned up until the number established by this call for applications in relation to each study course.

Should there be an excess of grants in some honours lists as compared with the number of beneficiary students, the residual grants will be assigned to students listed in an alternative honours list until all study grants established by this call for applications have been assigned.

The assignment of study grants to non-EU foreign students takes place in compliance with the regional provisions established by the Decree issued by the General Directorate of Education, Training and Employment no. 21650 dated 13th November 2002. More specifically, the number of study grants to be allocated to students **enrolled in the first year** of all study courses is divided up as follows:

- 67% for students from EU countries;
- 33% for students from non-EU countries.

Art. 8 PAYMENT TERMS

Payment of the study grant will be made as follows:

A) Students enrolled in the first year of degrees courses, single-cycle magistrale degree courses and specialised/magistrale degree courses as from the first semester

The study grant will be paid in two instalments as follows:

- the first instalment will be paid by **16th November 2011**;
- the second instalment will be paid as follows:
 - a) **by 30th April 2012** for students who during the first examination session (February-March 2010) attain the number of training credits required by this call for applications for payment of the second instalment;

- b) **by 31st October 2012** for students who attain the number of training credits required for payment of the second instalment by 10th August 2012.

B) Students enrolled in years subsequent to the first of all study courses

The study grant will be paid in two instalments as follows:

- the first instalment of the study grant will be paid by 16th November 2011;
- the second instalment of the study grant will be paid by 29th June 2012;

C) Students enrolled in research doctorate and specialisation courses

The study grant will be paid as a lump sum to the successful applicants by 16th November 2011 for those enrolling for doctorate courses starting in October 2011

1st March 2012 for all others

The terms pursuant to letters A), B) and C) above must be considered **REGULATORY**.

Art. 9 PAYMENT METHODS

Successful applicants will receive payment for the study grant in one of the following ways:

- credited to a bank current account for those who have supplied the Financial Aid and International Mobility Service with bank details;

The current account must be held or jointly held in the student's name. If this is not the case, the amount may not be credited.

- credited to the Policard previously activated at the branches of Banca Popolare di Sondrio as a prepaid card.

Art. 10 FORFEITURE OF THE RIGHT

At risk of forfeiture, the student must collect the amounts assigned him/her no later than **31st December 2012**.

In the event of forfeiture, in any case the rights related to the status of beneficiary of a study grant (e.g. catering service) shall remain unaffected.

APOSTILLE

STUDENTS ENROLLED ON THE FIRST YEAR OF MAGISTRALE DEGREE COURSES AS FROM THE SECOND SEMESTER

Students wishing to enrol on *magistrale* degree courses as from the second semester can apply for the assignment of the financial aid and study grants (and other such rights).

Without prejudice to some exceptions as shall be specified when applicable, these students are considered on equal footing as students enrolling on *magistrale* degree courses as from the first semester, both with regards to the **terms** and **conditions** for presenting an application and with regards to the **requirements of merit and income necessary to apply**.

Without prejudice to that specified in the paragraphs below, **in any case** all provisions of this call for applications shall remain unaffected and applicable.

Terms for submitting an application

Students enrolling on *magistrale* degree courses as from the second semester must in any case submit their application and all documents required by the call for applications by **5th September 2011**

Requirements of merit

With specific reference to the merit requirements, these students must attain:

- **30 CFUs** by **10th August 2012** to obtain the second instalment of the study grant for the first year and, if applicable, the study grant for the second year (academic year 2012/2013)

For the purpose of assessing merit requirements, training credits will also be considered when attained by students enrolling in **individual courses in order to acquire the curricula integrations necessary to admission to *magistrale* degree courses as from the second semester**.

Students enrolling **for the first year of a *magistrale* degree course as from the second semester** for whom the *Study Syllabus envisages* – for that same semester – **a maximum number of CFUs that is LOWER than the number of credits required by the call for applications in order to attain the assignment of benefits for the second year (30 CFUs)** need merely have attained a number of credits corresponding to the (lower) quantity envisaged by the Study Syllabus by 10th August 2011.

Inclusion in the suitability honours list "with reservation"

Students enrolling in *magistrale* degree courses as from the second semester, including students enrolled on individual courses for the acquisition of curricula integrations, are listed for honours list terms as "***with reservation***".

The reservation will be released once enrolment has been completed and in any case the student shall have the right to payment of the study grant only should the funds supplied by the Region of Lombardy be available.

Payment terms

The study grant will be paid to successful applicants in two instalments as follows:

A) the first instalment will be paid by **29th June 2012**;

The Politecnico reserves the right to postpone payment terms for the first instalment in the event of delays in assigning funds for study grants by the Lombardy Regional Authorities.

B) the second instalment will be paid by **31st October 2012**, upon verification of the attainment of 30 CFUs by **10th August 2012**.

CHAPTER II

INTERNATIONAL MOBILITY CONTRIBUTIONS

Art. 1 ADDRESSEES

Students **awarded study grants** for the academic year 2011/2012 and **suitable students not awarded study grants** (including students enrolled on research doctorate courses) can benefit from **an integration of the grant** for participation in international mobility programmes.

Contributions for participation in international mobility programmes and *stages* are only granted once for each study course attended.

Students participating in **dual degree projects** run by the Politecnico di Milano, may request integration for the participation in international mobility programmes for just one of the two academic years to be spent abroad.

Art. 2 NUMBER OF INTERNATIONAL MOBILITY CONTRIBUTIONS

The Politecnico makes **45** international mobility contributions available. They shall be divided up amongst the various courses as follows:

Study courses	Number of contributions
Students enrolled in the FIRST YEAR of <i>magistrale</i> degree courses and research doctorate courses	10
Students enrolled in YEARS SUBSEQUENT TO THE FIRST of all study courses	35

N.B. The number of contributions may vary following subsequent decisions taken by the Lombardy Regional Authorities. Any changes will be duly and suitably publicised.

Art. 3 VALUE OF INTERNATIONAL MOBILITY CONTRIBUTIONS

The contribution is for **550 euros per month** for the duration of the stay abroad, **up to a maximum of 10 months**.

The **value of any further contributions** granted with European Union funds, or funds from other public or private parties, or following bilateral agreements – even if not Community-related - is deducted from this amount.

Students also have the right to reimbursement of return travel costs up to a value of **150 euros** (for European countries) and up to **500 euros** (for non-European countries).

During the stay abroad, the student may not use the beneficial-rate catering service, without prejudice to his/her right to obtain reimbursement of the canteen withholding (see also chapter V on the Beneficial-rate Catering Service).

Art. 4 TERMS FOR THE PRESENTATION OF THE APPLICATION

The application should be presented **at the same time** as the application for assignment of the study grant.

The foreign study programme must be certified by the structure competent for international exchanges.

Art. 5 PAYMENT TERMS

The integration for participation in international mobility programmes and the reimbursement of travel costs will be paid to students included on the merit honours lists, once it has been checked that they have met their obligations deriving from participation in the mobility programme. In any case, payment shall be made **by 30th November 2012**. These terms must be considered as **REGULATORY**.

To obtain reimbursement of travel costs, the student must present the *Financial Aid and International Mobility Service* with all original documents in relation to travel tickets, no later than **30 days** of his/her return from the stay abroad.

CHAPTER III

DEGREE AWARDS

Art. 1 GENERAL CONDITIONS FOR PARTICIPATION

The degree award is a **1000 euro supplement** in addition to the last study grant assigned to the student.

For the purpose of assigning this benefit, the following conditions must be **met**:

- the student must have graduated within the **normal *magistrale* degree course** or **single-cycle degree course duration**, running from the year of first registration. The total university career must also not have been interrupted, and therefore must not have exceeded five years (e.g. three-year course + *magistrale* = 5 years).
;
- the student must have benefitted from a **study grant** for that academic year;
- the student **must not have already benefitted from the degree award** during his/her entire university career;

The application must be presented within **60 days** of graduation.

CHAPTER IV

BENEFICIAL-RATE ACCOMMODATION SERVICE

Art. 1 GENERAL INTRODUCTION

The call for applications for the assignment of beneficial-rate accommodation refers to students falling under the category of "distant students" as defined at Art. 4 - Chapter I "study grants" of this call for applications.

Art. 2 TERMS FOR THE PRESENTATION OF THE APPLICATION

The **terms** within which applications must be presented are as follows:

- **12th August 2011**, for students enrolling for years subsequent to the first for all degree courses, including students enrolling for years subsequent to the first of doctorate courses and specialisations;
- **5th September 2011**, for students enrolling for the first years of all degree courses, including students enrolling for the first year of *magistrale* degree courses as from the second semester and including students enrolling for the first year of research doctorate and specialisation courses.

Art. 3 NUMBER OF PLACES IN BENEFICIAL-RATE ACCOMMODATION

The Politecnico di Milano makes **600** places available in accommodation.

Accommodation will be divided up amongst the various study courses as follows:

<i>ALLOCATION OF ACCOMMODATION</i>	
students enrolled in the FIRST YEAR of first-level degree courses and single-cycle magistrale degree courses	130
students enrolled in the FIRST YEAR of magistrale degree courses and research doctorate/specialisation courses	100
students enrolled in the FIRST YEAR of research/specialisation courses	10
students enrolled in YEARS SUBSEQUENT TO THE FIRST of all study courses	360

Art. 4 CONCESSION OF THE BENEFIT

Students may request beneficial-rate accommodation:

- for a period of **8 semesters** as from the year of first registration for students enrolled on **degree courses**;
- for a period **equal to the duration** envisaged by the teaching orders **plus two semesters**, as from the year of first registration for students enrolled on **single-cycle magistrale degree courses**;
- for a period of **6 semesters** as from the year of first registration for students enrolled on **specialised/ magistrale degree courses**;
- for a period of time **equal to the duration** envisaged by the respective teaching orders as from the year of first registration for students enrolled on **specialisation courses** and **research doctorate courses**;
- for a period of **9 semesters** for degree courses, 7 semesters for specialised/*magistrale* degree courses and 15 semesters for single-cycle *magistrale*/specialised degree courses for **handicapped students** at least 66% disabled.

Students wishing to use benefits for subsequent academic years must re-present their applications in accordance with the terms set out by the relevant calls for applications.

Art. 5 MERIT REQUIREMENTS

Without prejudice to that envisaged by this call for applications with regards to merit requirements (see Arts. 7 *et seq.* – General Part), students who, in the academic year 2011/2012:

- enrol in years subsequent to the first for degree courses, single-cycle *magistrale* degree courses and *magistrale* degree courses
- have benefitted from the accommodation service the previous academic year

enjoy priority assignment of accommodation if, by 10th August 2011, they have attained the number of training credits specified in the table below, **WITHOUT USING ANY BONUS AS MAY HAVE BEEN MATURED.**

<i>Study courses</i>	<i>Course year</i>				
	<i>2°</i>	<i>3°</i>	<i>4°</i>	<i>5°</i>	<i>last year</i>
Degree	40	90			150
Single-cycle <i>magistrale</i> degree	40	90	150	210	270
<i>Magistrale</i> degree	40				90

Art. 6 REVOCATION OF THE BENEFIT

In the event of revocation of the study grant due to failure to reach the merit requirements, students enrolled in the first year of all degree courses and awardees, for the academic year 2011/2012, of study grants and accommodation, shall be obliged to return the monetary value of the accommodation from which they have benefitted to the Politecnico.

The amount to be returned as accommodation costs equates to the forfeit value withheld from the study grant. This amount will be reduced proportionally should the student use the accommodation for fewer months for reasons as specified by Article 10 below.

Art. 7 PROCEDURES FOR PREPARING THE HONOURS LISTS

The procedures for preparing the honours lists for the assignment of beneficial-rate accommodation correspond to those envisaged for the assignment of study grants.

Handicapped students with invalidity of at least 66% take priority over other students.

In the same way as established by the call for applications in relation to the assignment of the study grant, students enrolling in the first year of *magistrale* degree courses as from the second semester, including students enrolled in individual courses for the acquisition of curricula integrations, are listed for honours list terms as "with reservation".

The reservation will be lifted at the time of completion of the enrolment and, in any case, the student shall have the right to assignment of the accommodation only if accommodation reserved for financial aid and study grants is effectively available.

Students enrolling in individual courses for the acquisition of curricula integrations, whilst awaiting the possibility of enrolling in the first year of *magistrale* degree courses, access the residences only after all those on the honours list with the right have been organised.

In this case, students must pay for accommodation at the special tariff of €250.00.

Should a student mature the right to a study grant during the year, the amount to be withheld for accommodation will be 50% the annual withholdings.

Art. 8 PUBLICATION OF HONOURS LISTS AND APPEALS

Honours lists will be published on the website www.polimi.it/residenza.

Years subsequent to the first

Temporary honours lists in relation to students enrolled in years subsequent to the first of all study courses (including temporary honours lists in relation to students enrolled in years subsequent to the first of doctorate and specialisation courses), will be published by **17th August 2011**.

Appeals must be presented to the *Financial Aid and International Mobility Service* no later than **21st August 2011**. Appeals must be made in writing, signed by the student and accompanied by all documentation suitable to justifying the grounds for appeal.

Once the appeals have been examined, the **definitive honours list** will be published by **26th August 2011**.

Appeals against the final decision must be presented to the competent organisations according to the terms and conditions envisaged by current legislation.

First years

A) In relation to **STUDENTS ENROLLED IN THE FIRST YEAR OF DEGREE COURSES** and **SINGLE-CYCLE MAGISTRALE DEGREE COURSES**, honours lists will be published by **15th September 2011**.

Appeals against the final decision must be presented to the competent organisations according to the terms and conditions envisaged by current legislation.

B) In relation to **STUDENTS ENROLLED IN THE FIRST YEAR OF MAGISTRALE DEGREE COURSES** and **RESEARCH DOCTORATE AND SPECIALISATION COURSES**, honours lists will be published by **27th September 2011**.

Art. 9 ASSIGNMENT OF ACCOMMODATION

Successful students enrolled in years subsequent to the first of all study courses shall have the right to use the accommodation assigned them from 1st September 2011 to 31st July 2012.

Successful students enrolled in the first year of all study courses have the right to use the accommodation assigned them **from the start of the courses** (as specified in the Academic Calendar) – **upon verification of effective enrolment** – and **until 31st July 2012**.

The assignment of accommodation is guaranteed to those with the relevant right while places are available.

The assignment of beneficial-rate accommodation is allocated to students **enrolled in the first year** of all study courses run by the Politecnico⁶ as follows:

- 67% for students from EU countries;
- 33% for students from non-EU countries.

The student will be considered as having **RENOUNCED** where he/she fails to formalise acceptance of the accommodation **within 3 days** of being notified as to its assignment. In this case, the accommodation will automatically be transferred to the next student on the honours list.

Accommodation is assigned – considering places available – on the basis of the student's **preference** and according to **scholastic merit** and the **place of study attended**.

⁶ See Decree no. 21650 issued by the General Directorate of Education, Training and Employment on 13th November 2002

Successful students shall generally be assigned a bed in a twin room if enrolled in degree courses and a bed in a single room for students enrolled in specialised/*magistrale* degree courses and research doctorate and specialisation courses (as long as places are available).

Any students who, **whilst awaiting consignment of the first-level degree in September**, should request accommodation as student enrolled in the first year of *magistrale* degree courses in September - whilst awaiting completion of enrolment in the *magistrale* degree course - can use, upon payment, accommodation chosen by the Accommodation Services Area. The following tariff is applied:

- **250 euros** for the whole month of September or a period in excess of 15 days;
- **150 euros** for periods of less than 15 days.

This amount cannot be reimbursed.

The Politecnico di Milano residences will be closed from 1st to 31st August 2012.

Guest students must leave the accommodation assigned them free by 10.00 a.m. on 31st July 2012.

The Politecnico di Milano undertakes to provide suitable space in which they may store their personal effects.

The Politecnico di Milano undertakes to provide a suitable accommodation solution to students who cannot return to their country of origin in August, and who should request such. In this case, the cost of the service will be paid by the student so requiring.

Art. 10 COST OF ACCOMMODATION

Students benefitting from study grants

Students benefitting from study grants will have the amount of **2,250 euros** withheld from the grant as a forfeit amount equating to the value of the accommodation from the date on which it is assigned (pursuant to the previous paragraph) until **31st July 2012**.

Withholdings will be **decreased proportionally** where the student uses the accommodation for fewer months due to the following:

- participation in international mobility programmes;
- assignment of accommodation on a date subsequent to those specified above;
- exceptional, unforeseeable circumstances that are beyond the student's control and duly proven.

The balance will be made with payment of the second instalment of the grant.

Students benefitting from six-monthly study grants

Students benefitting from six-monthly study grants may use the accommodation assigned them until **31st July 2012**. As from **16th February 2012**, they will pay the beneficial rate, whose monthly value amounts to **205 euros**.

'Suitable' students not benefitting from study grants

Students meeting the requirements for the assignment of beneficial-rate accommodation who do not benefit from a study grant shall pay a monthly amount of **205 euros**.

International mobility students

Students attending courses run by the Politecnico under the scope of international exchange projects have the option of using beneficial-rate accommodation at the University's residential structures upon payment of **350 euros** per month for a bed in a double room. The cost of a single room instead varies according to the chosen place of residence.

N.B. All the amounts listed in this article may vary following subsequent decisions taken by the Lombardy Regional Authorities. Any changes will be duly and suitably publicised.

Art. 11 OBLIGATIONS OF STUDENTS ADMITTED TO COLLEGES

Students assigned a place in accommodation must:

- pay the Politecnico di Milano an amount of **400 euros** as a deposit;
- sign, as acceptance, the regulations concerning the Politecnico di Milano residences.

Students may not have any guests in their rooms who have not been specifically authorised by the Politecnico di Milano (as specified in the regulations).

Breach of this will entail the student's losing their right to use the accommodation and being ordered to leave the residence. A statement will be issued to the local police authorities and the academic authorities will be informed. This is without prejudice to any action as may be taken by the Politecnico to obtain full reimbursement of any damages suffered.

Art. 12 FORFEITURE OF THE RIGHT

Students assigned accommodation shall forfeit their benefits in the following situations:

- transfer to another university;
- renunciation of studies;
- application of disciplinary sanctions envisaged by the Regulations of the Politecnico di Milano Residences;
- failure to make payment of the monthly fees for two consecutive months;
- attainment of a degree and failure to enrol in a higher level study course. In this case, the student must definitively leave the accommodation within **7 days** of graduation. Where places are available, students providing a justified request to use the accommodation may do so paying full rates until **31st July 2012**.

CHAPTER V

BENEFICIAL-RATE CATERING SERVICE

Art. 1 ADDRESSEES

All students **ASSIGNED STUDY GRANTS** and all **SUITABLE STUDENTS NOT ASSIGNED** study grants for the academic year 2011/2012 shall have the right to use the catering service in accordance with the terms specified by Art. 3 below.

In accordance with Art. 9, subsection 5 of Italian Prime Ministerial Decree dated 9th April 2001, these students will have an amount of **665 euros** withheld from their study grants.

PLEASE NOTE: In the event of failure to use the catering service, the student shall have no right to reimbursement. This is without prejudice to any study periods spent abroad and duly documented, **during which time the student may not use the service.**

Art. 2 SERVICE DURATION

For all students enrolled in the first years of degree courses and research doctorate courses, the catering service will be functioning **from 16th November 2011 to 15th November 2012.**

For all students enrolled in subsequent years of all degree courses, the catering service will be functioning **from 1st December 2011 to 30th November 2012.**

For students enrolled in subsequent years of research doctorate courses, the catering service will be functioning **from 1st January 2012 to 31st December 2012.**

The catering service will be suspended for the entire month of August 2012.

Art. 3 VALUE OF THE LUNCHEON VOUCHER AND METHOD FOR USE

A later deed will define the operative methods by which to activate the service and ensure the issue of the electronic card.

Luncheon vouchers must be used during the day. If not used, they cannot be accumulated with those used over following days.

VALUES:

A) Students ASSIGNED study grants

B) SUITABLE students NOT ASSIGNED study grants, enrolled in YEARS SUBSEQUENT TO THE FIRST of study courses

Distant students

Have the right to **one meal** a day from **Monday to Sunday**.

The **daily value** of the luncheon voucher is **5.00 euros**.

Local and commuting students

Have the right to **one meal** a day from **Monday to Friday**.

The **daily value** of the luncheon voucher amounts to **4.50 euros**.

C) SUITABLE students NOT ASSIGNED study grants, enrolled in the FIRST YEARS of study courses

Distant students

Have the right to **one meal** a day from **Monday to Sunday**.

The **daily value** of the luncheon voucher amounts to **3.00 euros**.

Local and commuting students

Have the right to **one meal** a day from **Monday to Friday**.

The **daily value** of the luncheon voucher amounts to **3.00 euros**.

Art. 4 USE OF THE ELECTRONIC CARD

The electronic card is STRICTLY PERSONAL. It may not be transferred to third parties nor converted into cash.

Loss - Theft

In the event of loss or theft of the electronic card, the student must present a **signed, written declaration** to this effect **within 5 days of his/her awareness of the event**, to the Financial Aid and International Mobility Service by fax (+39 02.23994468) or e-mail (dirittoallostudio@polimi.it), or in person by visiting the competent offices during helpdesk opening hours.

All meals consumed between the date of loss or theft and the date on which this is notified will be charged to the Electronic Card holder.

'Improper' use of the Electronic Card

In the event of 'improper' use of the Policard, the defaulter will be charged sanctions proportional to the severity of the infraction committed, in addition to being charged for irregular meals consumed.

By way of example, but not intended as a complete list, the following cases constitute 'improper use' of the electronic card:

- possession and/or use of more than one electronic card;
- transfer of one's own electronic card to a third party;
- refusal to show or deliver the electronic card and/or an identity document to University functionaries or specifically-appointed staff or caterers so requesting;
- failure to inform the Financial Aid and International Mobility Service of the theft or loss of an Policard.

Art. 5 CATERING SERVICE FOR ALL OTHER STUDENTS

All other students (*enrolled in the Politecnico and not assigned study grants, International Mobility students, students enrolled on individual courses, etc., etc.*) shall have the right to use the catering service at the limited prices at the establishments situated within the various University bases.

CHAPTER VI

EXTRAORDINARY CONTRIBUTIONS

Art. 1 GENERAL CONDITIONS FOR PARTICIPATION

Extraordinary contributions are benefits intended to allow the student to overcome *'temporary and exceptional needs'* without prejudice to the economic requirements specified in Art. 4 – General Part – of this call for applications.

The student's academic merit will be assessed at the discretion of the office competent for preparing the honours lists and is, in any case, released from the criteria pursuant to Art. 7 – General Part - of this call for applications.

Students who, in the academic year 2011/2012, **BENEFIT FROM OTHER FORMS OF ECONOMIC AID**, including students **ASSIGNED STUDY GRANTS** cannot participate in the call for applications for the assignment of extraordinary contributions.

Art. 2 NUMBER OF EXTRAORDINARY CONTRIBUTIONS

The Politecnico makes **30 extraordinary contributions** available of varying values, according to student type:

<i>Student type</i>	<i>Number of contributions</i>	<i>Value of contributions</i>
Distant students	15 contributions	<i>maximum amount 2,000 euros</i>
Local - commuting students	15 contributions	<i>maximum amount 1,500 euros</i>

Art. 3 SITUATIONS OF 'TEMPORARY AND EXCEPTIONAL NEED'

Extraordinary contributions may be granted to students finding themselves in a situation of *'temporary and exceptional need'* determined by events that have affected the student him/herself and/or his/her family members, and which have affected the regular continuation or completion of study cycles. By way of example, and not intended as a complete list, significant events for the purpose of assigning the extraordinary contribution include:

- incidents of any nature, surgical operations, expensive rehabilitation treatments, death of the main income provider of the student's nuclear family;
- diseases affecting the student or his/her family members;
- other serious economic or family situations (unemployment, temporary layoff funds, mobility, bankruptcy, etc.).

Any events occurring during the two years prior to the academic year 2011/2012 shall be considered as worthy of particular attention. Other applications will be assessed according to total allocations destined to extraordinary contributions.

Art. 4 TERMS FOR THE PRESENTATION OF THE APPLICATION

The terms for presenting the application expire on **30th March 2012**.

Within these same terms, the student must present **all documents proving the events for which the extraordinary contribution is requested** to the helpdesks for the *Financial Aid and International Mobility*.

Where produced by foreign students, this documentation must be **legalised** by the Italian diplomatic or consular representations abroad. A **translation into Italian** of the above documents drawn up in the relevant foreign language must be attached and **certified** as compliant to the original foreign text by the **competent diplomatic or consular representation** or by an **official translator**.

Art. 5 OUTCOME OF THE CALL FOR APPLICATIONS

Successful applicants will be notified by **30th April 2012** by e-mail sent to the institutional address assigned by the Politecnico (name.surname@mail.polimi.it) or by telephone to the number specified by the student on the application.

Art. 6 PAYMENT TERMS

Payment of the extraordinary contribution will be made in a lump sum by **30th May 2012**.

Disclosure on the use of personal data and the rights of the declaring party

(Art. 13 of Italian Law no. 196/2003)

1. The data supplied by the student will be processed in order to ascertain the economic situation of the nuclear family, the criteria for accessing benefits and the determination of such according to the criteria of this call for applications and for all other purposes envisaged by the law.
2. The data supplied by the student may also be processed for the purpose of obtaining statistical data.
3. Processing will take place using both computer supports and hard copies suitable to guaranteeing maximum security and confidentiality in compliance with current legislation and in accordance with the purposes and methods illustrated in this disclosure.
4. The conferral of data for the purposes pursuant to point 1 is compulsory. Refusal to do so shall make it impossible to process the student's application and therefore result in the student's immediate exclusion from the process for assigning the benefit. The conferral of data for the purposes pursuant to point 2 is optional. Refusal to supply the data will have no consequence.
5. Data will not be disclosed or communicated to private parties unless such is compulsory by a provision of law or regulation.
6. Data may be disclosed to other public bodies including the Ministry of Finance and the Financial Authorities where such is envisaged by a provision of law or regulation, or, for lack of such, whenever such disclosure is necessary to the performance of the body's institutional tasks.
7. In accordance with Arts. 20, 21, 68, 73, subsection 2, 95 of Italian Legislative Decree no. 196/2003, the processing may also concern personal data considered as sensitive, such as, for example, data that allows for the detection of the student's racial and ethnic origin, in addition to data on his/her state of health.

8. This sensitive data will be processed in accordance with the methods aimed at preventing the breach of rights, of fundamental freedom and the dignity of the party concerned and, in any case, in ways that do not go beyond the purpose for which it has been collected. Processing will take place using both computer supports and hard copies suitable to guaranteeing maximum security and confidentiality in compliance with the above legislation and in accordance with the purposes and methods illustrated in this disclosure.

9. Sensitive data will not be disclosed.

10. The Politecnico di Milano is your Data Controller.

11. The Data Supervisor is the *Financial Aid and International Mobility Service* of the Politecnico di Milano, based at no. 42 Via Golgi, Milan, Italy.

12. Personal data will be processed not only by the Data Controller and Data Supervisor, but also by the Data Processors, namely employees of the Politecnico specifically appointed by the Data Controller/Supervisor. The Data Processors will be given specific instructions to ensure that data is processed in compliance with regulations protecting personal data, with specific reference to security.

13. At any time, the party concerned may exercise his/her rights with regard the Data Controller in accordance with and pursuant to Art. 7 of Italian Legislative Decree no. 196/2003.

The updates, amendments, additions and deletions as may be required by the party concerned shall only take effect on the honours list if made by 17th October 2011.

Upon presentation of the application for the assignment of benefits, the student declares having viewed and read in full the above disclosure pursuant to Art. 13 of Italian Legislative Decree no. 196 dated 30th June 2003, and to consent to the processing of his/her personal data, including sensitive data, for the purposes and according to the terms established by this disclosure.

ATTACHMENT A
Low human development countries

Afghanistan	Angola
Bangladesh	Benin
Bhutan	Burkina Faso
Burundi	Cambodia
	Chad
Comoros	Congo, Democratic Republic of
	Djibouti
Eritrea	Ethiopia
Gambia	Guinea
Guinea Bissau	Equatorial Guinea
Haiti	Kiribati
	Laos
Lesotho	Liberia
Madagascar	Malawi
Maldives	Mali
Mauritania	Mozambique
Myanmar	Nepal
Niger	
	Central African Republic
Rwanda	Samoa
Sao Tome and Principe	Senegal
Sierra Leone	Solomon Islands
Somalia	Sudan
Tanzania	Togo
Tuvalu	Uganda
Vanuatu	Yemen
Zambia	Timor - Leste

ATTACHMENT B
Municipalities classed as urban areas

Capital municipality	Urban area
Como	Cernobbio, Manslianico, S.Fermo della Battaglia, Montano Lucino, Grandate, Casnate, Lipomo, Tavernerio, Capiago Intimiano, Brunate e Senna Comasco.
Cremona	Bonemerse, Castelverde, Gadesco Pieve Delmona, Persico Dosimo, Sesto Cremonese, Spinadesco.
Lecco	Calolziocorte, Civate, Garlate, Malgrate, Olginate, Pescate, Valgrehentino, Valmadrera, Bellagio, Erba e Vercurago. APPENDICI: Ballabio, Carenno, Erve, Galbiate, Monte Marenzio, Oliveto Lario e Torre De Busi.
Mantua	Marmiolo, Porto Mantovano, Virgilio, Curtatone e San Giorgio.
Milan	Cinisello Balsamo, Sesto San Giovanni, Cologno Monzese, Vimodrone, Segrate, Pioltello, Peschiera Borromeo, S.Giuliano, S.Donato M.se, Locate Triulzi, Opera, Pieve Emanuele, Basiglio, Rozzano, Assago, Buccinasco, Corsico, Trezzano sul Naviglio Cesano Boscone, Cusago, Bareggio, Settimo M.se, Cornaredo, Pero, Rho, Arese, Bollate, Novate M.se, Cormano, Cusano M.no, Bresso.