



POLITECNICO
MILANO 1863

CALL FOR THE ASSIGNMENT OF UNIVERSITY FINANCIAL AID BENEFITS



17/18

CONTACTS

Servizio Diritto allo Studio e Mobilità Internazionale
Via Golgi 42, Milano

www.polimi.it/en/students/contact-polimi/diritto-allo-studio

TABLE OF CONTENTS

DEADLINES FOR DSU BENEFITS, 4

GENERAL SECTION

1. Benefits, 6
2. Beneficiaries, 6
3. Financial Requirements, 6
4. Merit Requirements, 9
5. Bonus Credits, 11
6. Submitting an Application, 11
7. Forfeiture of Assignment of Benefits, 12
8. Exclusion from Ranking Lists, 12
9. Forfeiture of the Right, 13
10. Checks on the Truthful Nature of Declarations, 13

SPECIAL SECTION

CHAPTER I - SCHOLARSHIPS

1. Number of Scholarships, 16
2. Application Submission Deadlines, 16
3. Award of Scholarships, 16
4. Value of Scholarships, 16
5. Procedures for Preparing the Ranking Lists, 18
6. Publication of Ranking Lists and Appeals, 19
7. Payment of Scholarships, 19

CHAPTER II – INTERNATIONAL MOBILITY CONTRIBUTIONS

1. Beneficiaries, 22
2. Value of Contributions, 22
3. Application Submission Deadlines, 22
4. Payment of Contributions, 22

CHAPTER III - DEGREE AWARDS

1. General Participation Conditions, 25

CHAPTER IV – SUBSIDISED ACCOMMODATION SERVICE

1. General Introduction, 27
2. Application Submission Deadlines, 27
3. Number of Places in Subsidised Accommodation, 27
4. Award of the Benefit, 27
5. Merit Requirements, 28
6. Revocation of the Benefit, 28
7. Procedures for Preparing the Ranking Lists, 28
8. Publication of Ranking Lists and Appeals, 28
9. Assignment of Accommodation Places, 29
10. Cost of Accommodation Places, 31
11. Obligations of Students admitted to Residence Halls, 31
12. Forfeiture of the Right, 31

CHAPTER V –CATERING SERVICE

1. Beneficiaries, [34](#)
2. Duration of the Service, [34](#)
3. Value of Meal Vouchers and Method of Use, [34](#)

Annex 1 - Municipalities classed as urban areas, [36](#)

Annex 2 - List of particularly poor countries, [37](#)

Annex 3 - Disclosure on the use of personal data and the rights of the declaring party, [38](#)

GLOSSARY, [39](#)

DEADLINES FOR DSU BENEFITS

WHAT / WHEN



APPLICATION DEADLINES FOR DSU BENEFITS AND CALCULATION OF THE ISEE (EQUIVALENT ECONOMIC SITUATION INDICATOR)¹

14 JULY 2017 (within midday)
FOR STUDENTS ENROLLING IN SUBSEQUENT YEARS OF ALL PROGRAMMES

11 AUGUST 2017 (within midday)
FOR STUDENTS ENROLLING IN FIRST YEARS OF ALL PROGRAMMES

SUBSEQUENT YEARS RESIDENCE RANKING LIST

2 AUGUST 2017
PROVISIONAL RANKING LIST

8 AUGUST 2017
APPEAL DEADLINE

23 AUGUST 2017
DEFINITIVE RANKING LIST

FIRST YEAR RESIDENCE RANKING LIST

31 AUGUST 2017
PROVISIONAL RANKING LIST

5 SEPTEMBER 2017
APPEAL DEADLINE

12 SEPTEMBER 2017
DEFINITIVE RANKING LIST

SCHOLARSHIP RANKING LIST

2 OCTOBER 2017
PROVISIONAL RANKING LIST

6 OCTOBER 2017
APPEAL DEADLINE

24 OCTOBER 2017
DEFINITIVE RANKING LIST

PRESENTATION OF THE LEASE AGREEMENT OR OTHER DOCUMENT FOR “AWAY FROM HOME” STUDENTS

13 OCTOBER 2017
ALL STUDENTS

16 MARCH 2018
ONLY FOR STUDENTS ENROLLING IN LM PROGRAMMES STARTING FROM THE SECOND SEMESTER

¹ For Italian students, the deadlines refer to the date within which they must sign the Dichiarazione Sostitutiva Unica (Single Self Declaration); for foreign students, the deadlines refer to the date within which they must submit to the tax assistance centre (CAF) all relevant documentation for the ISEE-ISPEU parificato calculation.

GENERAL SECTION

**THE BENEFITS PROVIDED, THE REQUIREMENTS TO OBTAIN THEM
AND HOW TO SUBMIT YOUR APPLICATIONA**

ART. 1 BENEFITS

Financial Aid benefits¹ are:

- Scholarships
- Supplements to scholarships for participation in international mobility programmes
- Supplements to scholarships for graduates (degree awards)
- Subsidised accommodation service
- Catering service

ART. 2 BENEFICIARIES

The beneficiaries of financial aid benefits are all Politecnico di Milano students in possession of the **income and merit requirements** described in Articles 3 and 4 of this call and who, for the 2017-2018 academic year, enrol or intend to enrol for the first time in:

- **Laurea** (equivalent to a Bachelor of Science), **Laurea Magistrale a Ciclo Unico** (equivalent to a single-cycle Master of Science) or **Laurea Magistrale** (equivalent to a Master of Science);
- **specialisation programme;**
- **PhD programme;**
- **Master of Science programmes as from the second semester.**

VALIDITY OF REGISTRATION OR ENROLMENT

Students may also **submit applications** before enrolling for the 2017-2018 academic year. However, the actual **assignment of benefits** is subject to the completion of registration or enrolment on the part of the student. To be considered regularly enrolled, students, within the deadlines set by the academic calendar of the University, must pay the first installment of the all inclusive contribution as well as the amount due for regional tax, stamps and premium insurance. Students enrolling in doctoral or specialization courses must pay the amounts due in accordance to the notice for admission and the related regulations. Students enrolled at a foreign university and admitted to attend programmes activated by the Politecnico di Milano within the scope of exchange agreements may not participate.

ART. 3 FINANCIAL REQUIREMENTS

Art. 3.1. Italian Students

The financial status of the student will be identified based on the **ISEE** (Equivalent Financial Situation Indicator) issued **for benefits provided within the scope of university financial aid** and on the **ISPE** (Equivalent Asset Situation Indicator).

The **ISEE** will be calculated by the INPS (Social Security Institute) on the basis of the data contained in the **Dichiarazione Sostitutiva Unica**, (please refer to the glossary for a definition of "Dichiarazione Sostitutiva Unica"). The DSU may be submitted directly to the INPS. Submission to the INPS may also be made online, by registering on the INPS portal. Alternatively, it is possible to contact a Tax Advice Centre (CAF) in the region.

Under penalty of the inadmissibility of the application, the ISEE must contain the words "*application for subsidised university financial aid benefits in favour of (student tax code)*"

The **ISPE** will be calculated by the University on the basis of the data supplied by the INPS².

The University will acquire ISEE data as well as the date of signing of the DSU directly from the INPS database. Students are nevertheless required to self-certify the data concerning the ISEE via online services, "[Data->University Fees -> ISEE Declaration -> Enter ISEE self-certification](#)". In the case of conflict between the data

¹ University financial aid benefits are exempt from Income Tax, as provided for by Circular No. 109/E of 6 April 1995 issued by the Ministry of Finance.

² The ISPE will be calculated by the University on the basis of the ISP (Asset Situation Indicator) value divided by the equivalence scale.

coming from the INPS database and the data self-certified by the student, the data from the INPS database shall prevail. If the student has already self-certified ISEE data for other reasons (e.g. calculation of the second instalment), self-certification is no longer required.

Should the student submit a **current**³ ISEE, this must be valid at the date of submission of the application. Should the student submit a **non-compliant**⁴ ISEE, this is without prejudice to the University's right to request suitable documentation demonstrating the completeness and truthfulness of the data contained in the declaration⁵.



Under penalty of inadmissibility of the application, the student's DSU must be signed by:
14 July 2017 for students enrolling in **years subsequent** to the first of all programmes, including students enrolling for years subsequent to the first of **PhD** and **specialisation programmes**;
11 August 2017 for students enrolling in the **first years** of all programmes, including students enrolling for the first year of Master of Science programmes **as from the second semester** and including students enrolling **for the first year of PhD and specialisation programmes**.

ATTENTION - The maximum ISEE and ISPE limits within which students will be suitable to get benefits (regardless of academic merit) are defined annually by a resolution of the Region of Lombardy. This value will be specified through a supplement to this Call published on the University website at: www.polimi.it/en/students/financial-aid/diritto-allo-studio-universitario-dsu.

INDEPENDENT STUDENT INCOME

In the case of "independent" students, income will not be integrated with that of their family of origin. The student is defined as being "independent" when all of the following requirements are met:

- 1) The student must have a separate and different residence to that of the family of origin for at least two years from the date of submission of the application;
- 2) The student's residence must not be in a property owned by the family of origin;
- 3) The student must have earned a fiscally declared income for at least two years from employment. The work should not be connected to employment with a family member of the student. The student's **minimum annual income**, with reference to the person's household, is defined annually by a resolution of the Region of Lombardy. This value will be specified through a supplement to this Call published on the University website at: www.polimi.it/en/students/financial-aid/diritto-allo-studio-universitario-dsu.

If the independent student's family registration proves that he/she is **cohabiting with another person**, it is obligatory to consider both incomes, even if there are no family ties.

Art. 3.2 Foreign students not residing in Italy and with family residing abroad with income and assets abroad or abroad and in Italy

Students with income and assets (movable and immovable) declared and/or owned abroad or in Italy and abroad by them and/or by their family, will have to request the so called "ISEEU - ISPEU parificato"⁶ to be used for the scope of university financial aid (i.e. "prestazioni agevolate per il diritto allo studio universitario"). Under penalty of exclusion from the call, ISEEU-ISPEU parificato must be grounded on **income earned in 2016** and on the value of movable and immovable assets owned as at **31 December 2016** by the student's family. Foreign students are nevertheless required to declare the presence of any income and assets held in Italy by their family. Foreign students can obtain "**ISEEU-ISPEU parificato**" at the following affiliated **Tax Advice Centre (CAF)**.

C.S.F. (Centro Servizi Fiscali di Milano s.r.l.) - Via Conte Rosso 30, 20134 Milano

The days dedicated to Politecnico di Milano students who wish to fix an appointment are:


Tuesday - Thursday - Friday 9:00 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m.

Phone: +39 02 540211; Email: [documenti.ise\(at\)cgil.lombardia.it](mailto:documenti.ise(at)cgil.lombardia.it)

³ The current ISEE may be requested when, despite already having a valid ordinary ISEE, there is a decrease in the income capacity of the household exceeding 25%. This change must be determined by certain exceptional circumstances due to changes in the employment situation. For further details see Art. 9 of the Decree of the President of the Council of Ministers No. 159 of 5 December 2013.

⁴ A non-compliant ISEE comes about when the INPS, in issuing the ISEE, identifies omissions/differences/discrepancies compared to what is declared by the person concerned. For further details, see Art. 11, paragraph 5 of the Decree of the President of the Council of Ministers No. 159 of 5 December 2013 and Art. 3 of the Decree of 7 November 2014.

⁵ Without prejudice to the provisions of Art. 4, paragraph 5 of the Decree of the President of the Council of Ministers No. 159 of 5 December 2013.



ATTENTION - Students must deliver by hand the documentation below listed. Exclusively students who, in a.y. 2017/2018, will enroll in the first years of all courses are allowed to use the e-mail in order to deliver to CAF the relevant documentation. The receipt date of the mail by the CAF will be taken as proof of the respect of the deadline.

Foreign students must submit the following original documents to the CAF:

- Document certifying the composition of the family abroad;
- Income in the calendar year 2016 for each family member (the document must clearly state that the incomes relate to the calendar year 2016). If, during 2016, one or more family members of 18 years of age or older, did not earn any income, the same is nevertheless required to submit a declaration to that effect);
- Buildings owned by the family as at 31 December 2016 with an indication of square metres (the document must be issued by a competent public authority). If no buildings were owned in 2016, a certificate must be submitted certifying the absence of ownership of buildings for each member of 18 years of age or older;
- Certification of movable assets owned as at 31 December 2016 by the family with indication of securities, dividends, shares, portions of shareholders' equity and any companies owned.

In addition to the documentation above listed, student must submit to CAF : valid identity card or passport; personal code issued by Politecnico di Milano; Tax code. These documents must be:

- Issued by the competent authorities of the State in which the income was produced;
- Legalised by the Italian diplomatic or consular representations abroad.

The above-mentioned documents drawn up in a foreign language must be accompanied by a translation into Italian conforming to the foreign text and certified by the competent diplomatic or consular representation, or by an official translator.

Should foreign students find difficulty in obtaining all the items required by the Italian diplomatic authorities based in their country of origin, they may contact the foreign diplomatic or consular representations resident in Italy. In this case, the documents must be legalised by the Prefectures.

Politecnico will acquire ISEEU and ISPEU parificato directly from the CAF. Students have not to deliver anything to the Registrar's Office and should not register the ISEEU and ISPEU value through the Online Services.



Under penalty of rejection of the application, foreign students must hand in the documents referred to in this article to the CAFs affiliated with the University by:

14 July 2017 for students enrolling in **years subsequent** to the first of all programmes, including students enrolling for years subsequent to the first of **PhD and specialisation programmes**;
11 August 2017 for students enrolling in the **first years** of all programmes, including students enrolling for the first year of Master of Science programmes **as from the second semester** and including students enrolling **for the first year of PhD and specialisation programmes**.



ATTENTION - The maximum ISEEU/ISPEU parificato limits within which students will be suitable to get benefits (regardless of academic merit) are defined annually by a resolution of the Region of Lombardy. This value will be specified through a supplement to this Call published on the University website at: www.polimi.it/en/students/financial-aid/diritto-allo-studio-universitario-dsu.

STUDENTS FROM PARTICULARLY POOR COUNTRIES

For foreign students coming from Particularly Poor Countries⁶, assessment of the financial situation may be certified by the Italian Representation in the country of origin, which must certify that the student does not belong to a notoriously high-income, high-social status family.

For students enrolled at a University in the country of origin, linked by agreements or affiliations with the Poli-

⁶ See Annex No. 2 at the end of the document.

tecnico di Milano, this certification may also be issued by the aforementioned University. For students who enrol in the first year of Bachelor of Science/single-cycle Master of Science or Master of Science programmes, the above-mentioned certification may also be issued by Italian Bodies enabled to provide guarantees of financial coverage. In this case, the Body issuing said certification undertakes to reimburse the scholarship and all other amounts received by the student should such benefits be revoked. The above documents must be sent to the Financial Aid and International Mobility Service by the due dates for application. Submission may be made through the channels indicated on the web page: www.polimi.it/en/students/contact-polimi/diritto-allo-studio.

STATELESS OR POLITICAL REFUGEE STUDENTS

Stateless or political refugee students must send the **official statement certifying his/her stateless situation or status as political refugee** as issued by the Italian Ministry of the Interior or Office of the United Nations High Commissioner - Department for Italy, to the Financial Aid and International Mobility Service by the due dates for application. Submission may be made through the channels indicated on the web page: www.polimi.it/en/students/contact-polimi/diritto-allo-studio.

ART. 4 MERIT REQUIREMENTS

Art. 4.1 Students enrolled in Bachelor of Science, single-cycle Master of Science and Master of Science programmes

ADDITIONAL EDUCATIONAL OBLIGATIONS (OFAs)

Students who enrol in the first year of the Bachelor of Science, single-cycle Master of Science and Master of Science programmes must enrol **without** total **OFAs** (Additional Educational Obligations). The presence or absence of OFAs will be assessed solely at the time of the student's enrolment. **It is absolutely irrelevant, for the purposes of assigning financial aid benefits, to pass OFAs at a date subsequent to enrolment.** Enrolment in Bachelor of Science/single-cycle Master of Science programmes with only the **OFA in English** does not constitute grounds for exclusion.


GRADE FOR ADMISSION TO BACHELOR OF SCIENCE PROGRAMMES IN DESIGN, URBAN PLANNING AND ARCHITECTURAL DESIGN

Without prejudice to all the merit requirements prescribed in this Article, students enrolling in the first year of **Bachelor of Science programmes in Design** and in **Urban planning** can only take part in this Call if they have passed the admission test or admission exam with a score equal to or greater than 60/100.

Students who enrol in the first year of the **Bachelor of Science programme in Architectural Design** can only take part in this Call if they have passed the admission test with a score equal to or greater than 54/90.

EDUCATIONAL CREDITS REQUIRED

For all students enrolled in Bachelor of Science, single-cycle Master of Science and Master of Science programmes, merit requirements also consider the number of **ECTS credits** that the student has to achieve for the assignment and retention of the requested benefit.



ATTENTION - The number of credits is calculated from the year of the **very first enrolment**, that is, with respect to the first year in which the student has enrolled at any university in Italy or abroad in relation to the level of the studies for which the benefit is requested. The principle of very first enrolment applies, for example, in all cases of enrolment at the Politecnico di Milano as a result of dropping-out of studies or in cases of enrolment at the Politecnico di Milano as a result of a change of School or Programme. In such cases, the number of ECTS credits recognised by the respective Programme Board by the payment date of the second scholarship instalment will be taken into consideration.

A) Educational credits for all students who enrol in the first year

For all students enrolled in the first year of Bachelor of Science, single-cycle Master of Science and Master of Science programmes, benefits are awarded prevalently taking account of the requirements regarding the financial

situation⁷. However, the beneficiary student must uphold the assigned benefits by acquiring a certain number of ECTS credits by **10 August 2018**.

Confirmation of benefits for students who enrol in the first semester

The confirmation of benefits, and in particular, the payment of the second instalment of the scholarship is subject to obtaining, by **10 August 2018**, at least **35 ECTS credits** for students enrolled in the School of Engineering and Architecture programmes and at least **40 ECTS credits** for students enrolled in the School of Design programmes.

Confirmation of benefits for students who enrol in the second semester of Master of Science programmes

Students who enrol in Master of Science programmes from the second semester must achieve **29 ECTS credits** by **10 August 2018** to obtain the second instalment of the scholarship for the first year and the benefits for the second year (2018-2019 academic year). If it was impossible to achieve 29 ECTS credits in accordance with the Degree Programme Study Plan, in order to confirm the benefits (for the first and the second year) these students need only achieve a number of credits corresponding to the (lower) quantity envisaged by the Degree Programme Study Plan by **10 August 2018**. For the purpose of assessing merit requirements, only educational credits attained by students enrolling in individual courses in order to acquire the curricular supplements necessary for admission to Master of Science programmes as from the second semester and duly validated in the Master of Science career, are taken into consideration.

Non-confirmation and revocation of benefits

Students who obtain credits **after 10 August 2018, but before 30 November 2018**, while not earning the right to assignment of the second instalment of the scholarship, may keep the first instalment of the scholarship, while the **obligation remains to pay any accommodation at the beneficial rate that they may have made use of from 16 February 2018 and the sum equivalent to the value of the catering service as from 23 April 2018**. In this case, students will have the right to have the exemption from payment of the all-inclusive contribution.

ATTENTION - The benefit will be revoked should the student fail to attain the credits required for assignment of the second instalment of the scholarship by 30 November 2018

Should the scholarship be revoked, not only will the second instalment of the scholarship not be paid, but the student must also return **in full** a sum equivalent to the value of any services actually used during the 2017-2018 academic year (e.g. catering and accommodation services).

B) Educational credits for students enrolling in subsequent years

Students enrolling in years subsequent to the first in Bachelor of Science, single-cycle Master of Science or Master of Science programmes must attain the number of educational credits specified in the tables below by no later than **10 August 2017**.

Bachelor of Science, single-cycle Master of Science and Master of Science Programmes

Programmes	Programme Year				
	2nd	3rd	4th	5th	Last semester
Bachelor of Science	35	90	-----	-----	150
Single-cycle Master of Science	35	90	150	210	270
Master of Science	35	-----	-----	-----	90
Master of Science starting from the second semester	29	-----	-----	-----	84

School of Design Programmes

Programmes	Programme Year				
	2nd	3rd	4th	5th	Last semester
Bachelor of Science	40	90	-----	-----	150
Master of Science	40	-----	-----	-----	90
Master of Science starting from the second semester	29	-----	-----	-----	84

⁷ For details on the criteria for deciding rankings see Art. 5 Special Section - Scholarships



EDUCATIONAL CREDITS FOR DISABLED STUDENTS

Disabled students with disability levels of at least 66% may be assigned individual merit requirements (according to the type of disability). These may differ up to 40% from those specified above. Merit requirements will be established by the professor appointed for the integration of disabled students. In any case, the provisions for the revocation of benefits and the minimum merit limits on which the payment of the second instalment is based do not apply for this category of students.

Art. 4.2 Students enrolled in PhD and specialisation programmes

For those enrolled in **specialisation** and **PhD programmes**, merit requirements are satisfied with **admission to the programmes without repeating**, in the manner prescribed by the respective Calls, subject to the provisions of Art. 3 - Special Section - Scholarships.

ART. 5 BONUS CREDITS

Students who, in the academic year 2017/2018, enrol in years subsequent to the first in Bachelor of Science and single-cycle Master of Science programmes, may use, in addition to the ECTS actually obtained, **bonus credits** (please refer to the glossary for a definition of "bonus credits"). More specifically:

- **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.

The bonus may be used once **only** and **cannot be accumulated**.

ACCRUAL AND USE OF THE BONUS

The bonus is only accrued during Bachelor of Science or single-cycle Master of Science programmes (up until the third year). The bonus can be used as follows:

- **Bonus credits** are added to the credits effectively attained by the student, exclusively for the purpose of attaining the minimum merit requirements established by the Call;
- The **residual unused portion** (should students use only a part of the bonus) may be used in subsequent academic years;
- Students enrolled in **Master of Science programmes** may only use the accrued and unused portion of the bonus gained during the Bachelor of Science programme;
- Students enrolled in **years subsequent to the third of single-cycle Master of Science programmes** may only use the unused portion of the bonus by the third year of the programme;
- Students enrolled in the first years of all programmes may not use the bonus for the maintenance of the first instalment and for the balance of the scholarship;
- **Students from other Italian universities** enrolling in Master of Science programmes at the Politecnico di Milano, must show that they have never used the bonus during the three-year Bachelor of Science programme, or that they have only used a portion of the bonus accrued;
- **Students enrolled in Master of Science programmes starting from the second semester**, whose Degree Programme Study Plan envisages a maximum number of ECTS credits of less than 30, can use a maximum of 8 bonus points (of the total points bonus available to the student) to obtain the benefits for the next academic year.

ART. 6 SUBMITTING AN APPLICATION

Within the deadline established by the call with regard to each benefit, students must complete the special form available online under the heading "[Subsidies and Agreements -> Financial aid benefits application submission](#)". Under penalty of exclusion from the call, the student must close the application by clicking on the link "[Close the application and print receipt](#)". Once closed, the application can no longer be modified. At the end of the procedure, a summary sheet will be sent to the student's university email address or to the address given by the student

when registering.

Students must notify the Financial Aid and International Mobility Service of any change involving the assignment of benefits occurring subsequent to submission of the application.

Foreign students enrolling at the Politecnico di Milano for the first time must send a copy of the declaration of value, certifying the validity and value of the qualifications attained abroad to the Financial Aid and International Mobility Service. Submission may be made through the channels shown on the web page:

www.polimi.it/en/students/financial-aid/diritto-allo-studio-universitario-dsu.

SUBMISSION OF THE APPLICATION IN THE EVENT OF TRANSFER FROM OR TO ANOTHER UNIVERSITY

In the event of a transfer from the Politecnico di Milano to another University after the start of the academic year, the application will be sent to the competent Financial Aid service of the University to which the student has requested the transfer. From the time notice is given of the transfer, the student will forfeit the right to use any benefits that may have been provided by the Politecnico di Milano, with the obligation to return all amounts received thus far.

In the event of a transfer to the Politecnico di Milano from another University, the student must request the Financial Aid service of the University of origin to transmit the application. The application must have been submitted within the deadlines specified in the Call of the University of origin. The transfer must have been duly completed prior to publication of the final ranking for the benefit applied for.

Admission to the ranking will be subject to fulfilment of the requirements stated in this Call and the availability of funds.


ART. 7 FORFEITURE OF ASSIGNMENT OF BENEFITS

The following students cannot be assigned benefits for the 2017-2018 academic year:

- Those in possession of an Italian or foreign **academic qualification of an equal or higher level** than the programme for which the benefit is requested for the 2017-2018 academic year;
- Those who are **beneficiaries of other forms of financial aid** provided (or which will be provided for the 2017-2018 academic year).

In all cases where the student is the beneficiary of other forms of financial aid for the 2017-2018 academic year, he/she can **choose** whether to retain the financial aid benefits and forego the other benefits or vice versa. In any case, any waiver of financial aid benefits may not be communicated after the **payment of the balance of the scholarship**. In the event that the student foregoes financial aid benefits, he/she must return all amounts received thus far, including the monetary value of services used (e.g. the catering and accommodation services).

Contributions for international mobility, as well as contributions for accommodation assigned by the PhD School, can be **added to** the assignment of financial aid benefits.

 **ATTENTION** - If the applicant is the beneficiary of free places in colleges, residence halls or hostels not managed by the Politecnico di Milano, the student will be assigned the benefits that “commuting” students are entitled to regardless of the student’s place of residence.

ART. 8 EXCLUSION FROM RANKING LISTS

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

- Those presenting an incomplete or “unclosed” application;
- Those who fail to submit the compulsory documentation required by the Call and who submit false and/or irregular documents or those who submit the compulsory documentation after the deadlines;
- Those failing to complete enrolment in Politecnico di Milano programmes for the 2017-2018 academic year by the date established in Academic Calendar;
- Those who are not in possession of an ISEE declaration for university financial aid services;

- Those who at the time of submitting the application have outstanding amounts owing to the Politecnico di Milano;
- Those attending programmes activated by the Politecnico di Milano, but who are enrolled at another university within the scope of international exchange projects

ART. 9 REVOCATION OF BENEFITS

Benefits will be revoked if the student:

- Incurs disciplinary sanctions over and above written warnings for violations committed against the Politecnico di Milano;
- Is found to have submitted an untruthful declaration or irregular document following due investigation;
- submit a study renouncing at Politecnico di Milano.

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

ART. 10 CHECKS ON THE TRUTHFUL NATURE OF DECLARATIONS

The Politecnico di Milano will verify that the declarations made by students are truthful, even subsequent to the assignment of benefits under this Call, availing itself of the rights provided for by current legislation and specifically Art. 10 of Legislative Decree No. 68/2012, Art. 71 of Presidential Decree No. 445/2000, Art. 11 of the Decree of the President of the Council of Ministers No. 159/2013 and the INPS Circular No. 171 of 18/12/2014. To this end the Politecnico di Milano will carry out the above checks on a minimum sample of 20% of those eligible to receive Financial Aid and on all students belonging to families declaring no income.

In the event of false declarations, the benefits assigned will be revoked and the sanctions provided for by Arts. 75 and 76 of Presidential Decree No. 445/2000 and Art. 10 of Legislative Decree No. 68/2012 already mentioned will be applied.

This is, in any case, without prejudice to the application of disciplinary and criminal sanctions should the matter in question constitute a criminal offence.

SPECIAL SECTION

THE INDIVIDUAL BENEFITS FOR THE RIGHT TO STUDY

CHAPTER I

SCHOLARSHIPS



ART. 1 NUMBER OF SCHOLARSHIPS

A total of 1700 scholarships are available under this call, to be divided in the following manner:

Programmes	Number of scholarships
Students enrolled in the first year of Bachelor of Science or single-cycle Master of Science programmes	250
Students enrolled in the first year of Master of Science programmes	290
Students enrolled in the first year of PhD and specialisation programmes	10
Students enrolled in years subsequent to the first of all programmes	1.130
Students enrolled in years subsequent to the first of PhD and specialisation programmes	20



Disabled students with **disability levels** of at least 66%, are entitled to the award of the scholarship even in excess of the number of scholarships available

ART. 2 APPLICATION SUBMISSION DEADLINES



Under penalty of exclusion, the application must be submitted **within midday** of:
14 July 2017 for students enrolling in **years subsequent** to the first of all programmes, including students enrolling for years subsequent to the first of **PhD** and **specialisation programmes**;
11 August 2017 for students enrolling in the **first years** of all programmes, including students enrolling for the first year of Master of Science programmes **as from the second semester** and including students enrolling **for the first year of PhD and specialisation programmes**.

ART. 3 AWARD OF SCHOLARSHIPS

Students may apply for scholarships:

- For a period of 7 semesters as from the year of very first enrolment for students enrolled in Bachelor of Science programmes;
- For a period equal to the duration envisaged by the educational systems plus one semester, as from the year of very first enrolment for students enrolled in single-cycle Master of Science programmes;
- For a period of 5 semesters as from the year of very first enrolment for students enrolled in Master of Science programmes;
- For 3 years, starting from the year of very first enrolment for students enrolled in specialisation and PhD programmes;
- For a period of 3 semesters beyond the normal duration of the programme attended by **disabled** students with **disability levels** of at least 66%.



Students wishing to obtain confirmation of the benefit for subsequent academic years must re-submit their applications.

ART. VALUE OF SCHOLARSHIPS

The scholarship amount is calculated both on the student's **income band** as well as **geographic origin**. The exact scholarship amount is defined annually by a resolution of the Region of Lombardy. This value will be specified through a supplement to this Call published on the University website at: www.polimi.it/en/students/financial-aid/diritto-allo-studio-universitario-dsu.



Should the beneficiary belong to the category of disabled persons with a recognised disability level equal to or greater than 66%, the annual amount of the scholarship may be increased.



Art. 4.1 Geographic origin of students

LOCAL STUDENTS

Students are defined as being "local" if they reside in the municipality of the campus of the programmes attended or in a municipality classed as an urban area⁸. Students attending **online programmes** are also considered to be "local".

COMMUTING STUDENTS

Students are defined as "commuters" if they do not reside in a municipality classed as an urban area and from where the campus of the programme attended can be reached within 90 minutes⁹ by public transport.

AWAY FROM HOME STUDENT

Students are defined as being "away from home" if they do not reside in a municipality classed as an urban area and from where it is not possible to reach the campus of the programme attended within 90 minutes¹⁰ by public transport. To be considered away from home, the student must also use **paid accommodation** at the programme campus **for a period of not less than 10 months**. In case of students enrolling in master of science programmes starting from second semestre, to be considered away from home, the student must also use **paid accommodation** at the programme campus **for a period of not less than 5 months**. For the purposes of determining the value of the scholarship, **foreign students** - excluding those resident in Vaticano or San Marino Republic - will, in any case, be considered as being "away from home", regardless of their place of residence in Italy with the exception of cases where the student's family resides in Italy or the foreign student has an independent household in Italy that is different to the family of origin. "Away from home" students must submit one of the following documents to the Financial Aid and International Mobility Service:

- A duly registered copy of the rental agreement, in the name of the student or one of his or her parents;
- The contract concluded with the college, the residence or the hostel that is not managed by the Politecnico di Milano, or a certificate or other valid fiscal document concerning the payment of tuition fees.



The documentation must be submitted by the:

13 October 2017 for students enrolling in Bachelor of Science, single-cycle Master of Science and Master of Science programmes, as well as students enrolling in PhD and specialisation programmes;
16 March 2018 for students enrolling in Master of Science programmes starting from the second semester.

If the applicant in the 2016-2017 academic year has already submitted the rental agreement to the Financial Aid and International Mobility Service and there have been no changes to the situation already certified, the student can simply reconfirm the data by **self-certification**, sending only the updated copy of the rental agreement registration certificate to the Financial Aid and International Mobility Service. The Politecnico di Milano reserves the right to make all due checks.



ATTENTION - in the event that the student does not submit the documentation required by this Article or submits it without the requisites required by this Call, the student will be considered as a "commuter".

Students who, during the 2017/2018 academic year, are **abroad to participate in an international mobility programme** will be considered "away from home", bearing in mind the place of residence in Italy and the campus of the programme attended at the Politecnico di Milano. In this case, "away from home" students must submit a contract (or equivalent document) to the Financial Aid Service attesting to the fact that the student has taken paid accommodation in the host country. Moreover, this document must be made out in the name or joint name

⁸ For a detailed list of "Urban Area" Municipalities see Annex 1 of this Call (Regional Law No. 6/2012, Art. 2 paragraph 3(b))

⁹ The time required to reach the campus from the place of residence will be calculated from the first station/departure stop, to the last station/arrival stop at the programme campus.

¹⁰ The time required to reach the campus from the place of residence will be calculated from the first station/departure stop to the last station/arrival stop at the programme campus.



of the student and have a duration equal to the duration of the mobility. Should the mobility last for only a part of the academic year, students must also submit a copy of the rental contract signed in Italy, as required by this Article.

The documentation referred to in this Article must be submitted to the Financial Aid and International Mobility Service through the channels shown on the web page:

www.polimi.it/en/students/contact-polimi/diritto-allo-studio

ART. 5 PROCEDURES FOR PREPARING THE RANKING LISTS

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

STUDENTS ENROLLED IN THE FIRST YEAR

Students applying for scholarships are assigned points in relation to their financial situation, calculated according to the formula below:

$$[1 - (\text{student ISEE}/\text{ISEE LIMIT})] \times 1,000$$

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

STUDENTS ENROLLED IN YEARS SUBSEQUENT TO THE FIRST OF ALL PROGRAMMES

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

600 based on the number of credits acquired by **10 August 2017**, to be calculated according to the formula below:

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

400 based on the average marks achieved in exams by **10 August 2017**, to be calculated according to the formula below:

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

Where merit points are equal, the student who has not used their bonus, followed by the student with the higher score in terms of financial situation shall take precedence. In the event of continued equality, the student enrolled in the higher programme year shall prevail, followed by the younger student.

STUDENTS ENROLLED IN MASTER OF SCIENCE PROGRAMMES STARTING FROM THE SECOND SEMESTER

Students who submit a scholarship application as students who are enrolling in Master of Science programmes starting from the second semester will be placed at the bottom of the rankings "with reservation". The reservation will be lifted after enrolment has been completed and, in any case, the student will be entitled to the payment of the scholarship only if funds are available

STUDENTS AWAITING RECOGNITION OF ECTS CREDITS

Students awaiting recognition of ECTS credits by the Programme Board will be inserted at the bottom of the rankings "with reservation subject to the assessment of merit requirements" (e.g. students who apply as a result of a change of University, School or Programme).

ATTENTION - Students must communicate such circumstance **by the deadline provided by this Call for submitting applications.**

The reserve will be lifted subject to the verification of recognition of ECTS credits by the date of payment of the scholarship's second instalment. **In any case, students will be entitled to the payment of the scholarship only if funds are available.**



ART. 6 PUBLICATION OF RANKING LISTS AND APPEALS

Students will be able to view their position in the provisional ranking by connecting to online services starting from **2 October 2017**.



Any appeals must be submitted to the Financial Aid and International Mobility Service by no later than **6 October 2017**.

Appeals must be submitted exclusively by using the appropriate link "**submit appeal**" available on the online services page on which the provisional ranking was published. Students must attach all documents to the appeal that are necessary to support the affirmation contained therein. Non complete appeals or appeals not grounded on a relevant documentation, or, in any case, appeals submitted in forms other than those prescribed by this Call will be considered ineligible.

Students will only be informed of the outcome of the appeal with the publication of the final rankings.

Once the examination of appeals has been completed by the administration, students will be able to see their position in the final ranking list by connecting to online services as from **24 October 2017**.

Appeals against the **final ranking list** must be submitted to the competent bodies according to the procedures envisaged by current legislation.

ART. 7 PAYMENT OF THE SCHOLARSHIPS

STUDENTS ENROLLED IN THE FIRST YEAR OF BACHELOR OF SCIENCE, SINGLE-CYCLE MASTER OF SCIENCE AND MASTER OF SCIENCE PROGRAMMES

The scholarship will be paid in two instalments:

- The payment order for the **first instalment** will be issued by **27 November 2017**;
- The payment order for the **second instalment** will be issued by **19 October 2018** for students who have attained ECTS credits required by the Call by the **10 August 2018**.

STUDENTS ENROLLED IN THE SUBSEQUENT YEARS OF ALL PROGRAMMES

The scholarship will be paid in two instalments:

- The payment order for the first instalment will be issued by **27 November 2017**;
- The payment order for the second instalment will be issued by **29 June 2018**;

STUDENTS ENROLLED IN PHD AND SPECIALISATION PROGRAMMES

For students enrolled in the first year, the scholarship will be paid in a lump sum. The payment will be issued by the **27 November 2017**. For students enrolled in subsequent years, the payment will be issued by **28 February 2018**.

Payment will only be made after verification of the actual start of PhD activity by the student.

STUDENTS ENROLLED IN MASTER OF SCIENCE PROGRAMMES STARTING FROM THE SECOND SEMESTER


The scholarship will be paid in two instalments:

- The payment order for the first instalment will be issued by **29 June 2018**;
- The payment order for the second instalment will be issued by **19 October 2018**, subject to verification of the acquisition of the ECTS credits required by this Call will be issued by **10 August 2018**.

STUDENTS INCLUDED IN THE RANKING "WITH RESERVATION, SUBJECT TO ASSESSMENT OF MERIT REQUIREMENTS"

The payment order for the scholarship will be issued by **25 July 2018**.

Successful applicants will receive payment according to the procedures indicated under "[Data -> Indication of payment methods](#)" in the online services.



ATTENTION - The Politecnico di Milano will only issue the payment order within the above-mentioned dates. The actual crediting of the amount to the student's bank account will take place afterwards due to the time needed for the completion of payment procedures

Politecnico di Milano reserves the right to suspend the payment of the amount due to students who have outstanding amounts due to the University and to offset these amounts.

CHAPTER II

INTERNATIONAL MOBILITY CONTRIBUTIONS



ART. 1 BENEFICIARIES

Students **awarded a scholarship** for the 2017-2018 academic year and **eligible students not awarded scholarships** (including students enrolled in PhD programmes), may benefit from a **scholarship supplement** for participation in international mobility programmes certified by the competent structure of the Politecnico di Milano.

Contributions for participation in international mobility programmes and internships are granted **only once** and for **only one exchange** within the scope of the programme attended.

Students participating in dual degree projects activated by the Politecnico di Milano, even though they spend two academic years abroad, may apply for the scholarship supplement described in this Article for 1 academic year only.

ART. 2 VALUE OF CONTRIBUTIONS

The contribution is **EUR 550 per month** for the duration of the stay abroad, **for a minimum of 2 months and up to a maximum of 10 months**. In the event that the student receives a semester scholarship, the international mobility contribution will be paid for a maximum of 5 months calculated from the date of departure until **28 February 2018**.

The value of **any further contributions** granted with European Union funds or those of other public or private bodies, or following bilateral agreements – even if not EU-related – **will be deducted from this amount**.

Students also have the right to reimbursement of return travel expenses up to a maximum value of EUR 150 for European Countries and up to an amount of **EUR 500** for non-European countries. For the purposes of reimbursement of travel expenses, the student must submit the relevant documentation to the Financial Aid and International Mobility Service, within 30 days from the returning.

ATTENTION - The period covering the stay abroad will not be taken into consideration if this is later than **30 October 2018** which falls under the next academic year.

ATTENTION - During the entire period of their stay abroad, students **are expressly prohibited from using the catering service provided by the Politecnico di Milano**. This prohibition remains in force even when - during a stay abroad - students return to Italy for any reason whatsoever (e.g. to take exams, for Christmas holidays, etc.). Students in any case retain the right to a refund of the monthly deduction for canteen services **in proportion to the length of their stay abroad**.

ART. 3 APPLICATION SUBMISSION DEADLINES

The application must be submitted **at the same time** as the application for assignment of the scholarship. The study programme abroad must be certified by the structure competent in international exchanges.

ART. 4 CONTRIBUTIONS PAYMENT

The supplement payment order for participation in international mobility programmes and the reimbursement of travel expenses will be issued by **31 December 2018**, without prejudice to the regular closure of the mobility period.

Successful applicants will receive payment according to the procedures indicated under "[Data -> Indication of payment methods](#)" in the online services.



ATTENTION - The Politecnico di Milano will only issue the payment order within the above-mentioned dates. The actual crediting of the amount to the student's bank account will take place afterwards due to the time needed for the completion of payment procedures.

Politecnico di Milano reserves the right to suspend the payment of the amount due to students who have outstanding amounts due to the University and to offset these amounts

CHAPTER III

DEGREE AWARDS



ART. 1 GENERAL PARTICIPATION CONDITIONS

The graduation award is a **EUR 1000** supplement in addition to the last scholarship awarded to a student enrolled in a **Master of Science programme or a single-cycle Master of Science programme**.

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

- Students must have graduated within a number of years equal to the **normal duration** (please see the glossary for the definition of “normal duration”) of the Master of Science or a single-cycle Master of Science programme for which they are applying for a graduation award. The normal duration must be calculated from the year of the **very first enrolment** (please see the glossary for an explanation of “very first enrolment”);
- Students must have been awarded a scholarship for the academic year for which they are applying for the graduation bonus;
- Students must not have already benefited from the graduation bonus during their entire university career.

The application must be submitted through the online services under the heading **“Subsidies and Agreements”** -> **“Submission of financial aid benefits application”** within **60 days** of the graduation.

CHAPTER IV

SUBSIDISED ACCOMMODATION SERVICE



ART. 1 GENERAL INTRODUCTION

The call for applications for the assignment of subsidised accommodation services is addressed to “away from home” students as defined in Art. 4.1 - Special Section “Scholarships” - of this Call.

ART. 2 APPLICATION SUBMISSION DEADLINES



Under penalty of exclusion, the applications must be submitted within midday of:
14 July 2017 for students enrolling in **years subsequent** to the first of all programmes, including students enrolling for years subsequent to the first of **PhD and specialisation programmes**;
11 August 2017 for students enrolling in the **first years** of all programmes, including students enrolling for the first year of Master of Science programmes **as from the second semester** and including students enrolling **for the first year of PhD and specialisation programmes**.

ART. 3 NUMBER OF PLACES IN SUBSIDISED ACCOMMODATION

The Politecnico di Milano provides 950 accommodation places divided among the Regional Campuses and the various programmes.

Allocation of accommodation places among regional campuses	
Milan	791
Como	70
Cremona	2
Lecco	83
Mantova	2
Piacenza	2

Allocation of accommodation places among programmes	
Students enrolled in the first year of Bachelor of Science and single-cycle Master of Science programmes	200
Students enrolled in the first year of Master of Science programmes	170
Students enrolled in the first year of PhD and specialisation programmes	10
Students enrolled in subsequent years of all programmes	550
Students enrolled in subsequent years of PhD and specialisation programmes	20

ART. 4 AWARD OF THE BENEFIT

Students may request subsidised accommodation for the following periods:

- For a period of **8 semesters** starting from the year of very first enrolment for students enrolled in Bachelor of Science programmes;
- For a period equal to the duration envisaged by the educational systems plus **2 semesters**, starting from the year of very first enrolment for students enrolled in single-cycle Master of Science programmes;
- For a period of **6 semesters** starting from the year of very first enrolment for students enrolled in Master of Science programmes;
- For **3 years** starting from the year of very first enrolment for students enrolled in specialisation and PhD programmes;
- For a period of **9 semesters** for Bachelor of Science programmes, **7 semesters** for Master of Science programmes and **15 semesters** for single-cycle Master of Science programmes for **disabled students with a disability level** equal to or greater than 66%.





Students wishing to use the benefits for subsequent academic years must re-submit their applications.

ART. 5 MERIT REQUIREMENTS

Students who, in the 2017-2018 academic year, enrol in subsequent years of Bachelor of Science, single-cycle Master of Science and Master of Science programmes and have benefited from the subsidised accommodation service during the previous academic year, enjoy **priority in the assignment of accommodation places** if, by **10 August 2017**, they obtain the number of credits specified in the table below, **without using the bonus that may have accrued**.

Programmes	Programme Year				
	2nd	3rd	4th	5th	Last year
Bachelor of Science	40	90	-----	-----	150
Single-cycle Master of Science	40	90	150	210	270
Master of Science	40	-----	-----	-----	90

ATTENTION - Students who in the 2016-2017 academic year, enrolled in Master of Science programmes starting from the second semester, enjoy priority in the assignment of accommodation places if, by **10 August 2017**, they attain **29 ECTS credits** (or the lower number of ECTS credits provided for by the Degree Programme Study Plan for the same semester) without using the bonus possibly accrued.

ART. 6 REVOCATION OF THE BENEFIT

Should the scholarship be revoked due to failure to achieve merit requirements, students enrolled in the first year of all programmes and beneficiaries for the 2017-2018 academic year of a scholarship and accommodation, **are required to reimburse the Politecnico di Milano the sum equivalent to the value of the accommodation occupied** (See General Section, Art. 4).

The amount to be refunded by way of accommodation costs is equal to the lump sum withheld from the scholarship. This amount will be proportionally reduced should the student use the accommodation for fewer months.

ART. 7 PROCEDURES FOR PREPARING THE RANKING LISTS

The procedures for preparing the ranking lists for the allocation of subsidised accommodation are the same as those envisaged for the assignment of scholarships (see Scholarships, Art. 5)



Disabled students with **disability levels** of at least 66% if eligible for the assignment of benefits, take priority over other students.

ART. 8 PUBLICATION OF THE RANKING LISTS AND APPEALS

Students will be able to view the rankings by connecting to online services.

STUDENTS ENROLLED IN SUBSEQUENT YEARS

Students enrolled in subsequent years of all programmes may view their position in the provisional ranking by connecting to online services from **2 August 2017**.



Appeals must be submitted to the Financial Aid and International Mobility Service no later than **8 August 2016**.

Appeals must be submitted exclusively by using the appropriate “Submit Appeal” link available on the online services page on which the provisional ranking list was published. Students must attach all documents to the appeal that are necessary to support the affirmations contained in it. Non complete appeals or appeals not grounded on a relevant documentation, or, in any case, appeals submitted in forms other than those prescribed by this Call will be considered ineligible. **Students will only be informed of the outcome of the appeal with the publication of the final rankings.** Once the examination of appeals has been completed, students will be able to see their position in **the final ranking** by connecting to personalised on-line services from **23 August 2017**.

Appeals against the **final ranking** must be presented to the competent bodies according to the procedures envisaged by current legislation.

STUDENTS ENROLLED IN THE FIRST YEAR

Students enrolled in the first year of all programmes may view their position in the **provisional ranking** by connecting to on-line services from **31 August 2017**.



Appeals must be submitted to the Financial Aid and International Mobility Service by no later than **5 September 2017**.

Appeals must be submitted exclusively using the appropriate “Submit Appeal” link available on the online services page on which the provisional ranking is published. Students must attach all documents to the appeal that are necessary to support the affirmations contained in it. Non complete appeals or appeals not grounded on a relevant documentation, or, in any case, appeals submitted in forms other than those prescribed by this Call will be considered ineligible. **Students will only be informed of the outcome of the appeal with the publication of the final rankings.** Once the examination of appeals has been completed, students will be able to see their position in the **final ranking** by connecting to on-line services from **12 September 2017**.

Appeals against the final ranking must be presented to the competent bodies according to the procedures envisaged by current legislation.

ART. 9 ASSIGNMENT OF ACCOMMODATION PLACES

Students enrolled in subsequent years of all programmes are entitled to benefit from the use of accommodation from **28 August 2017 up to 31 July 2018**.

Students enrolled in the first year of all programmes are entitled to benefit from the use of the accommodation assigned to them **with effect from the start of the programmes** (as specified in the Academic Calendar), **subject to verification of effective enrolment and up to 31 July 2018**.

Successful students entitled to accommodation enrolled in the **first year of the Master of Science programme starting from the second semester**, only have access to residences after they have completed registration and depending on the availability of rooms reserved for study grants.

Subsidised accommodation is assigned to students **enrolled in the first year** of all programmes activated by the Politecnico di Milano as follow¹¹:

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



ATTENTION - Successful applicants will be notified of the assignment of accommodation by email within three days of the publication of the final rankings. This communication contains instructions for the acceptance or renunciation of the assigned accommodation.

¹¹ See Decree No. 21650 issued by the General Director of Education, Training and Employment of 13 November 2002



ATTENTION - Students will be considered as having **renounced** the accommodation should they fail to formalise its acceptance **within 3 days** of being notified of its assignment. In this case, the accommodation place will be assigned to the next student in the ranking list and who will be informed of the assignment by email.

Accommodation is assigned by taking places available for each residence into account, on the basis of the student's preference as well as the ranking position and the campus of the programme attended. Successful applicants will be assigned a place in a twin-bedded room. Depending on availability of places, students enrolled in PhD and specialisation programmes and students enrolled in subsequent years of Master of Science programmes, may be assigned places in single rooms.

STUDENTS INELIGIBLE FOR SCHOLARSHIPS

Students who are assigned subsidised accommodation and prove to be **"ineligible", for any reason, in the final ranking list for the assignment of scholarships**, will be allowed to stay at the assigned residence but the **full fee** will be applied to them with effect from the date of the original assignment.

STUDENTS WAITING TO GRADUATE IN THE MONTH OF SEPTEMBER

Students who, whilst awaiting **Bachelor of Science graduation in September**, request accommodation as students enrolled in the first year of Master of Science programmes in September, can use accommodation against payment while waiting to complete their enrolment. The accommodation will be selected from the Residence Services Area and will be available from **28 August to 24 September 2017**. The cost for the entire period or for a period longer than 15 days is 300 euros. In case of assignment at the "Newton" residences, "La Presentazione" in Como and "Loos" in Lecco, the monthly rate is equal to Cost of accommodation at full rate, see website: www.residenze.it. For periods of 15 days or less, the above accommodation fees will be halved. Accommodation fees will not be refunded even in the event of subsequently obtaining the scholarship. The request must be received by 11 August 2017 at the address residenze@polimi.it, with **"Extraordinary Accommodation - September 2017"** specified in the subject assignment.

STUDENTS ENROLLED IN INDIVIDUAL PROGRAMMES

Students enrolling in individual courses to attain curricular supplements required for admission to Master of Science programmes starting from the second semester, may access the residences only after all those listed in the eligibility rankings have been catered for. In this case, students must pay a monthly accommodation fee of **EUR 300**. In case of assignment at the "Newton" residences, "La Presentazione" in Como and "Loos" in Lecco, the monthly rate is equal to cost of accommodation at full rate, see website: www.residenze.it. Should a student earn the right to a scholarship, the amount deducted for accommodation will be 5/11 of the annual deduction.

STUDENTS AWAITING RECOGNITION OF ECTS CREDITS

Students included in the ranking list **"with reservation subject to merit assessment"** awaiting recognition of ECTS credits by the Programme Board, may **possibly** access residences after the official recognition of the ECTS credits. In the event of early admission, students must pay a monthly accommodation fee of **EUR 300**. In case of assignment at the "Newton" residences, "La Presentazione" in Como and "Loos" in Lecco, the monthly rate is equal to cost of accommodation at full rate, see website: www.residenze.it. If, after the official recognition of ECTS credits, these students are awarded the scholarship, the accommodation deduction will vary by reason of the date in which the student has acquired the right to the assignment of the benefit.

Student beneficiaries of subsidised accommodation must vacate the place of accommodation assigned to them by 10.00am of 31 July 2018. The Politecnico di Milano undertakes to provide suitable spaces for the storage of personal belongings. The Politecnico di Milano is committed to providing a replacement housing solution for **students** who request accommodation for the month of August. In this case, the cost of the accommodation will be paid by the requesting student.

The assignment of accommodation will take place while places are still available



ATTENTION - Once accommodation places reserved for financial aid beneficiary students or eligible non-beneficiary students at the Milan residences are fully taken up, these students - even if attending programmes in Milan - may be offered accommodation at the residences in Como (La Presentazione) and in Lecco (Loos). If the accommodation place is accepted, the student will be given accommodation at a reduced cost as partial compensation for transport costs. The amount of the deduction will be specified in a supplement to this Call that will be published on the University's website at:
[www.polimi.it/student/facilities-economic/right-to-studio-University - Notice](http://www.polimi.it/student/facilities-economic/right-to-studio-University-Notice)

ART. 10 COST OF ACCOMMODATION PLACES

STUDENTS BENEFITING FROM ANNUAL SCHOLARSHIPS

Students **benefiting** (for an explanation of "beneficiary" student see glossary), from scholarship will have a deduction as a lump sum equivalent to the cost of accommodation from the date on which it is assigned until **31 July 2018**. The exact amount of the deduction is determined annually by resolution of the Region of Lombardy. This amount will be specified in a supplement to this Call that will be published on the University's website at: www.polimi.it/en/students/financial-aid/diritto-allo-studio-universitario-dsu. Deductions will be decreased proportionately where the student uses the accommodation for fewer months due to:

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

The **balance** will be settled with the payment of the scholarship's second instalment.

STUDENTS BENEFITING FROM SEMESTER SCHOLARSHIPS

Students benefiting from semester scholarships may use accommodation until **31 July 2018**. As from **16 February 2018** they must pay monthly rent equivalent to 1/11 of the amount deducted from students benefiting from scholarships.

'ELIGIBLE' STUDENTS NOT BENEFITING FROM SCHOLARSHIPS

Students who successfully apply for subsidised accommodation but are not awarded a scholarship (for an explanation of "eligible non-beneficiary" student see glossary), must pay monthly accommodation fees equivalent to 1/11 of the amount deducted for students benefiting from scholarships.

STUDENTS AWARDED SCHOLARSHIPS AND ELIGIBLE FOR BUT NOT ASSIGNED SUBSIDISED ACCOMMODATION

Students who are awarded scholarships and are eligible for, but not assigned, subsidised accommodation must pay the full rate of the monthly accommodation fees.

ART. 11 OBLIGATIONS OF STUDENTS ADMITTED TO RESIDENCE HALLS

Students assigned a place of accommodation must:

- Pay the Politecnico di Milano the sum of **EUR 400.00** as a **deposit**;
- Read and accept the **Residence Hall Regulations** published on the website: www.residenze.polimi.it/en.

ART. 12 FORFEITURE OF THE RIGHT

Students assigned accommodation forfeit their benefit in the following cases:

- Transfer to another university;



- Renunciation of studies;
- Application of disciplinary sanctions envisaged by the Residence Hall Regulations of the Politecnico di Milano;
- Failure to pay the monthly accommodation fees for two consecutive months;
- Attainment of a Bachelor of Science and failure to enrol in a higher level programme. In this case, students must definitively vacate the accommodation within 7 days of graduation. If places are available, students providing a justified request to use the accommodation may do so by paying full rates until **31 July 2018**.

CHAPTER V

CATERING SERVICE




ART. 1 BENEFICIARIES

All students **awarded** scholarships and all **eligible students not awarded** scholarships for the 2017-2018 academic year have the right to use the catering service. These students will have a **lump sum deducted** from the amount of the scholarship¹².

The amount of the deduction is determined annually by resolution of the Region of Lombardy. This amount will be specified in a supplement to this Call that will be published on the University's website at:

www.polimi.it/student/facilities-economic/right-to-studio-University - Notice.



ATTENTION - In the event of a failure to use the catering service, the student will not be entitled to any refund, except in cases where students take part in international mobility programmes of not less than 2 months. In this case, the monthly deduction for canteen services will be proportional to the length of their duly documented stay abroad.

ART. 2 DURATION OF THE SERVICE

For **students enrolled in the first years of all programmes**, the catering service will be available from **6 November 2017 to 5 November 2018**.

For **students enrolled in subsequent years of all programmes**, the catering service will be available **from 1 December 2017 to 30 November 2018**.

For students who receive a semester scholarship, the service will be available until **15 May 2018**.

For **students enrolled in subsequent years of PhD and specialisation programmes**, the catering service will be available **from 1 January 2018 to 31 December 2018**.

SUSPENSION OF SERVICE

The catering service will be suspended for the entire month of **August 2018**.

ART. 3 VALUE OF MEAL VOUCHERS AND METHOD OF USE

Meal vouchers must be used during the span of the day. If not used, they cannot be used to increase the value of those used in the following days.

"BENEFICIARY" STUDENTS AND "ELIGIBLE NON-BENEFICIARY" STUDENTS ENROLLED IN SUBSEQUENT YEARS OF THE PROGRAMMES

"**Away from home**" students have the right to **one meal** a day from **Monday to Sunday**. The **daily value** of the meal voucher is **EUR 5.00**.

"Local" and "commuter" students have the right to one meal a day from Monday to Friday. The daily value of the meal voucher is **EUR 4.50**.

"ELIGIBLE NON-BENEFICIARY" STUDENTS ENROLLED IN THE FIRST YEARS OF THE PROGRAMMES

"**Away from home**" students have the right to **one meal** a day from **Monday to Sunday**. The **daily value** of the meal voucher is **EUR 3.00**.

"Local" and "commuter" students have the right to one meal a day from Monday to Friday. The daily value of the meal voucher is **EUR 3.00**.

CARD ATENEO +

Students may use the catering service by means of the card "**ateneo +**" card which is sent to the student's home approximately within 3 weeks from enrolment.

Students who are still in possession of the **old Policard** should request the card "**ateneo +**" through a special feature available on online services under "[Data -> Policard - activation, status display, book re-issue](#)".

¹² Pursuant to Art. 9, paragraph 5, of the Decree of the President of the Council of Ministers of 9 April 2001



Loss or theft

In the event of **loss** or **theft of the card “ateneo +”**, students must report the incident **in writing** to the Financial Aid and International Mobility Service **within 5 days** from the fact, students must deliver to the Financial and International Mobility Services a copy of the charge submitted to the competent authorities. Submission can be made through the channels indicated in the web page: www.polimi.it/en/students/contact-polimi/diritto-allo-studio.

All meals consumed between the date of loss or theft and the date on which this is reported will be charged to the holder of the card “ateneo +”.

During the period necessary for the reissue of a new card “ateneo +”, the student may request a **temporary card** from the Financial Aid and International Mobility Service for the continued use of the catering service. This card must be returned to the Financial Aid and International Mobility Service **simultaneously** with the activation of the new card “ateneo +”.

Infringements of the rules

In the event of an **infringement of the rules** on the use of the card “ateneo +” the offender will be charged penalties proportional to the severity of the offence committed, in addition to being **charged** the **actual cost** of all meals irregularly consumed.

By way of example but not limited to, the following cases constitute disciplinary offences:
cessione della propria carta “ateneo +” a terzi;

- The transfer of one’s own card “ateneo +” to third parties;
- Failure to inform the Financial Aid and International Mobility Service of the theft or loss of the card “ateneo +”.

These are without prejudice to the rules that govern the use of the card “ateneo +”.

ANNEX 1

MUNICIPALITIES CLASSED AS URBAN AREAS

Capital Municipality	Urban Area
Como	Cernobbio, Manslianico, S.Fermo della Battaglia, Montano Lucino, Grandate, Casnate, Lipo- mo, Tavernerio, Capiago Intimiano, Brunate e Senna Comasco.
Cremona	Bonemerse, Castelverde, Gadesco Pieve Delmona, Persico Dosimo, Sesto Cremonese, Spi- nadesco.
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.
Mantova	Marmirolo, Porto Mantovano, Virgilio, Curtatone e San Giorgio.
Milan	Cinisello Balsamo, Sesto San Giovanni, Cologno Monzese, Vimodrone, Segrate, Pioltello, Pe- schiera Borromeo, S.Giuliano, S.Donato M.se, Locate Triulzi, Opera, Pieve Emanuele, Basiglio, Rozzano, Assago, Buccinasco, Corsico, Trezzano sul Naviglio, Cesano Boscone, Cusago, Ba- reggio, Settimo M.se, Cornaredo, Pero, Rho, Arese, Bollate, Novate M.se, Cormano, Cusano M.no, Bresso.

ANNEX 2

LIST OF PARTICULARLY POOR COUNTRIES

As provided for by Ministerial Decree No. 556, dated 8 July 2016, the following are considered to be "particularly poor" countries:

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambogia, Chad, Comoros, Repubblica Democratica del Congo, Repubblica Democratica di Corea, Eritrea, Etiopia, Gambia, Gibuti, Guinea, Guinea Bissau, Guinea Equatoriale, Haiti, Kenya, Kiribati, Kirghizistan, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambico, Myanmar, Nepal, Niger, Repubblica Centro Africana, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, Sudan del Sud, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe.

ANNEX 3

DISCLOSURE ON THE USE OF PERSONAL DATA AND THE RIGHTS OF THE DECLARING PARTY (ART. 13 OF LAW NO. 196/2003)

1. The data provided by students will be processed in order to ascertain the financial situation of their family, the criteria for accessing the benefit and the determination of the same, according to the criteria of this call and for all other purposes envisaged by the law.
2. The data provided by students may also be processed for the purpose of obtaining statistical data.
3. Processing will take place using both electronic media and hard copies, suitable for guaranteeing maximum security and confidentiality in compliance with current legislation and in accordance with the purposes and methods illustrated in this disclosure.
4. The provision of data for the purposes pursuant to point 1 is compulsory. Refusal to provide data shall result in the inadmissibility of the application submitted by the student and the immediate exclusion from the benefit assignment process. The provision of data for the purposes pursuant to point 2 is optional. The refusal to provide the data will have no consequences.
5. Data will not be disclosed or communicated to private parties unless this is enforced by a legal or regulatory provision.
6. Data may be disclosed to other public bodies including the Ministry of Finance and the Financial Authorities where this is envisaged by a legal or regulatory provision or, in its absence, should such disclosure be necessary for performance of the entity's institutional tasks.
7. Pursuant to Arts. 20, 21, 68, 73, paragraph 2 and 95 of Legislative Decree No. 196/2003, processing may also concern personal data considered as sensitive, such as, for example, data that may reveal students' racial and ethnic origin, in addition to data on their state of health.
8. Processing of such sensitive data shall take place in accordance with methods aimed at preventing the breach of rights, fundamental freedom and the dignity of the data subject and, in any case, in such a way as not go beyond the purpose for which it was collected. Processing will take place using both electronic media and hard copies, suitable for guaranteeing maximum security and confidentiality, in compliance with the above legislation and in accordance with the purposes and methods illustrated in this disclosure.
9. Sensitive data will not be disseminated.
10. The Data Controller is the Politecnico di Milano.
11. The Data Processor is the Financial Aid and International Mobility Service of the Politecnico di Milano, with offices in 42 Via Golgi, Milan, Italy.
12. Personal data will be processed not only by the Data Controller and the Data Processor, but also by Persons in charge of processing, namely employees of the Politecnico di Milano specifically appointed by the Data Controller/Processor. Persons in charge of processing will be given specific instructions to ensure that data is processed in compliance with legislation protecting personal data, with specific reference to security.
13. At any time, the Data Subject may exercise His/Her rights with regard the Data Controller in accordance with and pursuant to Art. 7 of Legislative Decree No. 196/2003.

Any updates, amendments, additions and deletions requested by the data subject will have an effect on the ranking only if made by the due date for submission of appeals against the provisional rankings for the various benefits included in this call. By submitting an application for assignment of the benefit, students declare to have acknowledged and read in its entirety the above disclosure pursuant to Art. 13 of Legislative Decree No. 196 of 30 June 2003, and to consent to the processing of their personal data, including sensitive data, for the purposes and according to the procedures indicated in the aforementioned disclosure.

GLOSSARY

Beneficiary: the student who possesses the merit and income requirements stipulated in the Call and is the beneficiary of the Scholarship.

Bonus credits: the number of credits that the student can use in addition to those actually attained to achieve the (minimum) merit requirements stipulated by the Call.

Dichiarazione Sostitutiva Unica: is the form through which citizens declare their income, the assets they own and the family situation, also indicating the benefits or services which they intend to request during the year. By presenting the DSU, citizens assume liability, including criminal, for declarations made. The DSU can be presented directly to the INPS. Alternatively, it is possible to contact a Tax Advice Centre (CAF). Submission to the INPS can also be made online by registering on the INPS portal. The DSU is only valid until 15 January of the year subsequent to the year when it was signed.

Eligible non-beneficiary: the student who, despite possessing the merit and income requirements provided for in the Call, is not a scholarship beneficiary due to lack of funds.

ISEE is a value that enables the measurement of the financial situation of the student's family and which takes account of income, assets (movable and immovable) and household characteristics (by number and type).

ISPE (Equivalent Asset Situation Indicator) is calculated by dividing the amount of the ISP (Asset Situation Indicator) of the student's family by the coefficient of the equivalence scale corresponding to the family members. The ISP is determined by adding, for each family member, the value of the immovable assets and the value of the movable assets.

Normal Duration of the programme: the programme duration provided for by existing legislation within which the student may achieve the final degree. The legal duration of the Bachelor of Science is three years, while the Master of Science is two years. The normal duration of the Single-cycle Master of Science programmes is 5 years.

Very first enrolment: any previous enrolment to any degree programme of the same level of studies, in any Italian or foreign University.