



**GIVEN** the current Regulations for the Administration, Finance and Accounting, and in particular art. 67;

**GIVEN** Legislative Decree no. 68 of 29 March 2012, "*Revision of the basic provisions on student benefits and grants and promotion of legally recognised university colleges*" and in particular art. 6

**GIVEN** the favourable opinion of the Permanent Students' Committee which met on 19 December 2012

**GIVEN** the Academic Senate resolution of January, 21<sup>st</sup> 2013;

**GIVEN** the the Board of Governors resolution of January, 30<sup>th</sup> 2013;

## DECREES

the promulgation of the "*Regulation for extraordinary contributions to students in difficulty*"

### ART. 1 DEFINITIONS

The extraordinary contribution consists of financial assistance that may be awarded to students who find themselves in a particularly difficult situation due to serious events that have affected them or their family, and which have jeopardised the regular continuation or completion of their studies. By way of example but not limited to, significant events for the purpose of assigning the extraordinary contribution include:

- serious economic situations due to premature death, unemployment, redundancy, mobility, bankruptcy, etc. affecting a member of the student's family;
- serious illness, accidents of any kind, rehabilitation treatment that have affected the student or a member of his/her family;
- natural disasters such as earthquakes, floods, etc.

Events considered worthy of attention will be those having occurred during the two years prior to submission of the application.

## **ART. 2 TARGET AUDIENCE**

All students enrolled in Bachelor of Science, single-cycle programme, Master of Science and PhD programmes at the Politecnico di Milano may apply for allocation of the extraordinary contribution.

Applications may not, however, be submitted by students who, in the academic year in question:

- fail to complete enrolment in Politecnico programmes within the deadlines provided for in the academic calendar or in calls for applications for admission to PhD programmes;
- are enrolled at a foreign university but are admitted for attendance of Politecnico programmes as part of international exchange agreements.

The extraordinary contribution is incompatible with:

- other forms of financial support provided by other public or private bodies;
- other forms of financial support provided by the Politecnico di Milano for which exclusive enjoyment of the benefit awarded is expressly provided for.

## **ART. 3 APPLICATION SUBMISSION**

Interested students must submit a written request to the Rector of the Politecnico, using the form available on the University website. The application must be accompanied by all the documentation proving the hardship due to which the student is applying for a contribution. The student who, during the two years prior to submission of the application for an extraordinary contribution, has transferred from another University, must also attach to the application all documentation relating to the previous university career prior to enrolment at the Politecnico di Milano.

The documentation submitted by foreign students must be legalised by the Italian diplomatic or consular representations abroad. A translation into Italian and certified as compliant with the original foreign text by the competent diplomatic or consular representation or by an official translator must be attached to these documents.

For foreign students from particularly poor countries defined annually with Ministerial Decree, the assessment of the economic condition may be certified by the Italian Representation in the country of origin, which must certify that the student does not belong to a notoriously high-income, high-social status family. This certificate may also be issued by the University of the country of origin, where linked by agreements or conventions with the Politecnico di Milano. Alternatively, it may be issued by Italian Bodies qualified to provide a guarantee of financial coverage. In this case, the Body issuing said certification assumes the guarantee of repaying the study grant and all other amounts received by the student should such benefits be revoked.

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

The applicant student must also attach a copy of the ISEEU declaration required for the purposes of calculating the tuition fee band for the academic year in which application for the extraordinary contribution is made. This obligation shall not apply if the ISEEU declaration has already been acquired by the University.

Applications accompanied by all the documentation should be addressed to the Rector of the Politecnico di Milano with the wording “application for extraordinary contributions” and delivered by hand or by registered mail or certified e-mail to the *Servizio Protocollo ed Archivio* (Protocol and Archive Service) of the Politecnico di Milano - Piazza Leonardo da Vinci, 32 - 20133 Milan.

#### **ART. 4 APPLICATION ASSESSMENT**

Applications for extraordinary contributions will be assessed by a Commission appointed by the Rector.

The Commission shall meet for assessment of applications received within 60 days of the date of submission of the extraordinary contribution, except for the months of July and August.

The Commission reserves the right to request supplements to the documentation submitted by the student should it consider this necessary in order to take a decision.

In formulating a decision on the application, the Commission shall mainly, but not exclusively, follow the following criteria:

- financial and family conditions of the student;
- academic career;
- exceptional nature and severity of the event based on which the extraordinary contribution is requested;
- other criteria defined case by case by the Commission in relation to individual situations.

Students shall be notified of acceptance or otherwise of the application by email to the institutional address assigned by the Politecnico.

#### **ART. 5 AMOUNT OF CONTRIBUTION**

The amount awarded to the student shall be decided by the Commission at its discretion, taking into account the criteria pursuant to art. 4 above.

In any case, the contribution awarded cannot exceed:

- 2,200 euros for away from home students
- 1,600 euros for local and commuting students

For the definition of local, commuting and away from home student, see the provisions of the Call for allocation of Student Benefits and Grants in force at the time of submission of the application.

The above amounts are to be considered gross and inclusive of charges borne by the University and, in any case, subject to current tax legislation. Extraordinary contributions shall be paid up to exhaustion of the annual budget allocated by the Board of Governors of the University.

This is in any case without prejudice to the right of the Commission to award the extraordinary contribution, in whole or in part, in the form of total or partial exemption from the payment of university fees and contributions or in the form of provision of services (e.g. canteen card, accommodation, etc.).

#### **ART. 6 CHECKS ON THE TRUTHFUL NATURE OF DECLARATIONS**

The Politecnico di Milano shall verify that the declarations made by students are truthful, even subsequent to award of benefits assigned under this call for applications, availing itself of the rights provided for by current legislation and specifically art. 10 of Legislative Decree no. 68/2012 and art. 71 of Presidential Decree no. 445/2000.

In the event of false declarations, the benefits awarded shall be revoked and the sanctions provided for by art. 75 and 76 of Presidential Decree no. 445/2000 and art. 10 of Legislative Decree no. 68/2012 already mentioned shall be applied.

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

For further information please contact: [contributi-straordinari@polimi.it](mailto:contributi-straordinari@polimi.it)

Milan, January, 31st 2013

Il Dirigente  
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F.to dott.ssa Assunta Marrese

