

CALL FOR APPLICATIONS FOR ASSIGNMENT OF FINANCIAL AID BENEFITS *2022/2023 Academic Year*

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Contents

ART. 1 COMPETITION BENEFITS.....	5
ART. 2 WHO MAY APPLY	5
ART. 3 FINANCIAL REQUIREMENTS.....	6
Art. 3.1 Students with income and assets in Italy.....	6
Art. 3.2 Students with income and assets only abroad or both abroad and in Italy.....	7
Art. 3.3 Independent student	8
Art. 3.4 Foreign students coming from particularly poor countries.....	9
Art. 3.5 Stateless or political refugee students.....	9
Art. 3.6 Limits regarding ISEE/ISPEE, ISEEU/ISPEEU, and minimum annual income for an independent student	9
ART. 4 MERIT-BASED REQUIREMENTS: students enrolled in the FIRST YEAR.....	10
Art. 4.1 Entry requirements for students enrolled in the FIRST YEAR of Bachelor of Science or single-cycle Master of Science programs.....	10
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.....	10
Art. 4.3 Correct determination of ECTS	11
Art. 4.4 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	11
Art. 4.5 Students with disabilities	12
Art. 5 MERIT-BASED REQUIREMENTS: students enrolled in SUBSEQUENT YEARS	13
ART. 5.1 Credit bonus.....	14
ART. 5.2 How to use the bonus.....	14
Art. 6 MERIT-BASED REQUIREMENTS: Students enrolled on PhD and specialisation courses	15
ART. 7 DEADLINES FOR SUBMITTING THE APPLICATION.....	15
ART. 8 HOW TO SUBMIT AN APPLICATION.....	15
Art. 8.1 Case of transfer FROM or TO another university location	16
Art. 8.2 Case of a student attending a Bachelor of Science program who is receiving a DSU Scholarship and is enrolling in a Master of Science program starting from the second semester	16
Art. 8.3 Case of a student waiting to obtain a first-level degree and enrolling in the first year of a Master of Science course	17
ART. 9 EXCLUSION FROM RANKINGS.....	17
ART. 10 FORFEITURE OF BENEFITS.....	18
ART. 11 VALIDATION OF TRUTHFUL STATEMENTS.....	18
ART. 12 FISCAL ASPECTS.....	19
Art. 12.1 Accumulation and exceptions.....	19

ART. 13 DSU SCHOLARSHIPS: NUMBER AND VALUE	20
ART. 14 GEOGRAPHIC ORIGIN OF THE STUDENT: LOCAL, COMMUTER, AND AWAY FROM HOME	21
ART. 14.1 Request for recognition of away from home status	21
ART. 14.2 Case of the ‘away from home’ student who withdraws from the original lease agreement and signs a new one	23
ART. 14.3 Case of the ‘away from home’ student in the previous a.y. who applies to obtain DSU benefits in the a.y. 2022/2023, too	24
ART. 14.4 Case of the student who participates in a ‘mobility’ in the a.y. 2022/2023	24
ART. 14.5 Case of withdrawal from the paid accommodation rental agreement.....	25
ART. 14.6 Case of the student who loses their ‘away from home’ status due to the acquisition of residence.....	26
ART. 15 DURATION OF GRANTING OF THE DSU SCHOLARSHIPS.....	26
ART. 16 FORMATION OF THE RANKINGS FOR THE SCHOLARSHIP.....	27
Art. 16.1 Case of a student enrolling in a Master of Science program starting from the second semester.....	28
Art. 16.2 Case of a student waiting for ECTS to be validated	28
ART. 17 PUBLICATION OF THE RANKINGS AND REQUEST FOR REVIEW	29
ART. 17.1 Methods of assignment of scholarships.....	29
ART. 18 PAYMENT OF SCHOLARSHIPS	29
ART. 18.1 How the DSU Scholarship is paid.....	31
ART. 19 CANTEEN SERVICES.....	33
ART. 19.1 Activation and authorisation of the card.....	33
ART. 19.2 Duration of service	33
ART. 19.3 Value of the service	34
ART. 19.4 Rules of use of the “Ateneo +” Card.....	34
ART. 20 INTEGRATION OF DSU SCHOLARSHIP TO PARTICIPATE IN INTERNATIONAL MOBILITY PROGRAMS	36
ART. 20.1 Submitting an application.....	36
ART. 20.2 Amount of contributions	36
ART. 20.3 Prohibition on using canteen services.....	37
ART. 20.4 The <i>free mover</i> DSU scholarship holder and the reimbursement of the canteen services.....	37
ART. 21 DEGREE AWARD IN INTEGRATION TO DSU SCHOLARSHIP.....	38
ART. 21.1 Deadlines for application for the award.....	38
ART. 22 PREFERENTIAL RATE RESIDENCE SERVICE	39
ART. 22.1 Deadlines for submission of an application.....	39
ART. 23 NUMBER OF PREFERENTIAL RATE HOUSING PLACES AVAILABLE: NUMBERS AND LOCATIONS.....	39

ART. 23.1 Rankings.....	40
ART. 24 ALLOCATION OF PREFERENTIAL RATE HOUSING.....	41
ART. 25 MERIT REQUIREMENTS.....	41
ART. 26 PROCEDURE FOR FORMING THE RANKINGS	42
ART. 27 PUBLICATION OF THE RANKINGS AND REQUESTS FOR REVIEW	42
ART. 28 ASSIGNMENT OF RESIDENCE SLOTS	43
ART. 28.1 Methods of assignment and deadlines for acceptance	44
ART. 29 COST OF THE RESIDENCE SLOTS	45
ART. 30 REVOCATION OF THE BENEFIT.....	47
ART. 31 OBLIGATIONS OF STUDENTS ADMITTED TO RESIDENCES.....	47
ART. 32 DECLINED RIGHT TO RESIDENCE.....	47
ART. 33 HEAD OF THE PROCEDURE	49
ART. 34 - PERSONAL DATA PROCESSING	49
ART. 35 TRANSPARENCY FULFILMENTS	49
INFORMATION AND CONTACTS - CAMPUS LIFE AREA	49
ANNEX 1	50
MUNICIPALITIES CLASSIFIED IN THE URBAN AREA.....	50
GLOSSARY.....	51

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 canteen 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. 2022/2023, they are enrolled or intend to enrol for the first time on one of the following study levels of Politecnico di Milano:

- Bachelor of Science program;
- Single-cycle Master of Science program;
- Master of Science beginning either in the first or second semester¹;
- 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, which is different from** the one 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 actual assignment of the benefits is **subject to enrolment 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. 2022/2023, 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 and the upcoming one.

The following students **may not apply**:

- Students **enrolled in 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.

¹ Regardless of the semester 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 unit², 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 ISEE³, the **Single Substitute Declaration**⁴ 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 basing 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:

Wednesday 20th July 2022 for students who enrol in **SUBSEQUENT YEARS** of all study programs, including students who enrol in subsequent years of **PhD and specialisation** courses;

Wednesday 10th August 2022 for students who enrol in **FIRST YEARS** of all degree programs, including students who enrol in the first year of **Master of Science courses starting from the second semester**, as well as those who enrol 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 deadline of this Call for applications, in case they have not done so yet for whichever reason.

This is the path for those who are yet to enrol:

² The family unit is defined in accordance with DPCM December 5th 2013, no. 159.

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

⁴ 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 > ISEE declaration > Enter Self-Certifications ISEE](#)

If the student has requested a **current ISEE**⁵, this must be valid on the date of the application's submission.

If the **ISEE** is found to be **non-compliant**⁶, 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, namely those owning incomes and properties in Italy.

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 Politecnico di Milano**. No other means is accepted for this purpose.

The addresses of the Approved CAF and all relevant information are available on the University's website 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 international students directly from the CAF in a virtual way.

Thus, students do **NOT** need to input any subscription date on their online profile but rather, **under penalty of inadmissibility of the application**, they must deliver the necessary documentation to the University's Approved CAF by:

⁵ See Glossary. The current ISEE is valid for 6 months, unless changes apply.

⁶ See Glossary.



Wednesday 20th July 2022 for students who enrol in **SUBSEQUENT YEARS** of all study programs, including students who enrol in subsequent years of **PhD and specialisation courses**;

Wednesday 10th August 2022 for students who enrol in **FIRST YEARS** of all degree programs, including students who enrol in the first year of **Master of Science programs starting from the second semester**, as well as those who enrol 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 their family of origin and can, therefore, be categorised as independent, when the following requirements are met conjunctly:

- 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, therefore demonstrating that they have taken up a paid accommodation;
- The student has owned a fiscally declared income for at least two years, which derives from an employment relationship or assimilation⁷. 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.

In order to prove to have taken up a paid accommodation, the student declaring themselves as independent must submit to the Financial Aid Unit the following:

- ✓ Copy of the lease agreement of paid accommodation, which must be headed to the student's name.
The lease agreement needed to prove the independent status of the student also needs to comply to the timeframe set by Art. 14.1 related to the away from home student: thus, it must necessarily cover the entire timeframe between October 1st 2022 and July 31st 2023;
- ✓ The lease agreement's relative registration issued by "Agenzia delle Entrate".

The abovementioned documentation must be submitted by the preestablished deadlines only in PDF format exclusively by email⁸ indicated on the following web page:

www.polimi.it/diritto-allo-studio > (select: *Recognition of Away from Home status*).

⁷ For independent students, their income is not considered along with their family unit's one.

⁸ Emails are managed with the 'trouble ticket' system: they therefore require authentication.

Art. 3.4 Foreign students coming from particularly poor countries

For the calculation of the Equivalent ISEEU-ISPEU, students coming from **particularly poor countries**⁹ 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 Italy¹⁰), this certification may 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 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 document or a self-declaration certifying the composition of the student's family unit overseas.

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

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 address¹¹ indicated on the webpage: www.polimi.it/diritto-allo-studio > (select: *DSU scholarship*).

Nonetheless, 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/ISPEU 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. Thus, such 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 >

⁹ The list of particularly poor countries for the academic year 2022/2023 has been defined by the MUR Decree n. 344 of April 8th 2022.

¹⁰ Art. 13 DPCM April 9th 2001.

¹¹ Emails are managed with the 'trouble ticket' system: they therefore require authentication.

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 enrol in the **FIRST YEAR** of Bachelor of Science or single-cycle Master of Science courses must enrol **without total OFA** (Additional Educational Obligations). The presence or absence of OFA will be assessed **exclusively**¹² upon enrolment 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 in **Design** and **Urban Planning degree programs**, passing the admission test with a score equal to or higher than 60/100;
- For students enrolling in **Architectural Design** and **Building Engineering and Architecture degree programs**, passing the admission test with a score equal to or higher than 36/60.

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 revocation of the awarded benefits.



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 in the first year must achieve a specific number of ECTS **by August 10th 2023**.

In particular:


for students enrolling in the first semester, it is necessary to achieve:

- 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 semester of Master of Science programs, it is necessary to achieve:

- **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 the one (inferior in amount) required for the same Degree Program by **August 10th 2023**.

¹² For the purpose of granting DSU benefits, passing OFA is irrelevant after the enrolment date, which must have occurred by the prescribed deadline.




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 **calculated in proportion to their income** and to avoid paying the amount corresponding to the highest income bracket, it is advisable for them to present their ISEE/Equivalent ISEEU.

In case the scholarship gets confirmed, both the first and the second instalments of 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**¹³ of all study programs are **NOT** eligible for any **credit bonus**.



NOTA BENE - The number of necessary European Credit Transfer and Accumulation System Credits (ECTS) is **ALWAYS** calculated basing on the **absolute first year of enrolment**, 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 first enrolment is applied, for example, to all cases of enrolment at Politecnico di Milano after study withdrawals, or in case of enrolment in Politecnico di Milano after transferring from another School or Program. In such cases, the number of ECTS recognised by the respective Program Board will be considered before the payment date of the second instalment of the scholarship.

Art. 4.3 Correct determination of ECTS

ECTS must:

- be regularly validated on the study plan on the date of their verification;
 - be included in the study plan¹⁴ of the academic course which DSU benefits are requested for.
- For the sake of the calculation of the overall grade and minimal amount of required ECTS, the following are NOT considered:
- extra ECTS;
 - single courses ECTS;
 - ECTS related to exams which have been sat only partly and whose registration has, therefore, not been finalised on the study plan yet.

Art. 4.4 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 10th 2023** lose the right to the second instalment of the scholarship. **Furthermore**, commencing from September 1st 2023, they will no longer have access to the canteen service.

¹³ For subsequent years, see Art 5.1.

¹⁴ ECTS related to *Passion in Action Courses* and similar are not considered.

However, if they achieve the minimum ECTS required **by November 30th 2023**, they may retain the first instalment of the scholarship and they will be entitled to the reimbursement of the tuition fees.

However, they will be **obliged to pay for the preferential rate residence service**, which they might have utilised from **February 2023 and to refund** the monetary value of the canteen service used from **May 2nd 2023**.

Alternatively, any failure to obtain the required ECTS by November 30th 2023 will result in the total revocation of the scholarship.

Total 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 canteen, residence, etc.), which they have actually used.

To sum up:

	ACHIEVED	NOT ACHIEVED
Minimal ECTS by August 10th 2023	<ul style="list-style-type: none"> the right to canteen service remains; the DSU second instalment will be regularly issued by the end of October; you are eligible for tuition fees' refund¹⁵. 	<ul style="list-style-type: none"> the canteen service stops from September 1st 2023; you are not entitled to DSU second instalment. <p><i>The potential revocation is suspended up until November 30th 2023</i></p>
Minimal ECTS by November 30th 2023	<p>Partial revocation of the scholarship = obligation to pay:</p> <ul style="list-style-type: none"> 50% of the accommodation value <p>You are eligible for tuition fees' refund</p>	<p>Total revocation of the scholarship = obligation to refund:</p> <ul style="list-style-type: none"> The amount of the first instalment; The monetary amount of the canteen service which has been actually utilised; The accommodation service's value <p>Tuition fees are not refundable¹⁶</p>

Art. 4.5 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 vary by up to 40% from those stated in



¹⁵ The refund is carried out by the Student Affairs Office.

¹⁶ The Student Affairs Office might require further compensation fees.

Art. 4.2. The merit requirements are established by the professor assigned to integrate 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 enroled in SUBSEQUENT YEARS

In order to meet the **merit-based**¹⁷ requirements, students enroled in subsequent years of Bachelor of Science, Master of Science, and single-cycle Master of Science programs must have obtained, **by August 10th 2022**, the number of ECTS - calculated with reference to the absolute first year of enrolment¹⁸ - specified in the following tables:

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

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

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

Master of Science Enroled in the 2 nd semester of the a.y.	2 nd year (2 nd -3 rd semester)	3 rd year (4 th -5 th semester)
Architecture/Design/Engineering	29	84

Those represented by the table above, namely students enroled in the first year of Master of Science programs starting from the second semester, who are unable to achieve 29 or 84 ECTS due to their Degree Program, can earn a number of credits corresponding to the one (inferior in amount) required by the latter by **August 10th 2022**.

¹⁷ For students enroled 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.

¹⁸ See Glossary.



For students with disabilities, this applies in relation to the provisions of Article 4.5.

ART. 5.1 Credit bonus

To achieve the minimum merit-requirements to access the rankings for the a.y. 2022/2023, students who enrol 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 it is **NOT** cumulative.

The bonus **cannot** be used to achieve the merit requirements at the end of the first year.

ART. 5.2 How to use the bonus

The bonus **accrues up until when it gets used**, which means that its first usage stops its incrementation for subsequent years.

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 achieving 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 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 enrol in Master of Science courses at Politecnico di Milano by the preestablished 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 > (select: *DSU scholarship*). The Financial Aid Service will carry out the necessary checks.
- **students who enrol in Master of Science programs starting in the second semester**, 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 courses

For students enrolled on **specialisation** and **PhD courses**, 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, the application for DSU benefits for the a.y. 2022/2023 must be submitted, with all its parts completed and properly closed and sent, by **12 pm** on:



Wednesday 20th July 2022, for students who enrol in **subsequent years of ALL study** programs, including those who enrol in PhD and specialisation courses;

Wednesday 10th August 2022, for students who enrol in the **first years of ALL study** programs, including those who enrol in the first year of Master of Science programs starting from the second semester, as well as those who enrol in the first year of PhD and specialisation courses.

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 enrol for the a.y. 2022/2023 even after the dates indicated above, namely 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*¹⁹, 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 accommodation at reduced rate.

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](#)

¹⁹ The deadlines for applying for the **degree award** are indicated in Art. 22.1.

Once all parts have been completed, the application must be finalised and sent. To do so, **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 on their institutional email address - if they have already been assigned one²⁰ - or on the email address provided during the registration phase.

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 > (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 benefit paid out by Politecnico di Milano, with the obligation to reimburse any benefit 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. Such validation will have to be in line with the requirements applied for the validation of the transfer's application, without considering the amount of ECTS totally achieved in the previous academic career.

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 is enrolling in a Master of Science program starting from the second semester

Students who, in the a.y. 2022/2023, applied with the profile ‘Subsequent years’ as they are enrolled in the last semester of Bachelor of Science programs and, having obtained the degree, enrol in a Master of Science program commencing from the second semester, may ask the

²⁰ Upon activating the enrolment, Politecnico di Milano assigns the student a PoliMi email address. The PoliMi email address replaces the one provided during registration for all official communications.

Financial Aid Service to modify the profile of the application submitted to be considered as students enrolled in Master of Science programs starting in the second semester, 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 > (select: *DSU scholarship*) **by** the deadlines established by the University's academic calendar for enrolment in Master of Science programs from the second semester.

Art. 8.3 Case of a student waiting to obtain a first-level degree and enrolling 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 semester and who, nevertheless, need to delay their enrolment, can request a change in the profile of the application submitted, so to be considered students enrolled in an additional semester of the degree programs.

The request to change the 'profile' of the applicant - from "First year - Master of Science (LM – 2nd 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 > (select: *DSU Scholarship*) **by the deadlines** envisaged by this Call for **submitting a review request**²¹.

The change request can **only** be granted if the application with the profile "First year - Master of Science (LM – 2nd 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 20th 2022 at 12 pm**.

ART. 9 EXCLUSION FROM RANKINGS

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

- students who do not "**close 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 enrolment in programs at Politecnico di Milano for the academic year 2022/2023 by the deadlines indicated in the academic calendar²²;
- students who do not hold an ISEE-ISPEE - or Equivalent ISEEU-ISPEU – issued for the sake of benefits for the right to higher education;
- students who have pending payments related to DSU revocation of previous years when the provisional ranking of this Call is released;
- students who have any debt with Politecnico di Milano;
- students who have been subject to measures of revocation of benefits as a result of

²¹ See Art. 17.

²² 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.

- false declarations, fraud, or for other reasons in previous years;
- students who were unable to apply²³.

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 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 right of option within the set 10 days;
- they withdraw from 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 refund all benefits received up to that point, including the actual cost of meals consumed and the cost of accommodation at reduced rate.

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 moment (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, basing 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 18th 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.

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.

²³ See Art. 2.

ART. 12 FISCAL ASPECTS

The Financial Aid benefits are exempt from income taxes, pursuant to Circular no. 109/E of April 6th 1995 of the Ministry of Finance²⁴.

However, beneficiaries will be issued with the Single Certification of the amounts paid in cash and the free canteen 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 in 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-cumulation may be a condition of the specific competition in which the student wishes to participate²⁵.

If a student is assigned the DSU Scholarship whilst also be awarded with another non-cumulable 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 > (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 option²⁶.

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

²⁴ 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%.

²⁵ Some examples of non-cumulable funding is the Thesis Abroad Call, Merit-based Scholarships, MAECI, etc.

²⁶ See Art. 10.

SPECIAL SECTION: INDIVIDUAL BENEFITS

ART. 13 DSU SCHOLARSHIPS: NUMBER AND VALUE

There are **1700** DSU scholarships²⁷ available, divided up as follows:

Study programs	No. scholarships
Students enrolled in 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 courses	10
Students enrolled on subsequent years of all study programs	1,140
Students enrolled on subsequent years of PhD and specialisation courses	10

The scholarship is made up of a part paid in cash and a part provided in services, typically canteen services and, for students away from home who have applied for it, the accommodation at reduced rate. 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 demonstrating 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 semester, 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.

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.

²⁷ For residence slots see Art. 23.



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 released on the University’s website on the following webpage:

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:

<p>“local”</p>	<ul style="list-style-type: none"> • resides 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 Annex 1 of this Call; • attends the degree course online²⁸.
<p>“commuter”</p>	<ul style="list-style-type: none"> • does NOT reside in a Municipality classified as an urban area from which it is possible to reach the location of their study course within 90 minutes²⁹ by public transport.
<p>“away from home”</p>	<ul style="list-style-type: none"> • does NOT reside 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 and, for this reason, they have taken up a paid accommodation in the area where their course is located³⁰.

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**³¹ be marked as “commuters” by default.

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 a **paid** accommodation 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, starting from October 1st 2022**.

²⁸ Politecnico di Milano currently only offers the degree program in Engineering of Computing Systems online.

²⁹ The time needed to reach 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.

³⁰ The two conditions must be present jointly; hence, be resident is not sufficient *per se*. Therefore, 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.

³¹ Including those who were recipients of DSU Scholarship as “away from home” students under the Call for the a.y. 2021/2022.

Specifically, the lease agreement must necessarily cover the timeframe between October 1st 2022 and July 31st 2023.

Lease agreements starting after October 1st 2022 will not be considered suitable for the sake of the recognition of the away from home status³².

In case of a **scholarship** covering merely the **first semester**, the period **must be at least of 5 continuous months**.

Specifically, the lease agreement must necessarily cover the timeframe between October 1st 2022 and February 28th 2023.

For students enrolling in a Master of Science from the II semester and who, therefore, gain access to their **scholarship** from then, the period **must be at least of 5 continuous months, starting from March 1st 2023**.

Specifically, the lease agreement must necessarily cover the timeframe between March 1st 2023 and July 31st 2023.

In order to request a **change of status** from 'commuter' to 'away from home', the student who rented a private accommodation must send the following documents to the Financial Aid Unit:

- A copy of the paid accommodation lease agreement signed and headed to the student's name, as well as the corresponding receipt of registration from "Agenzia delle Entrate", which must be valid for the year which the benefit is requested for.

If the name of a parent is mentioned on the lease agreement, the former must result as a mere guarantor and, therefore, not be a tenant at the same time.

Should the student have taken over the lease agreement, they will need to submit the take-over agreement and its registration, along with the copy of the original lease agreement and its registration from "Agenzia delle Entrate".

Differently, if living in a dormitory, residence, lodgings or similar residences which are NOT managed by Politecnico di Milano, the student must submit:

- 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 at least its first instalment.

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

Regardless of the type of paid lease, all contracts must be finalised and, therefore, 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:

³² The sole exemption to this can be represented by a contract which guarantees continuation to a contract previously sent by the preestablished deadline. In this scenario, the two contracts must have immediate continuity



Monday 10th October 2022 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 courses;

Wednesday 15th March 2023 for students enrolling in Master of Science programs commencing from the second semester.

Under penalty of inadmissibility, the application, with the attached documentation, should be sent only in PDF format exclusively by email³³ indicated on the following web page: www.polimi.it/diritto-allo-studio > (select: *Recognition of Away from Home status*).

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 Call.

Students who are granted with the away from home status must promptly notify the Financial Aid Unit - through the same channel utilised to request the abovementioned status – about any event, switch, or change which might occur to their accommodation throughout the academic year.

Should there be a discrepancy between the income value declared – ISEE and/or ISEEU Parificato – and the rental fees of the lease agreement used to request the away from home status, necessary checks shall be carried out, according to Art. 11, even before the payment of the first instalment of the scholarship.

NOTA BENE – In the lease agreements’ payment receipts – required during the random checks carried out to verify the persistence of the away from home status – the purpose of the money transfer (e.g. “rent payment for March”), the name of the DSU student, and the landlord must always be clearly indicated.

ART. 14.2 Case of the ‘away from home’ student who withdraws from the original lease agreement and signs a new one

It is not considered suitable with this Call withdrawing from the lease agreement through which the away from home status was obtained for the sake of signing a new contract. Such an event causes the revocation of the away from home status with retroactive effect. Nonetheless, should the student notify the Financial Aid Unit Office about this change promptly, they will be entitled to maintain the scholarship as a “commuter”. This can be done exclusively by email³⁴ indicated on the following web page:

www.polimi.it/diritto-allo-studio > (select: *Recognition of Away from Home status*).

On the contrary, should the Financial Aid Unit find out about the abovementioned withdrawal through random checks carried out throughout the academic year, this will cause the

³³ Emails are managed with the ‘trouble ticket’ system: they therefore require authentication.

complete and **retroactive revocation** of the scholarship and its benefits for the entire duration of the academic year.

Should the withdrawal from the lease agreement used to obtain the away from home status be justified by exceptional circumstances for which the student would be forced to sign a new contract, they will be able to avoid the revocation of their status insofar as they guarantee the validity of the original contract for at least 5 months out of the 10 required³⁵.

For the sake of keeping the away from home status, the following documentation will need to be sent to the Financial Aid Unit:

- The new lease agreement and its registration from “Agenzia delle Entrate”;
- The payment receipts of the last two months of rental fees of the original contract;
- The payment receipt of the first month of the new lease agreement.

Such a documentation needs to be submitted in PDF format exclusively by email³⁶ indicated on the following web page: www.polimi.it/diritto-allo-studio > (select: *Recognition of Away from Home status*).

Unless they have already done so, the student will have to justify the reasons behind their withdrawal from their lease agreement, as well as to ask for confirmation of their away from home status to the Financial Aid Unit.

ART. 14.3 Case of the ‘away from home’ student in the previous a.y. who applies to obtain DSU benefits in the a.y. 2022/2023, too

The attribution of ‘away from home’ status applies **solely** and **exclusively** to the academic year when the student is beneficiary of 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 apply for the benefits for the a.y. 2022/2023 and wish to continue to be granted with 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 different from the ones prescribed or without being accompanied by the necessary documentation, involves the attribution of ‘commuter’ status.

ART. 14.4 Case of the student who participates in a ‘mobility’ in the a.y. 2022/2023

The student who participates in an international mobility program in the a.y. 2022/2023 and who wants to be considered - or continue being considered - “away from home” must demonstrate that they have taken up paid accommodation for a period of no less than 10 months, as per Art. 14.1, in the location where they are exchanging.

Specifically, considering both their place of residence in Italy and the location of the course they attend at Politecnico di Milano:

³⁵ These five months are to be understood within the DSU timeframe, namely from October 1st 2022 until at least February 28th 2023.

³⁶ Emails are managed with the ‘trouble ticket’ system: they therefore require authentication.

- 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 accommodation 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 rental agreement for paid accommodation, properly registered in Italy, for a period, in combination with the period spent abroad, of no less than 10 months.

The documentation proving the stipulation of a paid accommodation rental agreement in the country where the student is exchanging must necessarily be either in Italian or English. Should it be stated in any other language, it will have to be submitted alongside its translation in either Italian or English.

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;
- *Free movers*.

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

ART. 14.5 Case of withdrawal from the paid accommodation rental agreement

Any student who - for whichever reason – withdraws from the paid accommodation rental agreement which they used to get their status of away from home awarded or who renounces 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 Service³⁷ 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 refund - if possible in the form of an adjustment on the second instalment - will also concern the highest sum received throughout the scholarship.

³⁷ To contact the Service, the email channel indicated on the following web page is available: www.polimi.it/diritto-allo-studio > (select: Recognition of Away from Home Status).

On the other hand, if the loss of the paid accommodation it is highlighted following the Financial Aid Service's checks, the scholarship will be revoked with retroactive effect, and with the consequent request of refunding everything which has been received and enjoyed - in semesters of scholarship and value of services – up until the time of the revocation.

ART. 14.6 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 Municipality where they attend their study program or in a Municipality which is classified as an urban area, from which they can reach their study program's site within 90 minutes³⁸ 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 canteen services which they have used as “away from home”, ideally by detracting such an amount from their first instalment. In case the latter has already been issued, the detraction 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


DSU Scholarship benefit is granted for a student's first achievement of each level of study. The number of semesters or years varies depending on the course of study in question. Specifically:

Training Path	Maximum benefit duration
Students on a Bachelor of Science program	7 semesters, commencing from the absolute first year of enrolment
Students on a Master of Science program	5 semesters, commencing from the absolute first year of enrolment
Students on a single-cycle Master of Science program	11 semesters, commencing from the absolute first year of enrolment
Students on a specialisation or PhD course	3 years , 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** semesters beyond the normal duration of the attended study course.

³⁸ 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.





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 ENROLED 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 prevails³⁹, followed by the youngest age.

STUDENTS ENROLED IN SUBSEQUENT YEARS

Each student enroled 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 10th 2022**, calculated according to the following formula

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

- 400 based on the average examination marks passed by **August 10th 2022**, calculated according to the following formula:

³⁹ 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).

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

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 in a Master of Science program starting from the second semester

Students who submit the scholarship application as students enrolling in a Master of Science program starting from the second semester will be at the bottom of the ranking **“with reserve”**.

The reserve will be lifted when the enrolment 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 validated

Students who are waiting for ECTS to be validated by the Degree Programme Council - e.g. students who apply after changing 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 email⁴⁰ channel indicated on the web page www.polimi.it/diritto_allo_studio > (select: *DSU 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 validated 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.

⁴⁰ Emails are managed through the 'trouble ticket' system: they, therefore, require authentication.

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 29th September 2022**.

REQUEST FOR REVIEW

Any request for review may only be submitted by and no later than **Monday 10th October 2022**, exclusively using the dedicated “submit a 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 **Wednesday 9th November 2022**.

Appeals 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 of funds will be communicated through a supplement to this Call for applications.

Any scholarship 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 which has the highest number of eligible candidates, 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, as well as to its validation by the Student Affairs Office. 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 email⁴¹ channel mentioned on the website which can be found through the following link: www.polimi.it/diritto allo studio > (select: DSU Scholarship).

Training path for scholarship holders	Schedule of payment orders for
<p>students enrolled in the FIRST YEAR of:</p> <ul style="list-style-type: none"> • Bachelor of Science programs, • Single-cycle Master of Science programs; • Master of Science programs with entry in the 1st semester. 	<ul style="list-style-type: none"> • 50% of the scholarship by December 31st 2022 • 50% by October 18th 2023 SOLELY for students who have achieved the ECTS required by the Call by August 10th 2023.
<p>students enrolled in the FIRST YEAR of:</p> <ul style="list-style-type: none"> • Master of Science programs with entry in the 2nd semester <p><i>50% of the annual scholarship, paid in two instalments.</i></p>	<ul style="list-style-type: none"> • first instalment: by June 2023; • second instalment: by October 18th 2023 SOLELY for students who have achieved the ECTS required by the Call by August 10th 2023.
<p>students enrolled in the FIRST YEAR of:</p> <ul style="list-style-type: none"> • PhD and specialisation courses 	<ul style="list-style-type: none"> • single instalment: by November 30th 2022;
<p>students enrolled in SUBSEQUENT years</p> <ul style="list-style-type: none"> • of all study programs <u>not</u> falling under the two following cases 	<ul style="list-style-type: none"> • 50% by November 30th 2022; • 50% by June 30th 2023;
<p>students enrolled in the 4th and 5th semesters</p> <ul style="list-style-type: none"> • of Master of Science programs who are enrolled in the 2nd semester of the a.y. 2020-2021 	<ul style="list-style-type: none"> • 50% by November 30th 2022; • 50% by June 30th 2023; provided that, in the meantime, the qualification has not been obtained.
<p>students enrolled in the final semester DSU:</p> <ul style="list-style-type: none"> • 7th semester Bachelor of Science • 11th semester Single-Cycle Master of Science • 5th semester Master of Science <p><i>50% of the scholarship, paid in a single instalment</i></p>	<p>single instalment: by November 30th 2022; provided that, in the meantime, the qualification has not been achieved.</p>
<p>students enrolled in SUBSEQUENT years of:</p> <ul style="list-style-type: none"> • PhD and specialisation courses 	<ul style="list-style-type: none"> • single instalment: by February 28th 2023

⁴¹ Emails are managed through the 'trouble ticket' system: they, therefore, require authentication.



NOTA BENE - The payment order 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 Area (*Single Euro Payments Area*), **headed to the name** of the student, *or*
- an Italian account or one in SEPA Area **with a joint name** of the student (+ a relative/other), *or else*
- a prepaid card (again linked to an Italian account⁴² or to SEPA Area), 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 +⁴³ 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, necessarily linked to an IBAN code.

The lack or the incorrect indication of the 'payment methods', along with the indication of non-SEPA bank details, determinates 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.

The scholarship as well as the canteen service can be suspended for those students who have any pending payment with Politecnico di Milano. Should this be related to any DSU benefit

⁴² A prepaid card issued by Poste Italiane is also suitable.

⁴³ The Ateneo + Card is the university card which is handed in after enrolment.

which has been previously revoked, the Financial Aid Unit reserves the right to offset the mutual credit claims.

Any failure to enter on the online profile suitable and correct bank details by December 31st 2023 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 embeds the suspension.

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

ART. 19 CANTEEN SERVICES

Students who are **assigned** or **eligible non-assigned** recipients of a scholarship for the 2022/2023 a.y. have the right to use the canteen services.

Students who receive the scholarship will be charged a **flat fee**⁴⁴ to be deducted from the scholarship amount.

If the student **does not use** the canteen 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 canteen services⁴⁵ remains in place, being compensated by the right to the reimbursement of canteen 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 canteen services the Policard - known as "Ateneo +" - must be activated, having been issued by the University to each enrolled student⁴⁶.

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 canteen 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 canteen services, in accordance to this Call.

ART. 19.2 Duration of service

The canteen service is available from **Monday 14th November 2022** to **Sunday 12th November 2023**.

For students who receive the DSU scholarship for their final semester, the service may be active until **April 30th 2023**, provided that the beneficiary has not graduated in the meanwhile. Truthfully, if, before that date, the beneficiary achieves their degree, the right to the service ceases from the day after their graduation date.

For students enrolled in Master of Science programs starting in the second semester, the canteen service is active from Monday **1st May 2023** to Sunday **12th November 2023**.

⁴⁴ The amount of the deduction is determined by a Regional Resolution annually, see Art. 13.

⁴⁵ See Art. 21.3.

⁴⁶ The Ateneo+ card is issued by the Registrar's Office and it is usually available within 3 weeks from enrolment.

For students enrolled in subsequent years of PhD and specialisation courses, the canteen service is provided from **January 1st 2023** until **December 31st 2023**.

NOTA BENE - The canteen service will be **SUSPENDED** for the entire month of **August 2023**.

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 semesters of days of accrual and value of the meal voucher/day - as summarised below:

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

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

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

Giving up the "Ateneo +" card, QR codes, or barcodes 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 that 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 > (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 canteen service using the QR code, barcode, or any other available tool, 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 **violation of the rules** regarding the use of the "**Ateneo +**" card in particular and the canteen service in general, the latter 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 the revocation of the scholarship is assessed as a whole.

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

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

Students **assigned** with the scholarship for the a.y. 2022/2023 and all **eligible NON-assigned** recipients (including students enrolled in PhD courses) may receive **an integration of the DSU Scholarship** to participate in international **mobility programs** and internships lasting for a **period** even or superior to **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 either study purposes or 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 be related to a study program abroad, certified by Politecnico di Milano's responsible office for international exchanges.

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

NOTA BENE - Periods spent abroad after **October 31st 2023** will NOT be taken into consideration as they fall under the next academic year's timeframe.

ART. 20.2 Amount of contributions

The contribution of the Scholarship is **€600 per month** for a period spent abroad, which must last **at least 2 months** and up to **10 months**.

If the student receives DSU Scholarship for solely one semester, the contribution for international mobility will be paid for a maximum of 5 months, calculated from the departure date stated on the mobility contract until **February 28th 2023**.

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

On top of that, students have the right to reimbursement of round-trip travel expenses to a maximum of **€100** for European countries and **€500** for non-European countries.

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 > (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.

ART. 20.3 Prohibition on using canteen services

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

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

In view of the prohibition, the student has the **right to reimbursement** of the deduction for the canteen 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 monetary value of the meal voucher.

ART. 20.4 The *free mover* DSU scholarship holder and the reimbursement of the canteen 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;

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 canteen 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 > (select: *Supplementation for international mobility*)- **WITHIN the mandatory period of 30 days** from their returning date from mobility and send the pertinent documentation to prove both the mobility and its duration (we suggest attaching the roundtrip travel documents).



Requests received **after November 10th 2023** will not be accepted.

ART. 21 DEGREE AWARD IN INTEGRATION TO 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** must occur jointly:

- 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 enrolment⁴⁷. As such, any student who, for whichever 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* **by no later than 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, within 30 days after the application closing date.

⁴⁷ See Glossary.

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.



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

ART. 22.1 Deadlines for submission of an application

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



Wednesday 20th July 2022, for students enrolling in subsequent years of **ALL** study programs, including students who enrol in PhD and specialisation courses;

Wednesday 10th August 2022, for students who enrol in first years of all programs, including students who enrol in the first year of Master of Science programs starting from the second semester and including students who enrol in the first year of PhD and specialisation courses.

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

There is 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 study programs, the distribution is as follows:

FOR MILAN CAMPUS	
students enroled in subsequent years of all study programs	540
students enroled in subsequent years of PhD and specialisation courses	20
students enroled in the first year of Bachelor of Science and single-cycle Master of Science programs	102
students enroled in the first year of Master of Science programs	100
students enroled in first year of PhD and specialisation courses	10

FOR COMO CAMPUS	
students enrolled in subsequent years of all study programs	45
students enrolled in subsequent years of PhD and specialisation courses	5
students enrolled in the first year of Bachelor 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 first year of PhD and specialisation courses	5

FOR LECCO CAMPUS	
students enrolled in subsequent years of all study programs	65
students enrolled in subsequent years of PhD and specialisation courses	5
students enrolled in the first year of Bachelor of Science and single-cycle Master of Science programs	20
students enrolled in the first year of Master of Science programs	25
students enrolled in first year of PhD and specialisation courses	5

The availability of residence slots, categorised by Residence, is as follows:

BY RESIDENCE	no. of places
“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
Residences affiliated with Politecnico di Milano - Milan	66
“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 Milan Campus, one for Como Campus, and one for Lecco Campus.

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

For Milan Campus, the applicant will be able to rank their favourite residences in order of preference.

NOTA BENE - Once the application is submitted, the preferences can no longer be modified.

ART. 24 ALLOCATION OF PREFERENTIAL RATE HOUSING

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

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

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

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

NOTA BENE – Once the assignment of the preferential rate residence services is obtained, it is not renewed automatically for the next academic year. In order to **continue enjoying such a benefit**, students **must submit a new application** in the ways and by the deadlines indicated in the corresponding Call.

ART. 25 MERIT REQUIREMENTS

Students who, in the a.y. 2022/2023, enrol 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 10th 2022**, without using any credit bonus they may have accumulated.

Study programs	Course year				
	2 nd	3 rd	4 th	5 th	Final Year
B	40	90	-----	-----	150
Single-cycle	40	90	150	210	270
MSc	40	-----	-----	-----	90

Students who, in the a.y. 2021/2022, enrolled in **Master of Science** programs starting from the **second semester** and benefitted from the preferential rate residence service, have **priority** over the assignment of residence slots if, by August 10th 2022, they **earn 29 ECTS** (or a lower

number of ECTS established by their Degree Program for the same semester) 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.

The assignment of preferential rate residence slots is subdivided among students **enroled in the first year** of all study programs as follows:

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

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 accessing their *Online Services* page.

STUDENTS ENROLED IN SUBSEQUENT YEARS

Students enroled in subsequent years in all programs of study can view their position in the provisional ranking by connecting to their *Online Services* from **July 28th 2022**.

For this category of students, any **REVIEW request** must be submitted by and no later than **August 2nd 2022**.

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

The request must be supported by appropriate documents in PDF format, justifying the reasons of 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 outcomes of their review 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 accessing their *Online Services* page from **August 25th 2022**. Requests for review against the final ranking must be submitted to the competent bodies in line with the terms and formalities set by current regulations.

STUDENT ENROLED IN FIRST YEARS

Students enroled in the first year of all study programs can view their position in the provisional ranking by accessing their *Online Services* from **August 29th 2022**.



For this category of students, any **REVIEW request** must be submitted by no later than **September 2nd 2022**.

Review requests can only be submitted using the dedicated “**submit a review request**” function available on *Online Services*’ page, 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 accessing their *Online Services* page from **September 9th 2022**. Appeals against the final ranking must be submitted to the competent bodies in line with the terms and formalities set by current regulations.

ART. 28 ASSIGNMENT OF RESIDENCE SLOTS

Students **enroled in subsequent years** of all study programs have the right to benefit from the residence services **from August 29th 2022 until July 31st 2023**.

Students **enroled in the first year** of all study programs have the right to benefit from the assigned residence services from the **beginning of the programs** (as indicated in the Academic Calendar) **until July 31st 2023**.

The assignment of the residence slots is subjected to the verification of the correct registration or enrolment of the student. Such an assignment will be carried out in light of the slots available in each Residence, as well as of the student’s position within the ranking.

The potential preference expressed by the student is not binding for assignment purposes.

Second semester

Students who enrol in the **first year of Master of Science programs starting from the second semester** and who are eligible for the assignment of accommodation at reduced rate can only access their accommodation after having completed their enrolment **by July 31st 2023**. This request must be submitted through the email address mentioned on the following webpage: www.residenze.polimi.it/contatti-2/, writing in the subject “request for residence for 2nd semester enrolment”.

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. 2022/2023.

The residence slot assigned to the student by the Housing & Dining Unit cannot be modified under any circumstance.

The assignment process will continue up until the number of residence slots reserved for DSU students will be sold out.

Students must **check out** from the assigned residence slots **by 10 am on July 31st 2023**.

ART. 28.1 Methods of assignment and deadlines for acceptance

The Housing & 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 their registration phase.

Under penalty of **losing** the assignment of the benefit, the student must formally accept the residence slot within 48 hours from the email's reception, 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 its acceptance.

Should the student not check in within the abovementioned timeframe or should they not get their VISA, this will be considered a rejection. Nevertheless, this does not hinder Housing & Dining Unit from detracting accommodation costs from the student's scholarship or charging them directly for those. Failure paying the requested amount will lead to the suspension of the academic profile.

Participation in exchange study programs

1st semester

Any student **participating** in an international mobility program in the **first semester** who has been offered a residence slot 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. This request must be submitted through the email address mentioned on the following webpage: www.residenze.polimi.it/contatti-2/, writing in the subject "Departure for Mobility - 1st Semester", as well as the date of their return.

At the end of their mobility, students who want to benefit from the accommodation during their second semester, will have to notify the Housing & Dining Unit 30 days before their arrival date through the same channel, namely www.residenze.polimi.it/contatti-2/.


The student will get their accommodation assigned depending on the current availability of slots.

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.

2nd semester

Any student **participating** in an international mobility program in the **second semester** must inform the Housing & Dining Unit about it by no later than **December 31st 2022** through the email address mentioned on the following webpage: www.residenze.polimi.it/contatti-2/, specifying the period they are to spend overseas, as well as their departure and return dates.

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.



NOTA BENE – Requests submitted in any other way, will **NOT** be considered admissible.

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.

Full rate residence slot for Galileo Galilei and Einstein:

- Single room with shared bathroom €4750 (one-off payment);
- Single room with private bathroom €5225 (one-off payment).

Full rate residence slot for Newton, Pareto, Loos, and La Presentazione:

- Single room with shared bathroom €3800 (one-off payment);
- Double room with shared bathroom €3325 (one-off payment).

Ineligible students who do not wish to stay in the assigned residence slot, will need to check out by no later than 15 days after the reception of the notification from the Housing & Dining Unit, paying the fees for the entire period which they had used the accommodation for.

Students enrolled in single courses

Students who are enrolled in single courses for the sake of meeting academic requirements to be admitted into Master of Science programs starting from the second semester may reserve residence slots at full rate (see the website: www.residenze.polimi.it).

Students awaiting recognition of ECTS

Students who have been included 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 who have been included 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 before official recognition of their 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 apply (also see Art. 31).


ART. 29 COST OF THE RESIDENCE SLOTS

For students who are recipients/beneficiary of the scholarship, an amount will be deducted for the cost of the residence slot from the date of assignment by July 31st 2023.

The exact amount of the withholding is defined through a resolution by the Regional Government of Lombardy annually. 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.

The deduction will be **proportionally reduced in the event** in which the student cancels their contract to attend an international mobility program by the preestablished deadlines, as per Art. 28.1. 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. 2022/2023, withdraws from their studies, must pay to the Housing & Dining Unit the amount corresponding to the preferential rate for the entire period in which they used the residence.

STUDENTS ENROLED IN SUBSEQUENT YEARS AND RECIPIENTS OF THE SEMESTERLY SCHOLARSHIP

Students need to finalise their acceptance of the residence slot within 48 hours from the reception of the email, following its instructions. Failure doing so, will cause them to lose this benefit. Else, the acceptance of the latter guarantees the residence slot up until July 31st 2023, whose first semester fee will be deducted from the scholarship's instalment, whilst the second one will need to be paid by the student via PagoPa.

Failure accepting the assigned residence slot by the preestablished deadline will mean its refusal.

The student will need to **check in** the assigned residence slot **within 30 days** after its acceptance.

Failure checking in by the preestablished deadline will mean its refusal, which does not hinder Housing & Dining Unit from detracting accommodation costs from the student's scholarship.

December Graduation

Students who intend to graduate in December will have to give notice by **December 31st 2022**. Failure doing so will cause the student to be obliged to pay for the second semester too, whilst not being entitled to make use of their accommodation after their graduation date.

The residence slot must be vacated by no later than **February 13th 2023**. The abovementioned notice will need to be submitted through the email address mentioned on the following webpage: www.residenze.polimi.it/contatti-2/ writing in the subject "December Graduation". Students who do not achieve their degree in the first semester and who intend to cancel the residence for the second semester, must submit the request by **December 31st 2022** through the email address mentioned on the following webpage: www.residenze.polimi.it/contatti-2/ writing in the subject "Accommodation Notice 2nd Semester".

Otherwise, they must pay for the preferential rate residence services up until **July 31st 2023**.


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

- the first one by February 1st 2023 (bill issuance on 16/01/2023);
- the second one by March 1st 2023 (bill issuance on 15/02/2023).

April Graduation

Any student who intends to graduate in the April session must cancel their residence contract before the issuance of the bill for the second instalment (February 15th 2023).

Otherwise, they will be required to make the payment and will be able to use the service until the end of the semester (July 31st 2023).



NOTA BENE - Failure paying by the deadline will result in a 10% delay fee being applied to the instalment. Failure paying 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.

“ELIGIBLE NON-ASSIGNED” STUDENTS OF THE SCHOLARSHIP

Students who are **awarded** a preferential-rate residence slot **but who are eligible non-assigned** 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 throughout the academic year.

STUDENTS WHO ARE RECIPIENTS OF THE SCHOLARSHIP YET “ELIGIBLE NON-ASSIGNED” A PREFERENTIAL RATE RESIDENCE SERVICES

Students who are recipients of the scholarship yet eligible non-assigned a preferential rate residence slot can reserve a place at full rate (see the following website: www.residenze.polimi.it).

ART. 30 REVOCATION OF THE BENEFIT

Students **enrolled in the first year** of all degree programs and recipients for the a.y. 2022/2023 of DSU scholarship and accommodation at reduced rate, in case of revocation of the scholarship for failure to meet the merit-based requirements, must reimburse to Politecnico di Milano the cost of the preferential-rate residence services.

ART. 31 OBLIGATIONS OF STUDENTS ADMITTED TO RESIDENCES

Students who are assigned a residence slot must:

- **pay** Politecnico di Milano the amount of **€500** as a deposit. If the latter is not paid, the student cannot take possession of the assigned residence slot;
- acknowledging and **accepting** the **Regulation** of University Residences currently in force at the following link: 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;
- withdrawal from their studies;
- application of disciplinary sanctions stated in Politecnico di Milano's Regulation of University Residences;

- lack of payment of residence fees;
- achieving a degree without 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 7th 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 Unit.

ART. 34 - PERSONAL DATA PROCESSING

By submitting the 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. 2022/2023.

The processing of personal data is carried out in compliance with the provisions of EU Regulation as of April 27th 2016, no. 679 (*General Data Protection Regulation*, GDPR). The “Data Controller” is 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 under the subsidies and economic benefits subject to publication obligations in accordance with Articles 26 and 27 of Legislative Decree as of March 14th 2013, no. 33.

The list of DSU scholarship holders will therefore be published in the specific “Amministrazione Trasparente” section of the website through 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

Housing & Dining Unit
www.residenze.polimi.it



NOTA BENE – This Call is translated in English for mere informative purposes. For the application and resolution of any dispute and for all legal purposes, solely 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, 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, Torre De Busi.
Mantua	Marmirolo, Porto Mantovano, Virgilio, Curtatone, 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.

GLOSSARY

Absolute first enrolment: any previous enrolment (prior to the current enrolment in Politecnico di Milano) which the student may have finalised in a different University/Academy in Italy or abroad. The previous enrolment must be referred to the same level of studies for which the student asks DSU benefits for. For instance, the principle of absolute first enrolment applies to students enrolling in Politecnico di Milano after transferring from another university.

Assigned: any student who, jointly owing both merit and income requirements set by the Call, is assigned with DSU benefits.

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

Current ISEE: it may be required when, despite 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 family unit; or when there is a decrease in the overall income capacity of the family unit exceeding 25%.

Eligible non-assigned: any student who meets all the merit and income requirements established by the Call, but who is not assigned with DSU scholarship due to lack of funds or with a residence slot due to unavailability.

ISEE: is a value which demonstrates the financial *status* of the student's family unit, which considers income, assets, real estates, and the characteristics of the student's family unit.

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). ISPE is determined by summing up the value of assets and real estates of each family unit's member.

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

Normal duration of study course: the duration of the course of study as established by the legislation in force. It is the timeframe within which the student is supposed to graduate. The legal duration of a Bachelor of Science course is three years, whereas the one of a Master of Science course is two years. The normal duration of a Single-cycle Master of Science course is five years.

Single Substitute Declaration: this a document signed by a person interested in obtaining ISEE value. Specifically, the form is used to declare an individual's income, assets, and family unit's situation. By submitting this document, the applicant is held legally responsible for its statements. The Single Substitute Declaration can be submitted directly to INPS online portal. Alternatively, it is possible to contact a Tax Assistance Centre (CAF).