

POLITECNICO DI MILANO

RECTOR

HAVING REGARD to Italian Presidential Decree 10.01.1957, no. 3 “Consolidated law on the provisions concerning the civil servants statute - *Statuto degli impiegati civili dello Stato*”;

HAVING REGARD to Italian Presidential Decree 3.05.1957, no. 686 “Provisions enforcing the Consolidated Act of Provisions on the Statute of State Civil Employees, approved by Italian Presidential Decree 10.01.1957, no. 3;

HAVING REGARD to Italian Presidential Decree 11.07.1980, no. 382 “Reorganisation of university teaching, respective training level as well as organisational and educational experimentation”;

HAVING REGARD to Italian Law 09.05.1989, no. 168 “Institution of the Ministry of the University and Scientific and Technological Research”;

HAVING REGARD to Italian Law 30.11.1989, no. 398 “Regulations on university scholarships”;

HAVING REGARD to Italian Law of 19.11.1990, no. 341, “Reform of university teaching systems”;

HAVING REGARD to Italian Law 27.12.1997, no. 449 “Measures to stabilise public finance”;

HAVING REGARD to Italian Law of 03.07.1998, no. 210 “Rules for recruiting university tenured researchers and professors”, and particularly Art. 4, paragraph 3;

HAVING REGARD to Italian Legislative Decree 30.03.2001 no. 165 “General regulations on the employment organisation in public administrations”;

HAVING REGARD to Italian Legislative Decree 30.06.2003, no. 196 containing the “Privacy Code”, as amended by Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons’ data during processing and the free movement of such data;

HAVING REGARD to Italian Legislative Decree 11 April 2006, no. 198 “Code on equal opportunities for women and men, under Art. 6 of Italian Law of 28 November 2005, no. 246”;

HAVING REGARD to Italian Law of 31.12.2010, no. 240 “Rules on the organisation of Universities, academic personnel, and recruitment, as well as delegation to the Government to incentivise the quality and efficiency of the university system”;

HAVING REGARD to Italian Law of 06.11.2012, no. 190 “Provisions for the prevention and suppression of corruption and illegality in the public administration”;

HAVING REGARD to Italian Decree Law 30.12.2015, no. 210 “Extension of terms laid down by law”, converted with amendments into Italian Law 25.02.2016, no. 21;

HAVING REGARD to Italian Law of 20.05.2016, no. 76 “Regulation of civil unions between persons of the same gender and rules on cohabitation”;

HAVING REGARD to Italian Decree Law 16.07.2020, no. 76 “Urgent measures for simplification and digital innovation”, in particular Art. 19 “Simplification measures concerning the organisation of the university system”, converted with amendments by Italian Law 11 September 2020, no. 120;

HAVING REGARD to Italian Decree Law 29 December 2022, no. 198 “Urgent provisions on legislative deadlines” converted with amendments by Italian Law 24 February 2023, no. 14;

HAVING REGARD to Revenue Agency Resolution no. 120/E of 22 November 2022 on the “Application for a preliminary opinion under Article 11 of Italian Law no. 212 of 2000 - IRPEF - taxation of scholarships for post-graduate research activities - Art. 50, paragraph 1, letter c) of TUIR [consolidated income tax act]”;

HAVING REGARD to Italian Ministerial Decree 02.05.2024, no. 639 “Determination of scientific-disciplinary groups and related declarations, as well as rationalisation and updating of scientific-disciplinary sectors and their qualification as scientific-disciplinary groups”;

HAVING REGARD to Politecnico di Milano’s Articles of Association;

HAVING REGARD to the General University Regulations;

HAVING REGARD to the Code of Ethics and of Conduct of Politecnico di Milano;

HAVING ACQUIRED the resolutions adopted by the Academic Senate and the Board of Governors at their respective meetings held on 20 January 2025 and 27 January 2025 concerning the issuance of the Regulation for the award of research scholarships pursuant to Art. 4, paragraph 3, of Italian Law 03.07.1998, no. 210;

HAVING IDENTIFIED, therefore, the need to issue the Regulation for the award of research scholarships pursuant to Art. 4, paragraph 3, of Italian Law 03.07.1998, no. 210;

ORDERS

Art.1

- 1) For the above reasons, the Regulation for the award of research scholarships pursuant to Art. 4, paragraph 3, of Italian Law 03.07.1998, no. 210, the text of which is an integral part of this measure, is hereby issued.

**REGULATION FOR THE AWARD OF RESEARCH SCHOLARSHIPS PURSUANT TO ART. 4,
PARAGRAPH 3, OF ITALIAN LAW 03.07.1998, NO. 210**

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ART. 1 - Purpose and scope of application

- 1) This Regulation governs the conditions for the award of research scholarships pursuant to Art. 4, paragraph 3, of Italian Law 03.07.1998, no. 210, hereinafter referred to as scholarships.
- 2) The scholarships are financed with funds granted under agreements, contracts or contributions from public administrations, public or private bodies, companies, without any financial burden for the University, with the exception of direct costs related to the carrying out of the research activity and any insurance costs.
- 3) The scholarships are awarded by the Departments of the Politecnico di Milano and are aimed at carrying out research activities as well as participating in research groups or projects, pursuant to Article 18, paragraph 5, letter f), of Italian Law 30 December 2010, no. 240 and subsequent amendments and additions.

ART. 2 - Type of scholarships

- 1) Pursuant to this Regulation, the following types of scholarships may be awarded:
 - scholarships for postgraduate research activities;
 - scholarships for research activities conducted after a Laurea Magistrale (equivalent to Master of Science).

ART. 3 - Scholarships for postgraduate research activities

- 1) The scholarships referred to in this Article have a duration of no less than 4 months and no more than 12 months and may be extended.
- 2) In any event, the total duration of the scholarships referred to in this Article, including any extensions, shall not exceed 2 years.
- 3) Eligible for the scholarships provided for in this Article are Italian or foreign citizens having a university degree or a foreign qualification recognised as equivalent, for the sole purpose of scholarship award, by the Selection Committee.
- 4) Scholarship ownership is compatible with the status of student enrolled in a Laurea Magistrale (equivalent to Master of Science) programme.
- 5) The scholarships referred to in this Article are exempt from personal income tax and do not entail social security or welfare benefits.
- 6) The amount of the scholarships is established in accordance with the objectives and activities set out in the research programme and must range between a minimum of €600 (six hundred) per month and a maximum of €1000 (one thousand).
- 7) Scholarships are paid to the beneficiary in monthly instalments. In the event of revocation or early rejection pursuant to Arts. 15 and 16 of this Regulation, the amount of the scholarship will be paid in proportion to the period of activity actually performed by the scholarship holder.
- 8) The scholarship holder may carry out professional activities and enter into self-employment contracts, including teaching and research support activities, provided that the performance of such activities does not interfere with the successful course of the research activity covered by the scholarship and subject to the written authorisation of the Research Project Leader. Such activities are incompatible with the scholarship in the absence of the aforementioned authorisation.

ART. 4 - Scholarships for research activities conducted after a Laurea Magistrale (equivalent to Master of Science)

- 1) The scholarships referred to in this Article have a duration of no less than 4 months and no more than 12 months and may be extended.

- 2) In any event, the total duration of the scholarships referred to in this Article, including any extensions, shall not exceed 4 years.
- 3) Eligible for the scholarships provided for in this Article are Italian or foreign citizens having a Laurea Magistrale (equivalent to Master of Science), or a Laurea Specialistica (Specialising Master's) or a Laurea (equivalent to Bachelor of Science) (prior educational system) or a foreign qualification recognised as equivalent, for the sole purpose of scholarship award, by the Selection Committee.
- 4) The scholarships referred to in this Article are exempt from personal income tax and do not entail social security or welfare benefits.
- 5) The amount of the scholarships is established in accordance with the objectives and activities set out in the research programme and must range between a minimum of €1000 (one thousand) per month and a maximum of €2200 (two thousand two hundred).
- 6) Scholarships are paid to the beneficiary in monthly instalments. In the event of revocation or early rejection pursuant to Arts. 15 and 16 of this Regulation, the amount of the scholarship will be paid in proportion to the period of activity actually performed by the scholarship holder.
- 7) The scholarship holder may carry out professional activities and enter into self-employment contracts, including teaching and research support activities, provided that the performance of such activities does not interfere with the successful course of the research activity covered by the scholarship and subject to the written authorisation of the Research Project Leader. Such activities are incompatible with the scholarship in the absence of the aforementioned authorisation.

Art. 5 - Scholarship activation

- 1) The Departments resolve on the awarding of scholarships under this Regulation for specific self-financed research programmes.
- 2) The resolutions referred to in the preceding paragraph must state:
 - a) the type and number of scholarships;
 - b) the title and description of the research programme for which the activity is intended;
 - c) the Scientific Disciplinary Group;
 - d) the Research Project Leader;
 - e) the minimum curricular requirements that scholarship holders must meet to carry out the research activity.
 - f) the criteria set out in Art. 7, paragraph 2, of this Regulation, indicating the maximum points to be awarded to them;
 - g) the expected start date;
 - h) the amount and duration of the scholarship;
 - i) the details of the financing sources covering the cost of the scholarship.
- 3) If the scholarship is financed by funds available at other Campuses, the Board of the Department concerned may take the necessary resolutions for the issuance of the call for applications following the request resolved by the Campus.
- 4) The call for applications must indicate the type, number of scholarships, duration and amount, the Department, the title and description of the research programme, the Scientific Disciplinary Group, the evaluation criteria and related scores as well as the curricular requirements, the deadline for submitting applications and the date of the interview.
- 5) The notice will be published, for at least 20 days, on the University's Official Register and on the Department's website.

Art. 6 - Duties and responsibilities

- 1) The Research Project Leader:
 - a) activates the call for applications request, specifying the related funding and any useful information for the issuing of the call;
 - b) applies for scholarship extension;

- c) is responsible for the research activity in which scholarship holders are to carry out their research and supervises their activity;
 - d) may chair the Selection Committee;
 - e) drafts the opinion accompanying scholarship holders' final report, including an assessment of their work;
 - f) draws up the reasoned report in the cases envisaged for scholarship revocation by the Politecnico in accordance with Art. 16 of this Regulation;
 - g) validates the suspension request submitted by scholarship holders pursuant to Art. 17, paragraph 1, of this Regulation.
- 2) The Department Board or the Department Council, if it is delegated the corresponding powers:
- a) approves the call for applications;
- 3) The Department Head:
- a) issues calls for applications and reiterates unsuccessful ones;
 - b) appoints the Selection Committees after the deadline for submitting applications;
 - c) approves the documents of the selection procedures;
 - d) issues decrees excluding candidates from the selection procedures;
 - e) awards the scholarships referred to in this Regulation;
 - f) notifies the scholarship holder of the incompatibilities indicated in Art. 10;
 - g) orders scholarship revocation in the cases provided for in this Regulation.
- 4) The Department's Administration:
- a) publishes calls for applications;
 - b) prepares the documentation for the Selection Committees;
 - c) verifies the correctness of documents;
 - d) ensures the disbursement of scholarships to their beneficiaries;
 - e) prepares the scholarship acceptance letter to be signed by scholarship holders.
- 5) The Departmental Manager:
- a) approves requests for scholarship extensions;
 - b) approves requests to extend the expiry date of scholarships after being suspended under Art. 17, paragraph 1, of this Regulation.

ART. 7 - Selection procedures

- 1) Selection is carried out by comparatively assessing the qualifications submitted by candidates, supplemented by an online interview.
- 2) The evaluation criteria to be used by the Selection Committee in the procedures are:
 - a) relevance of the candidate's qualifications to the research programme covered by the selection;
 - b) coherence and congruence of the candidate's overall profile with the research programme covered by the selection;
 - c) relevance of the publications, theses and scientific products submitted to the research programme covered by the selection;
 - d) interview to ascertain the candidate's research aptitude.
- 3) Candidates will have to undergo the online interview using computerised audio-video tools that enable their identity to be verified with certainty.

ART. 8 - Selection Committees

- 1) The Selection Committee is composed of three members, generally ensuring adequate gender representation, chosen from among professors and researchers with research experience in the topics covered by the call.
- 2) The members of the Selection Committee may not be:
 - a) those who have been convicted, even by a final ruling, of a crime envisaged by Chapter I of Title II of Book II of the Italian Criminal Code;

- b) those who are spouses or relatives, up to and including the 4th degree, of candidates and other members of the Committee, or are in a same-sex relationship therewith (as governed by Art. 1 of Italian Law 20.05.2016, no. 76) or de facto cohabit (within the meaning of Art. 1 - paragraphs 37 et seq. of Italian Law 20.05.2016, no. 76) with them;
 - c) those who are in a conflict of interest, or in a situation in which the grounds for abstention apply under Art. 51 of the Italian Code of Civil Procedure, with candidates or other members of the Committee;
- 3) The appointment of the Selection Committee, by order of the Department Head concerned, is published in the Official Register of the Politecnico di Milano.
 - 4) Upon receipt of the applications, each member of the Committee checks that there are no grounds for incompatibility among the members themselves and with the candidates within the meaning of Arts. 51 and 52 of the Italian Code of Civil Procedure.
 - 5) The Selection Committee must draw up the ranking list on the basis of the sum of scores obtained by each candidate, giving reasons therefor.
If candidates have equal scores, preference will be given to the youngest candidate.
 - 6) The minutes, signed by all the members of the Committee, are public and must be forwarded to the Department's Administration, which will arrange for the approval of the acts and documents required for scholarship award.
 - 7) The Selection Committee must complete its work within 60 days from the date of publication of its Appointment Decree.
 - 8) The ranking of the winners and any eligible candidates is published in the Official Register of the Politecnico di Milano.
 - 9) Placement on the ranking list is not grounds for qualification for subsequent evaluation procedures.
 - 10) The members of the Selection Committee are not remunerated.
 - 11) The Committee may use online collegial work instruments and perform all its meetings remotely.

ART. 9 - Procedures for participating in selections

- 1) Applications must be submitted as and when laid down in the calls for applications, accompanied by the candidate's scientific-professional resume. Candidates may attach up to 3 publications or attested scientific products to their application, in addition to any final theses for academic qualifications.
- 2) No contribution is given for participating in the selections covered by this Regulation;
- 3) Scholarships do not grant any rights with regard to access to university positions.

ART. 10 - Incompatibility

- 1) Cumulation with other scholarships awarded for any reason whatsoever is not permitted, except for:
 - scholarships awarded by national or foreign institutions to supplement the research activities of scholarship beneficiaries with stays abroad;
 - "diritto allo studio" scholarships, including those for students enrolled in Laurea Magistrale (equivalent to Master of Science) programmes, which do not interfere with the research activity financed by the scholarship.
- 2) Scholarship holders may not engage in activities that may give rise to a conflict of interest with the activities of the Politecnico di Milano.
- 3) Those who have a family or kinship relationship, up to and including the 4th degree, with a Full Professor or Associate Professor of the Department issuing the call, or with the Rector, General Director or a member of the Board of Governors of the University, may not participate in the selection procedure.

- 4) Research scholarships are not compatible with employment relationships, without prejudice to the possibility of the scholarship holder being placed on unpaid leave by the employer.

ART. 11 - Awarding of scholarships and duties of scholarship holders

- 1) Scholarships are awarded within 30 days from the date of approval of the relevant documents.
- 2) The Department's Administration, after hearing the Research Project Leader, sends the scholarship holder the deed of acceptance of the scholarship, as well as the deed relating to any extensions thereof, to be signed by the mandatory deadline established in the relevant communication. Failure to sign such documents within that deadline shall result in the loss of the scholarship holder's rights.
- 3) Scholarship holders must start their activity according to the terms indicated in the Research acceptance document. Failure to commence their activities in the said manner amounts to a material breach.
- 4) Scholarship holders carry out their research activities under the direction of the Research Project Leader. If the Research Project Leader believes that the scholarship holder's work is not duly proceeding, he/she shall formally notify such failure to the scholarship holder, indicating a period within which to remedy it. Should such failure continue, the Research Project Leader will ask the Department Head to assess the scholarship holder's activity. Any negative assessment will confirm a material failure on the part of the scholarship holder and will result in the revocation of the scholarship by the Politecnico di Milano.
- 5) At the end of the scholarship, scholarship holders must submit a report on their research work and the results achieved within the project. Such report is accompanied by an opinion of the Research Project Leader.
- 6) If the report is not submitted, a new scholarship will not be awarded.

ART. 12 - Deadlines for selection procedures and start of activities

- 1) In view of the complexity of the activation and selection processes, the relevant procedures must be completed no later than 180 days from the date of the Department Board's decision and until the start of scholarship holders' activities.
- 2) Any postponement of the start of scholarship holders' activities beyond the above-mentioned 180 days is allowed only in case of delays in obtaining the necessary authorisations for the performance of scientific research by non-EU citizens or for justified needs declared by the Head of the Department concerned.
- 3) If the above deadlines are not met, the scholarship will be cancelled and the amount recovered.
- 4) If the Selection Committee selects no winner or in the absence of candidates, the scholarship may be re-tendered within 60 days from the end of the previous call for applications.
- 5) If the successful candidate fails to start the activity within the deadline set out in the call for applications or in case of express rejection, in the presence of other eligible candidates on the ranking list, the scholarship will be awarded within 30 days according to the order of the ranking list. Such 30 days run from the date of non-commencement of the activity by the successful candidate or from the latter's express rejection.
- 6) Within no more than 90 days from the date of approval of the Selection Committee's records and in case of justified additional scientific needs, the Research Project Leader may propose to the Department Board the award of further research scholarships to candidates who are on the ranking list, provided that the availability of the relevant funds has been ascertained. After this deadline, the ranking ceases to be valid.
- 7) In the cases envisaged in paragraph 5 above, in the absence of other successful candidates on the ranking list, the scholarship may be re-tendered for the same project within 30 days, starting from the date of the successful candidate's failure to start the activity or from the latter's express rejection.

ART. 13 - Scholarship extension

- 1) Scholarships may be extended, though no more than twice, at the request of the Research Project Leader, subject to approval of the Department Manager.
- 2) The request must indicate the details of the financing sources covering the cost of the scholarship.
- 3) The extension will take place under the same economic conditions as the original scholarship.
- 4) The duration of the extension may not be less than one month and must comply with the obligation relating to the maximum total duration set out in Arts. 3 and 4 of this Regulation.
- 5) The person concerned must sign the deed of acceptance of the extension within the mandatory deadline to be communicated by the Department's Administration, or else s/he shall lose the corresponding rights.

ART. 14 - Mission expenses

- 1) The scholarship holder's mission expenses are covered by the funds of the Research Project Leader or those of the host Structure, in accordance with the terms of the University regulation on missions.

ART. 15 - Scholarship rejection and revocation

- 1) The scholarship holder may reject the awarded scholarship before the relevant deadline by giving at least 30 days' notice in writing to the Politecnico.
- 2) The Politecnico may revoke the awarded scholarship before the relevant deadline in the cases referred to in Art. 16 below, by written notice to be given to the scholarship holder at least 30 days in advance.
- 3) In the event of the scholarship holder's failure to give notice, the Politecnico di Milano may withhold or recover from the scholarship an amount corresponding to the period of notice not given, unless the Research Project Leader or the Head of the Department concerned gives written authorisation for a notice period of less than 30 days. In any event, the notice period may not be less than 15 calendar days.
- 4) Any funds not used for the scholarship are returned.
- 5) Scholarship revocation by the Politecnico di Milano is decided by the relevant Department Board, on the motivated proposal of the Research Project Leader.

ART. 16 - Scholarship revocation by the Politecnico

- 1) Scholarship revocation may be formalised by the Politecnico by a decree of the Head of the Department concerned in the following cases:
 - a) the scholarship holder fails to meet the incompatibility requirements set out in Art. 10 of this Regulation;
 - b) the scholarship holder fails to fulfil the obligations set out in Art. 11, paragraph 3, of this Regulation, where s/he fails to start the activity in the manner set out by the Research Project Leader;
 - c) the Department Head gives a negative assessment within the meaning of Art. 11, paragraph 4, of this Regulation;
 - d) the scholarship holder jeopardises the performance of the research activity, pursuant to Art. 17, paragraph 2, of this Regulation;
 - e) the scholarship holder fails to fulfil any other obligation expressly provided for in the scholarship.
- 2) In the event of scholarship revocation, remuneration will be paid in proportion to the period of activity actually performed by the scholarship holder.

- 3) A scholarship holder who has fallen into any of the cases of incompatibility is required to return any scholarship payments received for the period in which such incompatibility arose.

ART. 17 - Suspension of activities

- 1) Suspension of research activities is permitted only for periods of more than thirty consecutive days, at the reasoned request of the person concerned. This request must be validated by the Research Project Leader and approved by the Department Manager. In the event of approval, the scholarship will be interrupted for the suspension period and may be extended for a duration equal to or shorter than that of the suspension, provided that the Research Project Leader declares that the project is still scientifically interesting.
- 2) If the scholarship holder interrupts his/her research activities without the approval referred to in paragraph 1 and the Research Project Leader believes that such interruption jeopardises the regular performance of the activities envisaged by the scholarship, the Department Head may order scholarship revocation by the Politecnico di Milano.

ART. 18 - Insurance cover

- 1) The Politecnico di Milano provides scholarship holders with third-party civil liability insurance cover, though limited to the research activities carried out under the scholarship, with charges covered by the appropriate University budget funds.
- 2) With regard to accident insurance coverage for scholarship holders, the insurance premium for the "Accidents to students, research fellows and similar persons" policy will be deducted from the scholarship amount for each calendar year.

ART. 19 - Entry into force

- 1) This Regulation enters into force on 01/03/2025 and is published on the University website <http://www.normativa.polimi.it>.

ART. 20 - English version

- 1) This English translation of the Regulation is provided for informational purposes only.
- 2) In the event of any discrepancies or inconsistencies between the Italian and English versions, the Italian version shall prevail and be deemed authoritative.