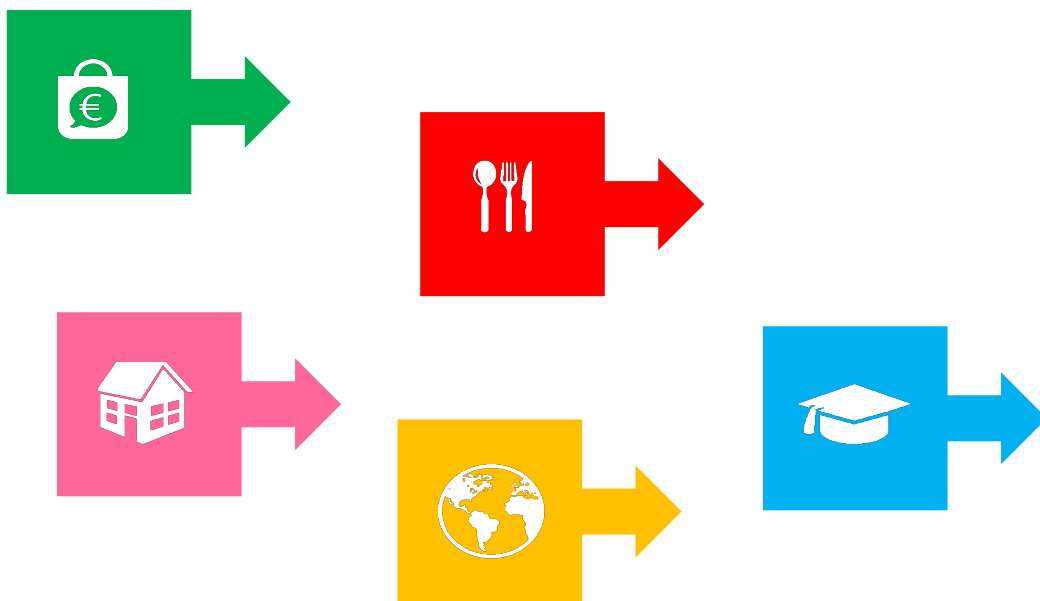




**POLITECNICO**  
MILANO 1863

**CALL FOR APPLICATIONS FOR  
ASSIGNMENT OF FINANCIAL  
AID BENEFITS  
*2021/2022 Academic Year***

*Issued by Management Decree  
Ref.89785 dated on May 28<sup>th</sup> 2021*



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## GENERAL SECTION: THE COMPETITION

### ART. 1 COMPETITION BENEFITS

The Financial Aid benefits (DSU) which are competed under this Call for applications are:

- The DSU scholarships;
- The catering services;
- The preferential rate residence service (hereinafter, also “DSU residence service”);
- The integration of DSU scholarship to participate in international mobility programs;
- The integration of DSU scholarship for graduated students (hereinafter, also “degree awards”).

### ART. 2 WHO MAY APPLY

Capable and eligible students may apply for the benefits if they jointly hold **income** and **merit** requirements specified in this Call and if, for the a.y. 2021/2022, they are enrolled or intend to enrol for the first time on one of the following training levels of Politecnico di Milano:

- Bachelor of Science course;
- Single-cycle Master of Science course;
- Master of Science beginning either in the first or second term<sup>1</sup>;
- Specialisation course;
- PhD program (if not beneficiaries of scholarships or research fellowships).

**NOTA BENE** – The application for DSU benefits follows an independent process and has an independent **deadline compared** to the deadline for enrolment or registration. **Therefore, it can be submitted even by those who are not yet enrolled or registered.** Obviously, the inclusion in the ranking for the concrete assignment of the benefits is **subject to enrollment or registration** by the deadlines specifically envisaged by the academic calendar.

For students on PhD or specialisation courses, the procedures and deadlines set out in the relevant Calls for admission and/or the relevant regulations apply.

If they wish to maintain the DSU benefits for the a.y. 2021/2022, those who were DSU beneficiaries in the previous academic year must also submit an application.

In fact, the benefits are granted **only** for the academic year, which the Call they took part in refers to. Additionally, they are not automatically confirmed for subsequent years: each Call is autonomous and independent from the previous one.

The following students **may not apply**:

- Students **enrolled at a foreign university** who have been admitted to attend courses offered by Politecnico di Milano **as part of** international exchange programs;
- Students who hold an Italian or foreign **degree at an equal or higher level** than the course of studies which the benefit is requested for.

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<sup>1</sup> Regardless of the term of enrolment on the Master of Science degree, the deadlines and procedures for applying are the same.

## ART. 3 FINANCIAL REQUIREMENTS

The financial status refers to the student, if independent, or their family unit<sup>2</sup>, if still dependent.

### Art. 3.1 Students with income and assets in Italy

For any student - Italian or foreign - with income and/or assets in Italy, their financial status will be identified through the Equivalent Economic Situation Indicator **specifically** issued **for the Right to Higher Education** (hereinafter, also “**University ISEE**”), and based on the Equivalent Assets Status Indicator (hereinafter, **ISPE**).

In order to obtain the University ISEE<sup>3</sup>, the **Single Substitute Declaration**<sup>4</sup> must be submitted to INPS through the appropriate procedure on the institution’s website. Alternatively, it is possible to contact a Tax Assistance Centre (CAF) in Italy.

The **ISPE** will be calculated by the University based on the information provided by INPS, by dividing the ISP value (Indicatore della Situazione Patrimoniale [Assets Status Indicator]) by the equivalency scale.

The elaboration of the ISEE by INPS is not immediate. As such, for the purposes of this Call for applications, the **date of signature** of the **Single Substitute Declaration**, which appears on the relevant submission receipt, is taken into consideration and it is, therefore, fundamental.

In particular, **in order for the application to be admissible**, the Single Substitute Declaration must be signed by:

**Thursday 15<sup>th</sup> July 2021** for students who enroll in **SUBSEQUENT YEARS** of all study programs, including students who enroll in subsequent years of **PhD and specialisation** program;

**Thursday 5<sup>th</sup> August 2021** for students who enroll in **FIRST YEARS** of all degree programs, including students who enroll in the first year of **Master of Science courses starting from the second term**, as well as those who enroll in the first year of **PhD and specialisation** courses.

The University will acquire the ISEE data, starting from the **date of signature** of the Single Substitute Declaration, directly from the INPS database.

It is, therefore, essential for the student to **enter** the date of signature of the Declaration in their *Online Services* before the closing date of this Call for applications, should they have not already done so for any other reason.

This is the path for those who have yet to enroll:

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<sup>2</sup> The family unit is defined in accordance with DPCM 5 December 2013, no. 159

<sup>3</sup> The University ISEE must contain the wording “applying for BENEFITS FOR THE RIGHT TO HIGHER EDUCATION in favor of [student’s tax code]”

<sup>4</sup> See Glossary


Application forms > ENTER ISEE DATA FOR ENROLMENT.

This is the path for those who have already enrolled:

Data > University Fees and Economic Benefits > ISEEU: *Indicatore della Situazione Economica Equivalente*> Enter self-Certifications ISEE

If the student has requested a **current ISEE**<sup>5</sup>, it must be valid on the date of the application's submission.

If the **ISEE** is found to be **non-compliant**<sup>6</sup>, the University reserves the right to request suitable documentation to demonstrate the completeness and truthfulness of the data provided in the declaration.




**NOTA BENE** – The abovementioned indications **apply only** to those who must submit the ISEE.

**They do not apply** for those who must submit the Equivalent ISEEU, who therefore do NOT have to enter any date of signature.

For those who must submit the Equivalent ISEEU, the indications below apply.

### Art. 3.2 Students with income and assets only abroad or both abroad and in Italy

Any student - Italian or foreign - with income and assets abroad, or both abroad and in Italy, may not request the ISEE certification. Rather, they need to obtain a substitute document known as the "ISEEU parificato" ["Equivalent ISEEU"], which needs to be issued for the sake of the "**benefits for the right to higher education**".



**NOTA BENE** -In order to obtain the Equivalent ISEEU, students must **exclusively** contact the **CAF approved by the Politecnico di Milano**.

The addresses of the Approved CAF and all relevant information are available on the University's website [www.polimi.it](http://www.polimi.it) at the following path:

Information for > Current students > Tuition fees, scholarships and financial aid > Student contribution > Students with income and assets (movable and immovable) declared and or owned abroad or in Italy and abroad

The University acquires the equivalent ISEEU and ISPEU data of foreign students directly from the CAF by remote means.

In particular, **under penalty of inadmissibility of the application**, students who must submit the Equivalent ISEEU must deliver the necessary documentation to the University's Approved CAF by:

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<sup>5</sup> See Glossary. The current ISEE is valid for 6 months, subject to further changes.

<sup>6</sup> See Glossary



**Thursday 15<sup>th</sup> July 2021** for students who enroll in **SUBSEQUENT YEARS** of all study programs, including students who enroll in subsequent years of **PhD and specialisation courses**;

**Thursday 5<sup>th</sup> August 2021** for students who enroll in **FIRST YEARS** of all degree programs, including students who enroll in the first year of **Master of Science programs starting from the second term**, as well as those who enroll in the first year of **PhD and specialisation courses**.

### Art. 3.3 Independent student

A student constitutes an independent family unit from the one of the family of origin when the following requirements are met:

- The student has had a different and separate residence from their family for at least two years starting from the application date, and such a residence is not located in a property owned by their family;
- The student with a fiscally declared income derived from an employment relationship or assimilation. Such activities must not be carried out under an individual who is bonded to the student through kinship. If the independent student, basing on their civil status certificate, is cohabiting with another person, the incomes of both people must be considered mandatorily, even if they are not relatives.

If a student is independent, the income is not integrated with the household income.

### Art. 3.4 Foreign students coming from particularly poor countries

For the calculation of the Equivalent ISEEU-ISPEU, students coming from **particularly poor countries**<sup>7</sup> may submit to the approved CAF:

- Certification issued by the Italian Diplomatic Authority in the country of origin, attesting that the student does not belong to a family with well-known high income or high social status. Alternatively, for students enrolled at a University in their country of origin, linked through agreements or conventions with Politecnico di Milano (aka, the university where they are enrolled in Italy<sup>8</sup>), this certification may be issued by the aforementioned university;
- For students who enroll in the first year of Bachelor of Science, single-cycle Master of Science or Master of Science degrees, the certification may also be issued by Italian Authorities authorised to issue economic guarantees. In this case, the Authority which issues the certification provides the guarantee for reimbursing the scholarship and all benefits received by the student, should the benefits be revoked;
- A self-certification document certifying the composition of the student's family unit abroad.

For all other aspects such as procedures, deadlines, etc. the provisions of Art. 3.2 apply.

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<sup>7</sup> See Annex 2.

<sup>8</sup> Art. 13 paragraph 5 DPCM April 9<sup>th</sup> 2021.



### Art. 3.5 Stateless or political refugee students

By the deadline for submitting the application, stateless or political refugee students must send to the Financial Aid Service **the official certificate demonstrating their condition of being stateless or a political refugee** issued by the Italian Ministry of the Interior or the United Nations High Commissariat for Italy.

The certificate may be sent to the email address<sup>9</sup> indicated on the webpage: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*).

In case students own income and/or assets in Italy, they must request their University ISEE Certification and follow the instructions indicated in Art.3.1.

### Art. 3.6 Limits regarding ISEE/ISPEE, ISEEU/ISPEEU, and minimum annual income for an independent student

The ISEE/ISPE limits, the ISEEU/ISPEEU limits, and the minimum annual income for an independent student are defined annually by the Regional Government of Lombardy through its own resolution which, at the date of publication of this notice, has not yet been issued. These values will be specified with an addition to this Call for applications, which will be published on the University website at the following page: [www.polimi.it/diritto-allo-studio/](http://www.polimi.it/diritto-allo-studio/)

## ART. 4 MERIT-BASED REQUIREMENTS: students enrolled in the FIRST YEAR

### Art. 4.1 Entry requirements for students enrolled in the FIRST YEAR of Bachelor of Science or single-cycle Master of Science programs

Students who enroll in the **FIRST YEAR** of Bachelor of Science or single-cycle Master of Science courses must enroll **without total OFA** (Additional Educational Obligations). The presence or absence of OFA will be assessed **exclusively**<sup>10</sup> upon enrollment of the student. Enrolment with solely OFA in English does not constitute cause for exclusion.

In addition to the absence of OFA, the following is also required:

- For students enrolling on the first year of the **degree programs in Design** and in **Urban Planning**, passing the admission test with a score equal to or higher than 60/100;
- For students enrolling on the first year of the **degree programs in Architectural Design** and in **Building Engineering and Architecture**, passing the admission test with a score equal to or higher than 36/60.

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<sup>9</sup> Emails are managed with the 'trouble ticket' system: they therefore require authentication.

<sup>10</sup> As such, for the purpose of granting the DSU benefits, the passing of OFA on a date after the enrolment date, which must have occurred by the prescribed deadline, is irrelevant.

#### Art. 4.2 Academic merit requirements for students enrolled on the FIRST YEAR of Bachelor of Science, Master of Science and single-cycle Master of Science courses

For the sake of the ranking, for students enrolled on the first year of Bachelor of Science, Master of Science, and single-cycle Master of Science courses, the consideration of the financial requirement is prioritised. On the other hand, the merit-based requirements will be taken into consideration later and will determine the confirmation or withdrawal of the awarded benefit.



In order to get the DSU Scholarship confirmed, along with the consequent payment of the second instalment, students who receive the scholarship and are enrolled on the first years must achieve a specific number of ECTS **by August 10<sup>th</sup> 2022**.

In particular:

**for students enrolling in the first term**, it is necessary to obtain:

- a minimum of **35 ECTS**, if enrolled in the study programs of the Schools of Engineering and Architecture;
- a minimum of **40 ECTS**, if enrolled in the study programs of the School of Design;

**for students enrolling in the second term of Master of Science programs**, it is necessary to obtain:

- **17 ECTS**. If, basing on the Degree Program, it is impossible to achieve 17 ECTS, it is sufficient to earn a number of credits corresponding to those (lesser) required for the same Degree Program by **August 10<sup>th</sup> 2022**.

**NOTA BENE** – For the very reason why the scholarship is yet to be confirmed, students enrolled in any course on their first year **MUST pay the second** instalment of their tuition fees by the deadlines established by the Student Affairs Office.


In order to get their instalment **reduced** and to avoid paying the amount corresponding to the highest income bracket, it is necessary for them to present their ISEE/Equivalent ISEEU.

In case the scholarship gets confirmed, both the first and the second instalments of the tuition fees will be **reimbursed** (except for the administrative fee, which is not refundable).

In order to meet the merit-based requirements, students enrolled in **first years**<sup>11</sup> of all study programs are **NOT** eligible for any **credit bonus**.

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<sup>11</sup> For subsequent years, see Art 5.1



**NOTA BENE** - The number of necessary European Credit Transfer and Accumulation System Credits (ECTS) is **ALWAYS** calculated basing on the **absolute first year of enrollment**, in reference to the first year when the student enrolled in any Italian or foreign university for the same level of studies, which the benefit is requested for. The principle of absolute enrollment is applied, for example, to all cases of enrollment at Politecnico di Milano after academic renounces, or in case of enrollment at Politecnico di Milano after transferring to another School or Program. In such cases, the number of ECTS recognised by the respective Program Board by the payment date of the second instalment of the scholarship will be considered.

#### **Art. 4.3 Non-confirmation and revocation of benefits for students enrolled in the FIRST YEAR of Bachelor of Science, Master of Science, and single-cycle Master of Science courses**

Beneficiaries who do not achieve the required ECTS by **August 10<sup>th</sup> 2022** lose the right to the second instalment of the scholarship. **Furthermore**, commencing from September 1<sup>st</sup> 2022, they will no longer have access to the catering services.


However, if they achieve the minimum ECTS required **by November 30<sup>th</sup> 2022**, they may retain the first instalment **of the scholarship** and they will be entitled to the reimbursement of the all-inclusive contribution.

However, they will be **obliged to pay for the preferential rate residence service**, which they might have utilised from **February 8<sup>th</sup> 2022 and to return** the monetary value of the catering services used between **May 2<sup>nd</sup> 2022 and July 31<sup>st</sup> 2022**.

Alternatively, any failure to obtain the required ECTS by November 30<sup>th</sup> 2022 will result in the revocation of the scholarship.

Revocation of the scholarship entails the obligation to **return all** sums already received. Specifically, the student must return any amount obtained through the first instalment, as well as the one corresponding to the value of any services (such as catering, residence, etc.), which they have actually used.

#### **Art. 4.4 Students with disabilities**



For students with certified disability of 66% or above, individual merit requirements may be formulated basing on the type of disability, which may deviate by up to 40% from those stated in Art. 4.2. The merit requirements are established by the professor assigned to integrating students with disabilities.

In any case, this category of students is not subject to the provisions on the revocation of benefits and minimum merit limits for the payment of the second instalment.

## Art. 5 MERIT-BASED REQUIREMENTS: students enrolled in SUBSEQUENT YEARS

In order to meet the **merit-based**<sup>12</sup> requirements, students enrolled in subsequent years of Bachelor of Science, Master of Science, and single-cycle Master of Science programs must have obtained, **by August 10<sup>th</sup> 2021**, the number of educational credits - calculated with reference to the absolute first year of enrollment<sup>13</sup> - specified in the following tables:

Bachelor of Science	2 <sup>nd</sup> year (3 <sup>rd</sup> -4 <sup>th</sup> term)	3 <sup>rd</sup> year (5 <sup>th</sup> -6 <sup>th</sup> term)	(7 <sup>th</sup> and final term)
Architecture / Engineering	35	90	150
Design	40	90	150

Single-cycle Master of Science	2 <sup>nd</sup> year (3 <sup>rd</sup> -4 <sup>th</sup> term)	3 <sup>rd</sup> year (5 <sup>th</sup> -6 <sup>th</sup> term)	4 <sup>th</sup> year (7 <sup>th</sup> -8 <sup>th</sup> term)	5 <sup>th</sup> year (9 <sup>th</sup> 10 <sup>th</sup> term)	(11 <sup>th</sup> and final term)
Architecture/Engineering	35	90	150	210	270

Master of Science	2 <sup>nd</sup> year (3 <sup>rd</sup> -4 <sup>th</sup> term)	(5 <sup>th</sup> and final term)
Architecture/Engineering	35	90
Design	40	90

Master of Science Enrolled in the 2 <sup>nd</sup> term of the a.y.	2 <sup>nd</sup> year (2 <sup>nd</sup> -3 <sup>rd</sup> term)	3 <sup>rd</sup> year (4 <sup>th</sup> -5 <sup>th</sup> term)
Architecture/Design/Engineering.	29	84

Those represented by the table above, namely students enrolled in the first year of Master of Science programs starting from the second term, are unable to achieve 29 ECTS, due to their Degree Program; it is therefore sufficient that by **August 10<sup>th</sup> 2021** they achieve a number of credits corresponding to those (lesser) credits required by their Degree Program.



For students with disabilities, this applies in relation to the provisions of Article 4.4.


<sup>12</sup> For students enrolled in subsequent years merit is recorded for the purposes of inclusion in a useful position in the ranking. However, it is not required *a posteriori* for confirmation of the benefits.

<sup>13</sup> See Glossary

### ART. 5.1 Credit bonus

To achieve the minimum merit-requirements to access the rankings for the a.y. 2021/2022, students who enroll in subsequent years of the Bachelor of Science Programs and single-cycle Master of Science Programs may use, in addition to the ECTS actually achieved, a **credit bonus**. In particular:

- **5 credits**, if used for the first time to obtain benefits for the second academic year;
- **12 credits**, if used for the first time to obtain benefits for the third academic year;
- **15 credits**, if used for the first time to obtain benefits for subsequent academic years.



**NOTA BENE** - The bonus **accrues exclusively** during Bachelor of Science and single-cycle Master of Science programs (up to the third year). The bonus can only be used once and is **NOT** cumulative.

### ART. 5.2 How to use the bonus

The bonus **accrues up until when it gets used**.

Specifically, the student can benefit from it in the following ways:


- the **bonus credits** are **added** to the credits the student has actually achieved - exclusively for the sake of reaching the minimum merit requirements under the Call for applications, in order to be included in the ranking;
- if the student only uses part of the bonus, the **residual amount** can be used in subsequent academic years;
- the student who is enrolled in **Master of Science** Programs can only use the amount of bonus credits which has remained unused during throughout the degree program;
- the student who is enrolled in **years subsequent to the third one of single-cycle Master of Science** Programs can use only the bonus credit accrued by the third year of the program;
- **students coming from other Italian Universities** who enroll in Master of Science courses at Politecnico di Milano by the deadlines as per Art. 7, must **self-certify** that they have either never used the bonus during their three-years degree programs, or that they have used a certain amount of their bonus accrued, indicating the number. The self-certification should be sent in PDF format to the email address mentioned on the following webpage: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*). The Financial Aid Service will carry out the necessary checks.
- **students who enroll in Master of Science programs starting in the second term**, for which the Degree Program requires a maximum number of ECTS which is less than 30, can use a maximum of 8 bonus points (out of the available ones) to obtain benefits for the subsequent academic year.

## Art. 6 MERIT-BASED REQUIREMENTS: Students enrolled on PhD and specialisation programs

For students enrolled on **specialisation programs** and **PhD programs**, the merit requirements are met through admission to courses without repeat, according to the methods stated in the Calls for application, without prejudice to the contents of Art 15.

## ART. 7 DEADLINES FOR SUBMITTING THE APPLICATION

Under penalty of exclusion from the competition, applications for the DSU benefits for the a.y. 2021/2022 must be submitted, with all parts completed and properly closed and sent, by **12pm** on:



**Thursday 15<sup>th</sup> July 2021**, for students who enroll in **subsequent years of ALL study** programs, including those who enroll in PhD and specialisation programs.

**Thursday 5<sup>th</sup> August 2021**, for students who enroll in the **first years of ALL study** programs, including those who enroll in the first year of Master of Science programs starting from the second term, as well as those who enroll in the first year of PhD and specialisation programs.

The aforementioned deadlines are **MANDATORY** and must be respected by all students (both competing for the first time and competing to maintain the benefit), including those who may enroll for the a.y. 2021/2022 even after the dates indicated above, or after having passed admission tests, exams, or having obtained the first level degree.

The *Online Services* electronic system certifies the exact date and time of submitting the online application.

The deadlines refer to **ALL** available benefits, the only exception being the application for the *degree award*<sup>14</sup>, namely for the integration of the DSU scholarship offered to graduated students who conclude their studies by the legal duration of their course.

Therefore, in the application process for the DSU Scholarship, students must also specify whether they are requesting the integration for international mobility and/or if they are competing for residence.

## ART. 8 HOW TO SUBMIT AN APPLICATION

The application for admission to the competition for the assignment of Financial Aid benefits must be submitted exclusively by the deadlines set out in the previous article, and by filling in the appropriate online form, which can be accessed from the personal area on the *Online Services*.

The call can be found here:

[Online Services > Benefits and agreements > Application form - DSU Benefits](#)

Once all parts have been completed, the application must be finalised and sent.

To do this, **click on** [“Close and send the Application form - Save the Receipt”](#)

As a confirmation that the application has been properly submitted by the deadline, the student receives a summary sheet at their institutional email address - if they have already been assigned one<sup>15</sup> - or at the email address provided during the registration phase.

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<sup>14</sup> The terms for applying for the **degree award** are indicated in Art. 22.1

<sup>15</sup> Upon activating the enrollment, Politecnico di Milano assigns the student a PoliMi email address. The PoliMi

After submission, the application cannot be modified or cancelled by the student. Students must notify the Financial Aid Service about any **changes which could affect the assignment of benefits**, which occur once the application has been submitted [e.g. withdrawal from studies, transfer to another University, etc...] through the email channel indicated on the webpage: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*)


#### **Art. 8.1 Case of transfer FROM or TO another university location**

When transferring **FROM Politecnico di Milano TO another University** after the start of the academic year, the student may ask the Financial Aid Service to send the application submitted to the University to which they have transferred.

From the moment when the transfer is notified, the student does not have the right to use any benefits paid out by Politecnico di Milano, with the obligation to reimburse any benefits received up until that time.

When transferring **TO Politecnico di Milano FROM another University**, the student must ask the Financial Aid Service of the University which they are transferring from to send the application, as long as it was submitted by the deadlines indicated in the Call for applications of the University of origin. The transfer must be completed prior to publication of the final rankings relating to the requested benefits.

The outcome in the ranking **will be subject** to possession of the requirements in this Call for applications and the availability of resources.



**NOTA BENE** - With reference to the minimum ECTS required for the purposes of this Call, **only and exclusively** validated ECTS will be considered. Therefore, the number of overall credits acquired in the previous career will not count.

Likewise, partial validations will not count either.

#### **Art. 8.2 Case of a student attending a Bachelor of Science program who is receiving a DSU Scholarship and enrolling on a Master of Science program starting from the second term**

Students who, in the a.y. 2021/2022, applied with the profile ‘Subsequent years’ as they are enrolled in the last term of Bachelor of Science programs and, having obtained the degree, enroll in a Master of Science program commencing from the second term, may ask the Financial Aid Service to modify the profile of the application submitted to be considered as students enrolled on Master of Science programs starting in the second term, without prejudice to the benefits obtained up to that point.

The request to change the ‘profile’ of the applicant - from “Subsequent years: all levels” to “First year second level” - must be sent to the Financial Aid Service through the **email channel** indicated on the web page; [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*)

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email address replaces the one provided during registration for all official communications.

by the deadlines established by the University's academic calendar for enrollment in Master of Science programs from the second term.

### Art. 8.3 Case of a student waiting to obtain a first-level degree and enroll in the first year of a Master of Science course

Those who applied as students enrolled in a Master of Science program commencing in the first term and who, nevertheless, need to delay their enrollment, can request a change in the profile of the application submitted, so to be considered students enrolled in an additional term of the degree programs.

The request to change the 'profile' of the applicant - from "First year - Master of Science (LM - 2° level)" to "Subsequent years: Bachelor, Master of Science and PhD (L, LM cu; LM, PhD, Spec)" – must be sent via email to the following web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU Scholarship*) **by the deadlines** envisaged by this Call for **submitting an review request**<sup>16</sup>.

The change request can **only** be granted if the application with the profile "First year - Master of Science (LM - 2° level)" has been submitted by the deadline for submitting the application with the profile "Subsequent years: Bachelor, Master of Science and PhD (L, LM cu; LM, PhD, Spec)", namely **by July 15<sup>th</sup> 2021 at 12 pm**.

## ART. 9 EXCLUSION FROM RANKINGS

The following students are automatically **excluded** from the rankings:

- students who do not "**finalise and send**" the application or who submit an incomplete application;
- students who do not submit the documentation required by the Call, or submit it after the deadline, or provide false and/or irregular documents;
- students who do not complete the enrollment on programs at Politecnico di Milano for the academic year 2021/2022 by the deadlines indicated in the academic calendar<sup>17</sup>;
- students who are not in possession of an ISEE-ISPEE - or Equivalent ISEEU-ISPEU – issued for the sake of benefits for the right to higher education;
- students who have any debts toward Politecnico di Milano;
- students who, in previous years, have been subject to measures of withdrawal of benefits as a result of false declarations, fraud or for other reasons;
- students who were unable to apply<sup>18</sup>.

## ART. 10 FORFEITURE OF BENEFITS

The student forfeits their right to the benefits if:

- they are subject to disciplinary sanctions exceeding any written warning for infractions

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<sup>16</sup> See Art. 17

<sup>17</sup> In order to be considered regularly enrolled the student will have to pay the first instalment of the tuition fees, as well as the regional tax fee, duty stamps and insurance prize by the preestablished deadlines.

<sup>18</sup> See Art. 2



- against Politecnico di Milano;
- they present a false statement or irregular document ascertained through official inspection;
  - they are simultaneously assigned scholarships not compatible with the DSU Scholarship, having failed to exercise the choice option within the set 10 days;
  - they give up their studies at Politecnico di Milano before the end of the academic year which this Call is related to;
  - they transfer to another University before the end of the academic year which this Call is related to;
  - their university career is frozen, suspended or deactivated during the academic year which this Call is referred to.

If it is ascertained that there has been cause for forfeiture, the student must repay all benefits received up to that point, including the actual cost of meals consumed and the cost of preferential rate residence.

If a student forfeits their benefits, they will lose the right to fees and contributions' exemption. They will, therefore, have to rectify their administrative position with the Registrar's Office with regard to the payment of any fee and contribution remained unpaid up until that time (if not exempt for another reason).

## **ART. 11 VALIDATION OF TRUTHFUL STATEMENTS**

Politecnico di Milano validates the truthfulness of statements given by the student, **even after** assigning the benefits awarded through this Call, based on the methods established by Law, in particular Art. 10 Legislative Decree no. 68/2012, Art. 71 of Presidential Decree no. 445/2000, as well as Art. 11 of DPCM 159/2013 and the respective INPS circular no. 171 of December 18<sup>th</sup> 2014.

For this purpose, Politecnico di Milano will perform checks on a sample of at least 20% of students deemed eligible for Financial Aid benefits and on all students from family units which declare zero income.

In case of untruthful declarations, the assigned benefits will be revoked and the sanctions pursuant to articles 75 and 76 of Presidential Decree no. 445/2000 and Art. 10 Legislative Decree no. 68/2012 cit. will be applied.

This is without prejudice to disciplinary sanctions and criminal regulations, should the act be considered a crime.

## **ART. 12 FISCAL ASPECTS**

The Financial Aid benefits are exempt from income taxes, pursuant to Circular no. 109/E of April 6<sup>th</sup> 1995 of the Ministry of Finance<sup>19</sup>.

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<sup>19</sup>The amount of the residence service which may have been deducted from the gross amount of the scholarship of "away from home" student may also be subject to IRPEF deduction at 19%.

However, beneficiaries will be issued with the Single Certification of the amounts paid in cash and the free catering services which must be produced when completing the new ISEE Certification.

The Single Certification will be available on the beneficiary's personal *Online Services* page, usually by the month of March.

### **Art. 12.1 Accumulation and exceptions**

The DSU Scholarship is compatible and can, therefore, be accumulated with contributions received for periods of study abroad.

With reference to other scholarships – both provided by Politecnico di Milano or by other Public or Private bodies - non-accumulation may be a condition of the specific competition in which the student wishes to participate.

If a student is assigned the DSU Scholarship and they start receiving another non-accumulated scholarship simultaneously, they will have to choose which one to accept, by exercising the right of option.

In particular, if the student opts for the other scholarship - i.e. not the DSU Scholarship - they must notify, by 10 days from accepting the non-DSU Scholarship, the Financial Aid Service via the email channel indicated on the webpage: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*).

If the incompatibility is spotted automatically, this constitutes grounds for forfeiture of the DSU benefit and will subsequently preclude the student from exercising the right of option<sup>20</sup>.

The DSU Scholarship does not preclude participation in Calls for paid student collaborations (150 hours and tutoring).

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<sup>20</sup> See Art. 10

## SPECIAL SECTION: INDIVIDUAL BENEFITS

### ART. 13 DSU SCHOLARSHIPS: NUMBER AND VALUE

There are **1700** DSU scholarships<sup>21</sup> available, divided up as follows:

Study programs	No. scholarships
Students enrolled on the first year of Bachelor of Science programs or single-cycle Master of Science programs	250
Students enrolled on the first year of Master of Science programs	290
Students enrolled on the first year of PhD and specialisation programs	10
Students enrolled on subsequent years of all study programs	1,140
Students enrolled on subsequent years of PhD and specialisation programs	10

The scholarship is made up of a part paid in cash and a part provided in services, typically catering services and, for students away from home who have applied, the preferential rate residence service. As such, the part of the scholarship paid in cash will be net of deductions for services.

The amount of the scholarship depends on both the student's **income bracket** and their **geographic origin**.

There are three income brackets taken into consideration for DSU purposes, and these are autonomous and independent from the income brackets assessed by the University for the purposes of determining the amount owed for tuition fees and contributions.

For students receiving the scholarship for the year following the last one of regular studies and for students enrolled in the first year of Master of Science programs starting in the second term, the scholarship amounts and deductions for services are reduced by 50%.

Students with certified disability of 66% or higher have the right to be assigned the scholarship, even if this exceeds the number of available scholarships and to get the annual amount increased.




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<sup>21</sup> For residence slots see Art. 23.

The exact amount of the DSU Scholarship, as well as the deductions, are defined annually by the Regional Government of Lombardy by its own resolution which, at the date of publication of this Call, has not yet been issued.

These values, as well as any increase in the number of scholarships available as a result of any raise in resources, will therefore be specified with a supplement to this Call for Applications, which will be posted on the University’s website at the following webpage:

[www.polimi.it/diritto-allo-studio/](http://www.polimi.it/diritto-allo-studio/)

## ART. 14 GEOGRAPHIC ORIGIN OF THE STUDENT: LOCAL, COMMUTER AND AWAY FROM HOME

The amount of the DSU Scholarship differs depending on the student’s geographic origin. Specifically, there are three statuses: local, commuter, and away from home.

Particularly, for DSU purposes the student who is:

“local”	<ul style="list-style-type: none"> <li>• <b>resides</b> in the Municipality in which the attended study program is based or in a Municipality classified as its urban area: the urban area is determined in relation to the Municipality where the attended course is based in accordance with the provisions of <b>Annex 1</b> of this Call;</li> <li>• attends the <b>degree course online</b><sup>22</sup>.</li> </ul>
“commuter”	<ul style="list-style-type: none"> <li>• does NOT reside in a Municipality classified as an urban area from which it is possible to reach the location of their course within 90 minutes<sup>23</sup> by public transport.</li> </ul>
“away from home”	<ul style="list-style-type: none"> <li>• does <b>NOT reside</b> in a Municipality classified as an urban area and from which it is NOT possible to reach the location of the course within 90 minutes by using public transport <b>and, for this reason, they have taken up paid residence</b> in the area where their course is located<sup>24</sup>.</li> </ul>

### ART. 14.1 Request for recognition of away from home status

For the purposes of the rankings, a student’s geographic origin is not relevant. As such, students who are not “local” will **ALL**<sup>25</sup> be marked as “commuters” by default.

<sup>22</sup> Politecnico di Milano currently only offers the degree program in Engineering of Computing Systems online

<sup>23</sup> The time taken to arrive at the course from the residence will be calculated from the first departure station/stop to the final arrival station/stop at the course location.

<sup>24</sup> The two conditions must be present jointly; therefore, be resident is not sufficient *per se*. Hence, if the student resides in a location which is far from where the program takes place and they decide to live free of charge in a residence close to this location, they are considered a “commuter” student.

<sup>25</sup> Including those who were recipients of the DSU Scholarship as “away from home” students under the Call for a.y. 2020/21.

In order to be considered “**away from home**”, as well as to obtain the **benefits** in the amount stated by this Call for that status - the student must make an explicit **request**, demonstrating that they have taken up **paid residence** in the Municipality where their course is held, or in a Municipality classified as its urban area, for a period of at least **10 continuous months**.

In case of a **termly scholarship**, the period **must be at least of 5 continuous months**.

In order to request a **change of status** from ‘commuter’ to ‘away from home’, the student must send the following documents to the Financial Aid Service:

- A copy of the paid residence rental agreement signed and headed to the student or to one of their parents, as well as the corresponding receipt of registration at the Revenues Agency.
- The registration, which must be valid for the year which the benefit is requested for.

For contracts headed to a parent, the latter must only act as a guarantor and, therefore, not be a tenant at the same time.

For those applying for the annual scholarship, the contract must not begin any later than October **31<sup>st</sup> 2021**.

For those enrolling in the second semester, the contract must not begin any later than March 1<sup>st</sup> 2022.

**ERRATA CORRIGE**

Page: 21 - Art: 14.1

As indicated in the

Official Call in

Italian language,

the right deadline

is October 1<sup>st</sup> 2021,

NOT

October 31<sup>st</sup> 2021

Differently, if living in a dormitory, residence, lodgings or similar residences NOT managed by Politecnico di Milano:

- A copy of the contract stipulated with the dormitory, residence, lodgings or similar, as well as a valid tax certificate serving as proof of payment of the fee or of the rent for the entire duration of the contract.

For residence managed directly by Politecnico di Milano, the details (cost, duration, etc.) will be acquired directly by the Financial Aid Service.

Regardless of the type of paid lease, all contracts must be finalised, hence already signed by both parties, when the application is submitted.

Any request for a change of status from ‘commuter’ to ‘away from home’, with the relevant documentation in PDF format, **must** be submitted by:


**Monday 11<sup>th</sup> October 2021** for students enrolling in Bachelor of Science programs, single-cycle Master of Science programs and Master of Science programs and for students enrolled in PhD and specialisation programs;

**Monday 14<sup>th</sup> March 2022** for students enrolling in Master of Science programs commencing from the second term.

Under penalty of inadmissibility, the application, with the attached documentation, should be sent only in PDF format exclusively by email<sup>26</sup> indicated on the following web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *Recognition of Away from Home status*).

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26 Email is managed via the ‘trouble ticket’ system.



**NOTA BENE** - The student will continue to be considered a “commuter” if they **do not submit** the required documentation, or if they submit it in a **procedure other than** the ‘trouble ticket’ system or **after the deadlines** established by this article.

#### **ART. 14.2 Case of the student ‘away from home’ in the previous a.y. who submits an application to obtain the DSU benefits in the a.y. 2021-22, too**

The attribution of ‘away from home’ status applies **solely** and **exclusively** to the academic year in which the student is the beneficiary of the DSU Scholarship.

Truthfully, each Call is autonomous and independent from the previous one in regards to the documentation to be provided, too.

Therefore, students who submit an application for the benefits for the a.y. 2021/2022 and wish to continue to be allocated the status of ‘away from home’ must make a new request, as indicated in Art.14.1.

Any request presented after the deadline, by methods other than those prescribed or without being accompanied by the necessary documentation, involves the attribution of ‘commuter’ status.

#### **ART. 14.3 Case of the student who participates in ‘mobility’ in the a.y. 2021/2022**

The student who participates in an international mobility program in the a.y. 2021/2022 to be considered - or continue to be considered - “away from home” must demonstrate that they have taken up paid residence for a period of no less than 10 months.

In particular, taking into account both their place of residence in Italy and the location of the course they attend at Politecnico di Milano:

- if the **mobility period lasts throughout the entire academic year**, the student must provide the Financial Aid Service with a contract headed to their name (or another equivalent document, with reference to the regulations in force in the country where the mobility takes place) proving that they have taken up paid residence in their host country for the entire duration of the mobility period or for a timeframe of at least 10 months;
- if the **mobility period covers only part of the academic year**, in addition to the overseas contract covering the relevant period, they must **also** submit a copy of the paid residence rental agreement, properly registered in Italy, for a period, in combination with the period spent abroad, of no less than 10 months.

These provisions also apply to students with DSU Scholarship as ‘away from home’, as long as they are a guest of a Politecnico di Milano’s Residence.

For the methods and deadlines for sending this documentation, the provisions of Art. 14.1 apply.

#### **ART. 14.4 Case of termination of the paid residence rental agreement**

Any student who - for whichever reason - terminates their paid residence rental agreement or who foregoes their place at the dormitory, residence or lodgings before the end of the minimum period set out in this Call, will lose their “away from home” status.

Specifically, if the aforementioned circumstance is brought to the attention of the Financial Aid Service<sup>27</sup> directly by the student, and the student has not yet received the first instalment of the scholarship, ‘only’ a change of status from ‘away from home’ to ‘commuter’ (or possibly ‘local’) will occur.

The change of status will have retroactive effect. The student will therefore be asked to return, in the form of an adjustment on the first instalment, the value of the meal vouchers used as part of the “away from home” status.

If the first instalment has already been paid, the return - if possible in the form of an adjustment on the second instalment - will also concern the highest sum received throughout the scholarship.

On the other hand, if the loss of the paid residence occurs following the Financial Aid Service’s checks, the scholarship will be revoked with retroactive effect, and with the consequent request of returning everything which has been received and enjoyed - in terms of scholarship and value of services – up until the time of the revocation.

#### **ART. 14.5 Case of the student who loses their ‘away from home’ status due to the acquisition of residence**

The student who got their status changed to “away from home” and who has successively obtained their residence in the Comune where they attend their study program or in a Comune which is classified as urban area, from which they can reach their study program’s site within 90 minutes<sup>28</sup> by public transportation, will lose their “away from home” status and will be retroactively considered either “in site” or “commuter” for the purposes of the DSU Scholarship. Therefore, they will be required to reimburse the amount of the catering services which they have used as “away from home”, ideally by deducting such an amount from their first instalment. In case the latter has already been issued, the deduction will be operated on the second instalment and it will be related to the highest amount received throughout the scholarship.

### **ART. 15 DURATION OF GRANTING OF THE DSU SCHOLARSHIPS**

The DSU Scholarship benefit is granted for a different number of terms or years, depending on the course of study in question. In particular:

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<sup>27</sup> To contact the Service, the email channel indicated at the following web page is available: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: Recognition of Away from Home Status)

The time needed to get to the study site from the residence will be calculated from the first station/bus stop until the last station/bus stop of arrival.

Training Path	Maximum benefit duration
Students on a <b>Bachelor of Science</b> program	<b>7</b> terms, commencing from the absolute first year of enrolment
Students on a <b>Master</b> of Science program	<b>5</b> terms, commencing from the absolute first year of enrolment
Students on a <b>single-cycle</b> Master of Science program	<b>11</b> terms, commencing from the absolute first year of enrolment
Students on a <b>specialisation</b> or <b>PhD</b> program	<b>3 years</b> , commencing from the absolute first year of enrolment

For students with **certified disability** of 66% or higher, the benefit can be granted for a period of **3** terms beyond the normal duration of the attended study course.

**NOTA BENE** - The DSU Scholarship is **NOT** automatically renewed: students who wish to continue to receive it for the next academic year **MUST** submit a new application, according to the deadlines and methods indicated in Articles **7** and **8** of this Call.

## ART. 16 FORMATION OF THE RANKINGS FOR THE SCHOLARSHIP

The rankings will be formed according to the following criteria:

### STUDENTS ENROLLED IN THE FIRST YEAR

Each student who has submitted a proper and complete application is attributed a score relating to their financial status, calculated according to the following formula:

$$1 - \frac{\text{Student ISEE}}{\text{ISEE LIMIT}} \times 1,000$$

The maximum score attributable is 1,000.

The ranking order follows the score awarded in descending order. If **the scores** are the same, the highest degree score prevails<sup>29</sup>, followed by the youngest age.

<sup>29</sup> Students who have obtained their diploma in a country other than Italy will be assessed according to the diploma grade resulting from the application of the conversion formula adopted by the MIUR (MIUR note of 4/6/2007).



## STUDENTS ENROLLED IN SUBSEQUENT YEARS

Each student enrolled in subsequent years who has submitted a proper and complete application is attributed an academic merit score. 1,000 points may be attributed and are distributed as follows:

- 600 based on the number of ECTS earned by **August 10<sup>th</sup> 2021**, calculated according to the following formula:

$$\text{(student ECTS - minimum ECTS)} \quad \times \quad \frac{600}{\text{(max standard ECTS - minimum ECTS)}}$$

- 400 based on the average examination marks passed by **August 10<sup>th</sup> 2021**, calculated according to the following formula:

$$\text{(Student average mark - 18)} \quad \times \quad \frac{400}{(30 - 18)}$$

Should there be equal scores, the student who did use a bonus will rank higher, followed by the student with a higher score for their economic status. If the equity of scores persists, the student enrolled in the latest year of the program will be prioritised, followed by the youngest one.

### Art. 16.1 Case of a student enrolling on a Master of Science program starting from the second term

Students who submit the scholarship application as students enrolling in a Master of Science program starting from the second term will be at the bottom of the ranking **“with reserve”**. The reserve will be lifted when the enrollment is completed. In any case, the student will be entitled to the payment of the scholarship only if funds are available.

### Art. 16.2 Case of a student waiting for ECTS to be granted

Students who are waiting for ECTS to be granted by the Degree Programme Council - e.g. students who apply after transferring University, School or Degree Program - are inserted at the end of the ranking **“with reserve pending assessment of merit-based requirements”**.

It is the responsibility of the student to inform the Financial Aid Service - via the email channel<sup>30</sup> indicated on the web page [www.polimi.it/diritto-allo-studio/](http://www.polimi.it/diritto-allo-studio/) (select: *DSU*

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<sup>30</sup> Emails are managed through the 'trouble ticket' system: they, therefore, require authentication.

*Scholarship*) about the existence of ECTS not yet recognised **by the deadline for submitting the application established in Art. 7.**

The reserve will be lifted once ECTS are granted by the payment date of the second instalment of the scholarship. In any case, the student will be entitled to the payment of the scholarship only if funds are available.

## ART. 17 PUBLICATION OF THE RANKINGS AND REQUEST FOR REVIEW

### PROVISIONAL RANKING

The student can view their position in the provisional ranking by accessing their *Online Services* starting from **Thursday 30<sup>th</sup> September 2021.**

### REQUEST FOR REVIEW

Any request for review may only be submitted by and no later than **Monday 11<sup>th</sup> October 2021**, exclusively using the dedicated “submit review request” function available on the page of the *Online Services*, where the provisional ranking is published.

The request must be accompanied by the appropriate documents (in PDF format) justifying the reasons for the request.

Incomplete requests, requests not supported by adequate documentation, or requests submitted in any form other than the one indicated in this Call for applications will be considered inadmissible.

**The student will only be informed of the result of their request through the publication of the final rankings.**

### FINAL RANKING

Once the examination of review requests has been completed, the student can view their position in the final ranking by visiting their *Online Services* from **Monday 8<sup>th</sup> November 2021.**

Requests for review against the final ranking must be submitted to the relevant bodies by the deadlines and according to the procedures indicated in the regulations in force.

### ART. 17.1 Methods of assignment of scholarships

The scholarships are assigned up to the number established by Art. 13, in relation to each study program.

Any raise in the number of scholarships which may become available in the event of an increase in funds will be communicated through a supplement to this Call for applications.

Any scholarships not assigned due to lack of eligible students in a ranking will be reallocated and assigned to students positioned in an appropriate place in the ranking, who are most eligible, until the number of scholarships established by this Call is completed.

## ART. 18 PAYMENT OF SCHOLARSHIPS

For students subject to entry visa, the payment of Scholarships is subject to the issuance of the latter. It is, therefore, advisable to notify the DSU office about the issuance of the visa directly, so to ease the verification process. This can be done through the email channel mentioned on the website which can be found through the following link: [www.polimi.it/diritto-allo-studio/](http://www.polimi.it/diritto-allo-studio/) (select: DSU Scholarship).


Training path for scholarship holders	Schedule of payment orders for
<p><b>students enrolled in the FIRST YEAR of:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Science programs,</li> <li>• single-cycle Master of Science programs;</li> <li>• Master of Science programs with entry in the 1<sup>st</sup> term.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>first instalment:</b> by <b>November 26<sup>th</sup> 2021</b>;</li> <li>• <b>second instalment:</b> by <b>October 18<sup>th</sup> 2022</b> <b>ONLY</b> for those who have achieved the ECTS required by the Call by August 10<sup>th</sup> 2022.</li> </ul>
<p><b>students enrolled in the FIRST YEAR of:</b></p> <ul style="list-style-type: none"> <li>• Master of Science programs with entry in the 2<sup>nd</sup> term</li> </ul> <p><i>50% scholarship, paid in two instalments.</i></p>	<ul style="list-style-type: none"> <li>• <b>first instalment:</b> by <b>June 29<sup>th</sup> 2022</b>;</li> <li>• <b>second instalment:</b> by <b>October 18<sup>th</sup> 2022</b> <b>ONLY</b> for those who have achieved the ECTS required by the Call by August 10<sup>th</sup> 2022.</li> </ul>
<p><b>students enrolled in the FIRST YEAR of:</b></p> <ul style="list-style-type: none"> <li>• PhD and specialisation programs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>single instalment:</b> by <b>November 26<sup>th</sup> 2021</b>;</li> </ul>
<p><b>students enrolled in SUBSEQUENT years</b></p> <ul style="list-style-type: none"> <li>• of all study programs <u>not</u> falling within the two cases below</li> </ul>	<ul style="list-style-type: none"> <li>• <b>first instalment:</b> by <b>November 26<sup>th</sup> 2021</b>;</li> <li>• <b>second instalment:</b> by <b>June 29<sup>th</sup> 2022</b>;</li> </ul>
<p><b>students enrolled in the 4<sup>th</sup> and 5<sup>th</sup> terms</b></p> <ul style="list-style-type: none"> <li>• of Master of Science programs who are enrolled in the 2<sup>nd</sup> term of the a.y. 2018-2019</li> </ul>	<ul style="list-style-type: none"> <li>• 50% by <b>November 26<sup>th</sup> 2021</b>;</li> <li>• 50% by <b>June 29<sup>th</sup> 2022</b>; provided that, in the meantime, the qualification has not been obtained.</li> </ul>
<p><b>students enrolled in the final term DSU:</b></p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> term Bachelor of Science</li> <li>• 11<sup>th</sup> term Single-Cycle Master of Science</li> <li>• 5<sup>th</sup> term Master of Science</li> </ul> <p><i>50% of the scholarship, paid in a single instalment</i></p>	<p><b>single instalment:</b> by <b>November 26<sup>th</sup> 2021</b>; provided that, in the meantime, the qualification has not been achieved.</p>

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**students enrolled in SUBSEQUENT years of:**

- PhD and specialisation programs

- **single instalment: by February 28<sup>th</sup> 2022**
- 



**NOTA BENE** - The order for payment and the actual crediting of the sum to the student's bank account do **NOT** occur simultaneously: there is a necessary technical processing period between the two dates for the completion of the procedure. Usually, it takes at least two weeks, but it depends on the timescales of the individual banking institutions.

### **ART. 18.1 How the DSU Scholarship is paid**

The monetary part of the DSU Scholarship is paid - net of withholdings for services - exclusively by bank transfer.

Therefore, to facilitate the correct payment of the scholarship each student must enter, unless they have already done so, their IBAN code on their *Online Services*. This is the path:

[Data -> Management of payment methods](#)

In particular, the IBAN must be linked to:

- an Italian account or in any case to one belonging to SEPA (*Single Euro Payments Area*), **headed to the name** of the student, *or*
- an Italian account or one in SEPA **with a joint name** of the student (+ a relative/other), *or even*
- a prepaid card (again relating to an Italian account<sup>31</sup> or to SEPA), headed to the sole name of the student. For this solution, the prepaid card must have a *minimum credit limit* which needs to be equal to the amount of the Scholarship.

For students who do not have a current account, it is possible to activate the bank card functions on the Ateneo +<sup>32</sup> Card. To do so, a branch of Banca Popolare di Sondrio must be used, to request the upgrade of the card to a named prepaid card.

The lack or the incorrect indication of the 'payment methods', along with the indication of non-SEPA bank details, determines the suspension of the monetary part of the scholarship until the entry or correction of the data.

Once the impediment has been removed, the Financial Aid Service will pay the scholarships which have been suspended up until that moment.

Any costs incurred by Politecnico di Milano due to the incorrect indication of the bank details will be charged onto the student.

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<sup>31</sup> A prepaid card issued by Poste Italiane is also suitable.

<sup>32</sup> The Ateneo + Card is the university card that is delivered after enrolment.

The scholarship and the catering services may in any case remain suspended in relation to students who have pending payments to the University. In these circumstances, Politecnico di Milano reserves the right to offset the mutual credit claims.

Any failure to enter on the online profile suitable and correct bank details by December 31<sup>st</sup> 2022 prevents the payment of the economic part of the scholarship and is seen as a waiver of the same, thus involving the forfeiture of the right to the payment of the economic part of the scholarship. Such a forfeiture absorbs the suspension.

This is without prejudice to the payment of the catering services and to the use of preferential rate residence service.

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## ART. 19 CATERING SERVICES

Students who are **assigned** or **eligible non-assigned** recipients of a scholarship for the 2021/2022 a.y. have the right to use the catering services.

Students who receive the scholarship will be charged a **flat fee** <sup>33</sup>to be deducted from the scholarship amount.

If the student **does not use** the catering services, they will **NOT** be entitled to any refund.

The only exception to this is in the case of a student taking part in an international mobility program lasting **at least 2 months**.

In particular, for students in mobility the prohibition to use the catering services<sup>34</sup> remains in place, being compensated by the right to the reimbursement of catering services withholding, proportional to the monthly duration of the period spent abroad, thoroughly documented.

### ART. 19.1 Activation and authorisation of the card

To use the catering services the Policard - known as "Ateneo +" - must be activated, having been issued by the University to each enrolled student<sup>35</sup>.

The **activation** is made through the function available on the *Online Services*, by following the instructions provided along with the card itself. This is a procedure which needs to be done only once and it is independent from the DSU Call: it will be valid for the entire validity of the card.

On the other hand, the **access** to the catering services of active cards is carried out by the Financial Aid Service. It will be valid up until the student will be entitled to such catering services in accordance to this Call.

### ART. 19.2 Duration of service

The catering service is available from **Monday 15<sup>th</sup> November 2021** to **Sunday 13<sup>th</sup> November 2022**.

For students who receive the DSU scholarship for their final term, the service may be active until **April 30<sup>th</sup> 2022**, provided that the beneficiary has not graduated in the meanwhile.

Truthfully, if, before that date, the beneficiary achieves their qualification, the right to the service ceases from the day after achieving the degree.

For students enrolled in Master of Science programs starting in the second term, the catering service is active from Monday **2<sup>nd</sup> May 2022** to Sunday **13<sup>th</sup> November 2022**.

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<sup>33</sup> The amount of the deduction is determined annually by a Regional Resolution, see Art. 13

<sup>34</sup> See Art. 21.3

<sup>35</sup> The Ateneo+ card is issued by the Registrar's Office and is available usually within 3 weeks from enrolment.

For students enrolled in subsequent years of PhD and specialisation programs, the catering service is provided from **January 1<sup>st</sup> 2022** until **December 31<sup>st</sup> 2022**.



**NOTA BENE** - The catering service will be **SUSPENDED** for the entire month of **August 2022**.

### ART. 19.3 Value of the service

Based on the student's profile - local, commuter, away from home - the Financial Aid Service will activate the corresponding rules of use - both in terms of days of accrual and value of the meal voucher/day - as summarised below:

<b>Local and Commuter</b>	4.50 Euros/day <b>from Monday to Friday</b>
<b>Away from home</b>	5.00 Euros/day <b>from Monday to Sunday</b>

### ART. 19.4 Rules of use of the Ateneo + Card

The catering service may only be used by the person entitled to it, i.e. the authorised holder of the "**Ateneo+**" card.

Transferring the "**Ateneo+**" card or QR code to third parties constitutes disciplinary misconduct.

The meal voucher may only be used on the day which it is assigned for: if the meal voucher is not used on a particular day, it may **NOT** be used on subsequent days, **neither individually nor cumulatively with others**.

In case of **loss** or **theft** of the "**Ateneo +**" card, **within 5 days of the event**, the student must inform the Financial Aid Service through the email channel indicated on the web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *Catering Service*) and promptly activate the card re-issuance procedure on their *Online Services*.

This is the path:

[Data > Activation of magnetic badge](#)

During the time taken to re-issue the "**Ateneo+**" card, the student may use the catering service using the QR code or any other available tools, which they will be informed about by the Financial Aid Service.

On the other hand, all meals utilised through direct use of the **Ateneo +** card between the date of loss or theft and the date of communication of the event to the Financial Aid Service will be charged to the "**Ateneo+**" cardholder.

In the event of a **violation of the rules** on use of the "**Ateneo+**" card in particular and the catering service in general, the catering service is suspended for a period which corresponds to twice the duration of the violation. In the event of reiterated violation, the suspension periods may be further extended until assessing the revocation of the service.

In any case, the transgressor will be charged for the actual cost of all irregularly utilised meals.



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## ART. 20 INTEGRATION OF DSU SCHOLARSHIP TO PARTICIPATE IN INTERNATIONAL MOBILITY PROGRAMS

Students **assigned** the scholarship for the a.y. 2021/2022 and all **eligible NON-assigned** recipients (including students enrolled in PhD programs) may receive **an integration of the DSU Scholarship** to participate in international **mobility programs** and internships lasting for a **period** of at least **2 months**.

Only international mobility programs and internships regulated by a specific Call for applications from the University and involving a selection procedure of the applicants are considered.


For each study program attended, the contribution may be granted **only once** and for **only one type** of program meaning a period of mobility for study or a period of mobility for an internship.

### ART. 20.1 Submitting an application

The application for the integration of DSU scholarship for international mobility must be submitted at the same time as the application for the scholarship itself by selecting the relevant field within the online form referred to in Art. 8.

The mobility must concern a study program abroad, certified by the competent structure of Politecnico di Milano in relation to international exchanges.

For this reason, the student will be asked to indicate the mobility program in question.



**NOTA BENE** - Periods spent abroad after **October 31<sup>st</sup> 2022** will NOT be taken into consideration as they fall under the remit of the next academic year.

### ART. 20.2 Amount of contributions

The contribution of the Scholarship is **€550 per month** for a period spent abroad, which must be **at least 2 months** and to a **maximum of 10 months**.

If the student receives a DSU Scholarship every term, the contribution for international mobility will be paid for a maximum of 5 months, calculated from the departure date until February **28<sup>th</sup> 2022**.

The amounts of **any other contributions** assigned through European Union funds or other public/private entities, or based on bilateral agreements, even outside of the EU, are **deducted** from the amount.


Students also have the right to reimbursement of round-trip travel expenses to a maximum of **150 Euros** for European countries and **500 Euros** for non-European countries.

### ART. 20.3 Prohibition on using catering services

During the entire period spent abroad, students are **prohibited** from using **the catering services** provided by Politecnico di Milano as DSU beneficiaries.

This prohibition is also valid if - during that period - the student returns temporarily to Italy for any reason (e.g. to sit for exams, for holiday vacations, etc.).

In view of the prohibition, the student has the **right to reimbursement** of the deduction for the catering services in proportion to the period of time spent abroad.



**NOTA BENE** - The right to reimbursement is calculated based on the flat-rate deduction made on the scholarship and **NOT** on the nominal value of the meal voucher.


### ART. 20.4 Payment of the contribution and reimbursements

The payment of the contribution and the reimbursement of the catering services are made by the Financial Aid Service, after verifying the actual conduct and timescales of the mobility, as well as the respect of the prohibition on using the catering services throughout the mobility period.

On the other hand, the lump sum reimbursement of travel expenses is subject to the reception of travel documentation. In particular, the interested student shall **send** to the Financial Aid Service - through the **email channel** indicated on the web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) ≥ (select: *Supplementation for international mobility*)- the pertinent documentation to prove the travel expenses **WITHIN a mandatory period of 30 days** from the return from mobility, more specifically the travel tickets related to the departure for the start of the mobility and the return at the end of the mobility.

The section of journey considered is only and exclusively that necessary to reach the location in which the mobility is carried out and vice versa.

The order for payment<sup>36</sup> of the supplement to the Mobility Grant and any reimbursement owed will be issued:

- 
- **by December 31<sup>st</sup> 2022**, without prejudice to the regular conclusion of the exchange or internship period by September 30<sup>th</sup> 2022;
  - **by March 31<sup>st</sup> 2023**, without prejudice to the regular conclusion of the exchange or internship period by December 31<sup>st</sup> 2022;

### ART. 20.5 The *free mover* DSU scholarship holder and the reimbursement of the catering services

For the purposes of DSU, the *free mover* may be:

- the DSU scholarship holder who has not participated in an exchange program organised by the university, such as Erasmus, but has autonomously chosen their host university, organising their study period abroad independently;

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<sup>36</sup> For the payment methods, the provisions of Art. 18.1 apply

or:

- the DSU scholarship holder who has not participated in an exchange program organised by the university, **BUT HAS NOT** presented the integration request for international mobility either.

In both circumstances, the *free mover* DSU scholarship holder may request the reimbursement of the catering services unused during their mobility period.

In particular, they must contact the Financial Aid Service - through the **email** channel indicated on the web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *Supplementation for international mobility*)- **WITHIN the mandatory period of 30 days** from the return from mobility and send the pertinent documentation to prove both the mobility and its duration (we suggest attaching the return travel documents).



Requests received **after November 10<sup>th</sup> 2022** will not be accepted.

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## ART. 21 DEGREE AWARD IN INTEGRATION OF THE DSU SCHOLARSHIP

The benefit consists of an integration of **€1,000** in addition to the final scholarship amount awarded to a student enrolled in a **Master of Science** program or a **single-cycle Master of Science** program.

For the purpose of the benefit's assignment, the following **conditions** are necessary:

- the student must have graduated in the number of years equal to a normal duration of the Master of Science or single-cycle Master of Science program which they are applying the degree award for. The calculation of the normal duration is made starting from the absolute first year of enrollment<sup>37</sup>. As such, any student who, for any reason, enrolls in the third year of a Master of Science program or in the sixth year of a single-cycle Master of Science program will be excluded from the assignment of this benefit.
- The student must have received the DSU Scholarship for the academic year which they are requesting the degree award for.
- The student must not have received the degree award benefit over the course of their entire university career.

### ART. 21.1 Deadlines for application for the award

The benefit is **NOT** automatically granted, but must be specifically requested.

In particular, the application **must** be submitted via *Online Services* **within 60 days** from when the student obtains their degree.

This is the path to the application form:

[Online Services](#) > [Benefits and agreements](#) > [Application form - DSU Benefits](#)

Once this period is concluded, the application can no longer be submitted.

The degree award will be paid in the same way as the DSU Scholarship.

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<sup>37</sup> See Glossary

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## ART. 22 PREFERENTIAL RATE RESIDENCE SERVICE

The competition for the allocation of the preferential rate residence service is open to students who are NOT residents in a municipality classified as an urban area and from which it is NOT possible to reach the location of their course within 90 minutes by public transport and who, as such, are looking for residence at 'preferential' rate.

### ART. 22.1 Deadlines for submission of an application

The deadlines for submitting an application for preferential rate residence are the same as those established by Art. 7 for competing for the allocation of the DSU Scholarship, namely **by 12:00pm** on:

**Thursday 15<sup>th</sup> July 2021**, for students enrolling in subsequent years of **ALL** programs of study, including students who enroll in PhD and specialisation programs;

**Thursday 5<sup>th</sup> August 2021**, for students who enroll in first years of all programs, including students who enroll in the first year of Master of Science programs starting from the second term and including students who enroll in the first year of PhD and specialisation programs.

## ART. 23 NUMBER OF PREFERENTIAL RATE HOUSING PLACES AVAILABLE: NUMBERS AND LOCATIONS

There are a total of **991** residence slots available, distributed over the local Campuses as follows:

Distribution of residence slots across local campuses	
Milan	772
Como	99
Lecco	120

With reference to the study programs, however, the distribution is as follows:

FOR THE MILAN CAMPUS	
students enrolled in subsequent years of all study programs	520
students enrolled in subsequent years of PhD and specialisation programs	20
students enrolled in the first year of Bachelor of Science, Master of Science, and single-cycle Master of Science programs	123
students enrolled in the first year of Master of Science programs	99
students enrolled in the first year of PhD and specialisation programs	10

FOR THE COMO CAMPUS	
students enrolled in subsequent years of all study programs	45
students enrolled in subsequent years of PhD and specialisation programs	5
students enrolled in the first year of Bachelor of Science, Master of Science and single-cycle Master of Science programs	29
students enrolled in the first year of Master of Science programs	15
students enrolled in the first year of PhD and specialisation programs	5

FOR THE LECCO CAMPUS	
students enrolled in subsequent years of all study programs	55
students enrolled in subsequent years of PhD and specialisation programs	5
students enrolled in the first year of Bachelor of Science, Master of Science, and single-cycle Master of Science programs	30
students enrolled in the first year of Master of Science programs	25
students enrolled in the first year of PhD and specialisation programs	5


The availability of the places, broken down by Residence, is as follows:

BY RESIDENCE	no. of places
"Leonardo Da Vinci" Student Residence - Milan Leonardo - double rooms	66
"Galileo Galilei" - Milan Leonardo - single rooms with shared bathroom	284
"Vilfredo Pareto" - Milan Bovisa - single and double rooms with shared bathroom	139
"Isaac Newton" - Milan Bovisa - double rooms	155
"Albert Einstein" - Milan Leonardo - single rooms with shared bathroom	128
"La Presentazione" - Como - double rooms	99
"Adolf Loos" - Lecco - double rooms	120

### ART. 23.1 Rankings

**THREE** rankings will be released and subdivided into local campuses: one for the Milan Campus, one for the Como Campus, and one for the Lecco Campus.

It is **NOT** possible to select more than one Campus.



**NOTA BENE** - In order to be considered an 'away from home' student, in accordance with Art. 14, the student must take up residence **at the Campus** where the lectures of their **study program** are held.

For the Milan Campus, up to 5 preferences may be expressed, ranking the residences in order of priority.

Once the application has been submitted, these preferences can no longer be changed.

## ART. 24 ALLOCATION OF PREFERENTIAL RATE HOUSING


The student can request preferential rate residence service for the following periods:

- for a period of **8 terms** starting from the absolute first year of enrollment for students enrolled in Bachelor of Science programs;
- for a period equal to the **duration** of the program requirements plus **2 terms**, starting from the absolute first year of enrollment for students enrolled in single-cycle Master of Science programs;
- for a period of **6 terms** starting from the absolute first year of enrollment for those students enrolled in Master of Science programs;
- for **3 years**, starting from the absolute first year of enrollment, for students enrolled in specialisation programs and PhD programs.



For students with certified disabilities of 66% or higher, the periods are:

- 9 terms for Bachelor of Science programs;
- 7 terms for Master of Science programs;
- 15 terms for single-cycle Master of Science programs.



**NOTA BENE** – Once the assignment of the preferential rate residence services is obtained, it is renewed automatically for the next academic year. In order to **continue to enjoy such a benefit**, students **must fill in a new application** in the manner and by the deadlines indicated in the corresponding Call.

## ART. 25 MERIT REQUIREMENTS


Students who, in the A.Y. 2021/2022, enroll in subsequent years of Bachelor of Science programs, single-cycle Master of Science programs and Master of Science programs, and who received the preferential rate residence service benefit during the previous academic year, **have priority over the assignment** of residence slots if they earn the number of ECTS required as per the following table **by August 10<sup>th</sup> 2021**, without using any credit bonus they may have accumulated.

Study programs	Course year				
	2 <sup>nd</sup> term	3 <sup>rd</sup> term	4 <sup>th</sup> term	5 <sup>th</sup> term	Final Year
L	40	90	-----	-----	150
Single-cycle	40	90	150	210	270
Master of	40		-----	-----	90

Students who, in the A.Y. 2020-2021, enrolled in **Master of Science** programs starting from the **second term** and benefitted from the preferential rate residence service, have **priority** over the assignment of residence slots if, by August 10<sup>th</sup> 2021, they **earn 29 ECTS** (or a lower number of ECTS detailed in the Degree Program for the same term) without using any credit bonus they may have accrued.

## ART. 26 PROCEDURE FOR FORMING THE RANKINGS

The procedures for forming the rankings for assignment of preferential rate residence slots are the same as those used for the assignment of scholarships, as per Art. 16.

 Students with certified disabilities of 66% or higher, if eligible, have priority over other students in the rankings.

## ART. 27 PUBLICATION OF THE RANKINGS AND REQUESTS FOR REVIEW

Students can view the rankings by visiting their *Online Services* page.

### STUDENTS ENROLLED IN SUBSEQUENT YEARS

Students enrolled in subsequent years in all programs of study can view their position in the temporary ranking by connecting to the *Online Services* from **July 29<sup>th</sup> 2021**.

 For this category of students, any **requests for REVIEW** must be submitted by and no later than **August 3<sup>rd</sup> 2021**.

Request of review may only be submitted using the dedicated **“submit review request”** function available on the *Online Services* page, where the provisional ranking is published.

The request must be accompanied by the appropriate documents (in PDF format) justifying the reasons for the request.

Incomplete requests, requests not supported by adequate documentation, or requests submitted in any form other than the one indicated in this Call for applications will be considered inadmissible.



**The student will only be informed of the result of their request through the publication of the final rankings.**

Once the examination of review requests has been completed, students can view their position in the final ranking by visiting their personal *Online Services* page from **August 18<sup>th</sup> 2021**. Requests for review against the final ranking must be submitted to the competent bodies in line with the terms and formalities set forth in current regulations.

### STUDENT ENROLLED IN FIRST YEARS

Students enrolled in the first year of all programs of study can view their position in the temporary ranking by connecting to *Online Services* from **August 25<sup>th</sup> 2021**.



For this category of students, any **requests for REVIEW** must be submitted by and not later than **August 30<sup>th</sup> 2021**.

Review requests may only be submitted using the dedicated “**submit review request**” function available on the page of the *Online Services*, where the provisional ranking is published.

Students must attach all necessary documentation to the review requests to support the arguments of the same. Incomplete requests, requests not supported by adequate documentation, or requests submitted in any form other than the one indicated in this Call for applications will be considered inadmissible.

The student will only be informed of the result of their review request through the publication of the final ranking.

Once the examination of the requests has been completed, students can view their position in the final ranking by visiting their personal *Online Services* page from **September 6<sup>th</sup> 2021**. Review requests against the final ranking must be submitted to the competent bodies in line with the terms and formalities set forth in current regulations.

### ART. 28 ASSIGNMENT OF HOUSING

Students **enrolled in subsequent years** of all study programs have the right to use the residence services from **August 22<sup>nd</sup> 2021 by July 31<sup>st</sup> 2022**.

Students **enrolled in the first year of all** study programs have the right to use the assigned residence services from the **start of the programs** (as indicated in the Academic Calendar), **by July 31<sup>st</sup> 2022**.

Students who enroll in the **first year of Master of Science programs starting from the second term** who are eligible for the assignment of a residence services can only access the residence after having completed their enrolment **by July 31<sup>st</sup> 2022**, by sending an email to [dsu-residenze@polimi.it](mailto:dsu-residenze@polimi.it) and by writing in the subject “request for residence for 2<sup>nd</sup> term enrolment”.

The slots will be assigned in chronological order only if there are available placements reserved to the DSU.

If assigned a residence slot, the student must pay in advance **to the Housing & Dining Unit** an amount equal to half of the residence deduction for the A.Y. 2021/2022. Students must **move out** of the residence slots assigned to them **by 12pm on August 1<sup>st</sup> 2022**.

Assignment of preferential rate residence slots is spread across<sup>38</sup> students **enrolled in the first year** of all programs of study as follows:

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

Assignment of residence is subordinate to verification of regular enrollment or registration of the student. Assignment takes into account the available place for each residence, as well as the student's position in the ranking. Any expressed preference is not restrictive for the assignment of residence.

The residence assigned to the student by the Housing & Dining Unit cannot be changed in any case or for any reason.

The assignment procedure of the residence slot will continue until there are no more preferential rate residence slots available for the A.Y. 2021/2022.

#### **ART. 28.1 Methods of assignment and deadlines for acceptance**

The Residence Service & Dining Unit will assign residence slots by email sent to the institutional email address - if assigned - or to the email address provided by the student during the registration phase.

Under penalty of **losing** the assignment of the benefit, the student must formally accept the residence slot within 48 hours of receiving the email, following the instructions indicated therein.

**If the student does not accept the residence offer within the aforesaid timeframe, this will be considered a rejection.**

The student must **take possession** of the assigned residence slot **within 30 days** of acceptance. If not, the student will be considered to have given up the residence, without prejudice to the right of the Housing & Dining Unit to withhold the entire sum from the scholarship.

#### **Participation in foreign exchange study programs**

##### **1<sup>st</sup> term**

Any student **participating** in an international mobility program in the **first term** who has been offered a residence slots must, in any case, formally accept the offer within 48 hours of the reception of the email as described above. Additionally, they will have to send the documentation related to their Mobility within 48 hours after accepting the residence to [dsu-residenze@polimi.it](mailto:dsu-residenze@polimi.it), indicating in the subject "Departure for Mobility-1<sup>st</sup> Term", as well as the date of their return.

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<sup>38</sup> See the Decree of the Director General of the Directorate of Education, Training and Work of the Regional Government of Lombardy of November 13<sup>th</sup> 2002, no. 21650

## 2<sup>nd</sup> term

Any student **participating** in an international mobility program **in the second term** must inform the Housing & Dining Unit at least 30 days before departure by sending an email to [dsu-residenze@polimi.it](mailto:dsu-residenze@polimi.it), indicating the duration of their stay abroad, their departure date and their return date.

**If the student does not send this communication, there is no guarantee of any reimbursement for the deduction for the period which they spend abroad, nor of the assignment of a residence slot upon their return from the mobility.**

**The student who participates in an international mobility program, in order to maintain the “away from home” status for the period when they are located abroad too, must send to the Financial Aid Service the document certifying their possession of a paid residence in the country where their mobility takes place according to the methods of Art. 14.**

### Students NOT eligible for the Scholarship

If students who have been assigned a preferential rate residence slot are “ineligible” in the final ranking for assignment of scholarships, they can stay at the assigned residence, but they will be charged the full rate from the date when the residence slot was assigned to them.

The “*Galileo Galilei*” Residence is only open to eligible students and/or scholarship recipients in the residence rankings. If students who have been assigned to this residence are deemed “ineligible” in the final ranking for the assignment of scholarships, they may stay at their assigned residence, but they will be charged the full rate corresponding to the “Leonardo da Vinci” residence.

### Students enrolled on individual courses

Students who are enrolled in individual courses to meet academic requirements to be admitted into Master of Science programs starting from the second term may reserve residence places at the full rate (see the website: [www.residenze.polimi.it](http://www.residenze.polimi.it)).

### Students awaiting recognition of ECTS

Students entered in the ranking with “reserve for merit assessment” as they are awaiting recognition of ECTS by the Degree Programme Council may access the residence only after official recognition of the ECTS and only if residence slots reserved for eligible students/students assigned scholarships are available.

Students entered in the ranking with “reserve for merit assessment” as they are awaiting recognition of ECTS by the Degree Programme Council following participation in an international mobility program may access the residence even after official recognition of the ECTS. If the ECTS which have been self-certified by the student are subsequently not granted, all rules indicated in this Call for Applications related to revocation of the benefit shall apply (also see Art. 31).


## ART. 29 COST OF THE RESIDENCE SLOTS

For students who are recipients<sup>39</sup> of the scholarship, an amount will be deducted for the cost of the residence slot from the date of assignment by July 31<sup>st</sup> 2022.

The exact amount of the withholding is defined annually through a resolution by the Regional Government of Lombardy. These values will be specified with an addition to this Call for applications, which will be published on the University website on the following page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio).

The deduction will be **proportionally reduced in the event** that the student uses the residence slot for fewer than the total number of months due to participation in foreign exchange study programs.

In all other cases, any student forfeiting their residence slot after having accepted it **will not be entitled to any reduction** in the deduction due.



**NOTA BENE** - Any student who, in the A.Y. 2021/2022, gives up their studies, must pay to the Housing & Dining Unit an amount equal to the preferential rate for the entire period in which they used the residence.

### STUDENTS ENROLLED IN SUBSEQUENT YEARS AND RECIPIENTS OF THE TERMLY SCHOLARSHIP

Students enrolled in subsequent years who are assigned a scholarship for a term and who, having earned a degree in the first term, do not intend to continue their studies at Politecnico di Milano, can use the residence slot until February 7<sup>th</sup> 2022. After this date, students must not use the residence slots provided by the Politecnico in any way, including full rate ones.

Regardless of the date when the residence slot is vacated, the student will nevertheless have the entire amount deducted from their scholarship.

Students who do not achieve the degree in the first term and who intend to cancel the residence for the second term, must submit the request by December 31<sup>st</sup> 2021 by sending an email to [dsu-residenze@polimi.it](mailto:dsu-residenze@polimi.it) with the subject "Cancellation of second term". Otherwise, they must pay for the preferential rate residence services by July 31<sup>st</sup> 2022 or by the time they achieve the degree.


The payment of the fee due for the second term must be made in two instalments:

- the first one by February 1<sup>st</sup> 2022 (bill issuance on January 15<sup>th</sup> 2022)
- the second one by March 15<sup>th</sup> 2022 (bill issuance on March 1<sup>st</sup> 2022)

Any student who intends to graduate in the April session must terminate their residence contract before the bill for the second instalment has been issued (March 1<sup>st</sup> 2022). Otherwise they will be required to make the payment and will be able to use the service until the end of the term (July 31<sup>st</sup> 2022).

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<sup>39</sup> See Glossary



**NOTA BENE** - Failure to pay by the deadline will result in a 10% delay fee being applied to the instalment. Failure to pay the **instalment + the DELAY FEE** will represent a ground for the university to commence debt collection, which may result in the student's academic career being frozen.

In order to continue with their academic career, the student will have to rectify their position by paying the debt by the deadlines for enrollment in the graduation session.

### “ELIGIBLE NON-ASSIGNED” STUDENTS OF THE DSU

Students who are **awarded** a preferential-rate residence slot **but who are eligible non-assigned**<sup>40</sup> recipients of the scholarship, must pay an instalment equal to the deduction applied to students who are recipients of the scholarship. The payment methods will be communicated by the Housing & Dining Unit.

### STUDENTS WHO ARE RECIPIENTS OF THE SCHOLARSHIP AND ELIGIBLE WHO ARE NOT ASSIGNED A PREFERENTIAL RATE RESIDENCE SERVICES

Students who are recipients of the scholarship and eligible non-assigned recipients who are not assigned a preferential rate residence slot can reserve a place at the full rate (see the following website: [www.residenze.polimi.it](http://www.residenze.polimi.it)).

### ART. 30 REVOCATION OF BENEFIT

Students **enrolled in the first year** of all degree programs and recipients for the A.Y. 2021/2022 of a scholarship and residence, in case of revocation of the scholarship for failure to meet the merit-based requirements<sup>41</sup>, must reimburse the Politecnico di Milano the cost of the preferential-rate residence services.

### ART. 31 OBLIGATIONS OF STUDENTS ADMITTED TO RESIDENCES

The students who are assigned a residence slot must:

- **pay** Politecnico di Milano the amount of **500 Euro** as a deposit. If the latter is not paid the student cannot take possession of the assigned residence slot;
- **acceptance** for acknowledgement of the **Regulation** of University Residences currently in force at the following link: [www.residenze.polimi.it](http://www.residenze.polimi.it).

### ART. 32 DECLINED RIGHT TO RESIDENCE

The student who is assigned a residence slot loses such a benefit in the event of:

- transfer to another university;
- giving up their studies;
- application of disciplinary sanctions identified in the Politecnico di Milano Regulation of University Residences;

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<sup>40</sup> See Glossary

<sup>41</sup> See Art. 4.3

- non-payment of residence fees;
- earning a degree and not enrolling in a higher level study program at Politecnico di Milano.

## FINAL PROVISION AND ANNEXES

### ART. 33 HEAD OF THE PROCEDURE

In accordance with the Law of August 7<sup>th</sup> 1990, no. 241 and subsequent modifications, the following individuals are appointed as Heads of the Administrative Procedure:

- for the part related to the assignment of residence slots, Marina Currò, Head of the Housing & Dining Unit;
- for the remaining part of the Call, Gabriella Rega, Head of the Financial Aid Service.

### ART. 34 - PERSONAL DATA PROCESSING

By submitting an application in the manner indicated in this Call for applications, the student consents to the processing of their personal data collected for the purposes identified in this Call for applications for the assignment of Financial Aid benefits for the A.Y. 2021/2022.

The processing of personal data is carried out in compliance with the provisions of EU Regulation as of April 27<sup>th</sup> 2016, no. 679 (*General Data Protection Regulation*, GDPR). The “Data Controller” is the Politecnico di Milano.

The full policy is available from the Data Controller or the specific webpage on the University website through the following link: <https://www.polimi.it/privacy>

### ART. 35 TRANSPARENCY FULFILMENTS


The measure granting the DSU scholarships falls among the subsidies and economic benefits subject to publication obligations in accordance with Articles 26 and 27 of Legislative Decree as of March 14<sup>th</sup> 2013, no. 33.

The list of DSU scholarship holders will therefore be published in the specific ‘Amministrazione Trasparente’ section of the website at the following path: [Sovvenzioni, contributi, sussidi, vantaggi economici > Atti di concessione](#).

## INFORMATION AND CONTACTS - CAMPUS LIFE AREA

Financial Aid Service  
[www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio)

Housing & Dining Unit  
[www.residenze.polimi.it](http://www.residenze.polimi.it)



**NOTA BENE** – This Call is translated in English only for informative purposes. For the application and resolution of any dispute and for all legal purposes, only the Italian version is valid.

## ANNEX 1

### MUNICIPALITIES CLASSIFIED IN THE URBAN AREA

Regional capital municipality	Urban area
Como	Cernobbio, Manslianico, S. Fermo della Battaglia, Montano Lucino, Grandate, Casnate, Lipomo, Tavernerio, Capiago Intimiano, Brunate and 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, Ballabio, Carenno, Erve, Galbiate, Monte Marenzio, Oliveto Lario e Torre De Busi.
Mantua	Marmirolo, Porto Mantovano, Virgilio, Curtatone and 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 Milanese, Cornaredo, Pero, Rho, Arese, Bollate, Novate M.se, Cormano, Cusano Milanino, Bresso.



## ANNEX 2

### LIST OF PARTICULARLY POOR COUNTRIES

In accordance with Ministerial Decree of June 11<sup>th</sup> 2019, no. 464, the following countries are considered “particularly poor”:

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

## GLOSSARY

**Absolute first enrolment** any previous enrolment (prior to the current enrolment at Politecnico di Milano) that the student may have made at different University (or similar institution) in Italy or abroad. The previous enrolment must be referred to the same level of studies for which the student asks for DSU benefits.

**Assigned:** any student who, in possession of the merit and income requirements set forth in the Call, is assigned to DSU benefits.

**Eligible non-assigned:** any student who meets all the merit-based and income requirements established by the Call, but who is not assigned for DSU benefits due to lack of funds.

**Credit bonus:** number of university credits that the student can use in addition to those achieved to reach the (minimum) ECTS requested by the Call.

**Single Substitute Declaration:** this a document signed by a person interested in obtaining ISEE value. In particular, the form is used to declare citizen's income, assets and household situation. The Single Substitute Declaration can be submitted directly to INPS online portal. Alternatively, it is possible to contact a Tax Assistance Centre (CAF).

**ISEE** is a value that demonstrate the financial *status* of the student's family unit, which takes into account income, assets and the composition of the student's family unit.

**Current ISEE** may be required when, although already having a valid ordinary ISEE, there is a change in the working situation or an interruption of social security, welfare and benefits not included in the total income (declared for IRPEF purposes) for one or more members of the household; or when there is a decrease in the overall income capacity of the household exceeding 25%.

**Non-compliant ISEE:** the ISEE is considered non-compliant when the INPS, upon issuing the ISEE, detects omissions/defects/discrepancies in respect to the information provided by the student (or by the student's family).

**ISPE** (Equivalent Economic Situation Indicator) is calculated by Politecnico di Milano dividing the ISP value (Equivalent Assets Situation Indicator) of the student's family unit by a coefficient (i.e. a scale of equivalence corresponding to the members of the family unit).

**Normal duration of course of study:** the duration of the course of study as established by the legislation in force. It is the time within which the student should earn his/her final degree. The legal duration for Bachelor of Science course is three years, while for a Master of Science course is two years. The normal duration for single-Master of Science course is five years.