

# CALL FOR APPLICATIONS FOR ASSIGNMENT OF FINANCIAL AID BENEFITS *2023/2024 Academic Year*

*Issued by Management Decree  
Ref. 130297 dated on June 5<sup>th</sup> 2023*



## 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 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 .....	22
ART. 14.2 Case of the ‘away from home’ student who withdraws from the original lease agreement and signs a new one .....	24
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. 2023/2024, too .....	25
ART. 14.4 Case of the student who participates in a ‘mobility’ in the a.y. 2023/2024 .....	25
ART. 14.5 Case of withdrawal from the paid accommodation rental agreement.....	26
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.....	27
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 .....	30
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. 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 .....	46
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. 2023/2024, they are enrolled or intend to enrol for the first time on one of the following study levels in Politecnico di Milano:

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

**NOTA BENE** – The application for DSU benefits follows an independent process and has an independent **deadline, which is different from** the one for enrolment or registration.

**Therefore, it can also be submitted by those who are not enrolled or registered yet.** 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. 2023/2024, 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.

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<sup>1</sup> 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 unit<sup>2</sup>, if still dependent.

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

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

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

Differently, **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:

**Thursday July 20<sup>th</sup> 2023** for students who enrol in **SUBSEQUENT YEARS** of all study programs, including students who enrol in subsequent years of **PhD and specialisation** courses;

**Thursday August 3<sup>rd</sup> 2023** 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:

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

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

<sup>4</sup> See Glossary.


## [Application forms > Enter ISEE data for enrolment](#)

This is the path for those who have already enrolled:

[Data > University Fees and Economic Benefits > ISEE declaration > Enter Self-Certifications ISEE](#)

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

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




**NOTA BENE** – The abovementioned indications **apply only** to those who must submit the ISEE, 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](http://www.polimi.it) at the following path:

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

The University acquires the equivalent ISEEU and ISPEU data of international students directly from the CAF in a virtual way.

Thus, students with income and assets abroad 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:

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<sup>5</sup> See Glossary.

<sup>6</sup> See Glossary.



**Thursday July 20<sup>th</sup> 2023** for students who enrol in **SUBSEQUENT YEARS** of all study programs, including students who enrol in subsequent years of **PhD and specialisation courses**;

**Thursday August 3<sup>rd</sup> 2023** 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 assimilation<sup>7</sup>. 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 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 1<sup>st</sup> 2023 and July 31<sup>st</sup> 2024;
- ✓ 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 email<sup>8</sup> indicated on the following web page:

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

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

<sup>8</sup> 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**<sup>9</sup> may submit to the approved CAF:

- Certification issued by the Italian Diplomatic Authority in the country of origin, attesting that the student does not belong to a family with well-known high income or high social status. Alternatively, for students enrolled at a University in their country of origin, linked through agreements or conventions with Politecnico di Milano (aka, the university where they are enrolled in Italy<sup>10</sup>), 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 Unit **the official certificate demonstrating their condition of being stateless or a political refugee** issued by the Italian Ministry of the Interior or the United Nations High Commissariat for Italy.

The certificate may be sent to the email address<sup>11</sup> indicated on the webpage: [www.polimi.it/diritto-allo-studio](http://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 been issued yet. 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](http://www.polimi.it/diritto allo studio) >

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<sup>9</sup> The list of particularly poor countries for the academic year 2023/2024 has been defined by the MUR Decree n. 115 February 28<sup>th</sup> 2023.

<sup>10</sup> Art. 13 DPCM April 9<sup>th</sup> 2001.

<sup>11</sup> 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**<sup>12</sup> 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 30/50.

### 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 actual ECTS **by August 10<sup>th</sup> 2024**.

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 10<sup>th</sup> 2024**.

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<sup>12</sup> For the purpose of granting DSU benefits, passing OFA after the enrolment date is irrelevant.




**NOTA BENE** – Since 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 Unit.

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).

For the sake of the fulfilment of their merit-based requirements, students enrolled in **first years**<sup>13</sup> 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**, referring 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 plan<sup>14</sup> 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.

For students enrolled in an internal double degree project, only the study course which the matricula is linked to and through which the enrollment has been finalised is considered, having taken into consideration merely the actual ECTS.

#### **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 10<sup>th</sup> 2024** lose the right to the second instalment of the scholarship. Furthermore, commencing from September 1<sup>st</sup> 2024, they will no longer have access to the canteen service.

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<sup>13</sup> For subsequent years, see Art 5.1.

<sup>14</sup> ECTS related to *Passion in Action Courses* and similar are not considered.

However, if they achieve the minimum ECTS required **by November 30<sup>th</sup> 2024**, 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 2024 and to refund** the monetary value of the canteen service used from **May 2<sup>nd</sup> 2024**.

Alternatively, any failure to obtain the required ECTS by November 30<sup>th</sup> 2024 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 service, residence, etc.), which they have actually used.

**To sum up:**

	<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
<b>Minimal ECTS by August 10<sup>th</sup> 2024</b>	<ul style="list-style-type: none"> <li>the right to canteen service remains;</li> <li>the DSU second instalment will be regularly issued by the end of October 2024;</li> <li>you are eligible for tuition fees' refund<sup>15</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>the canteen service stops from September 1<sup>st</sup> 2024;</li> <li>you are not entitled to DSU second instalment.</li> </ul> <p><i>The potential revocation is suspended up until November 30<sup>th</sup> 2024.</i></p>
<b>Minimal ECTS by November 30<sup>th</sup> 2024</b>	<p><b>Partial revocation</b> of the scholarship = obligation to pay:</p> <ul style="list-style-type: none"> <li>50% of the accommodation value</li> </ul> <p>You are eligible for tuition fees' refund.</p>	<p><b>Total revocation</b> of the scholarship = obligation to refund:</p> <p>The amount of the first instalment; The monetary amount of the canteen service which has been actually utilised; The accommodation service's value.</p> <p>Tuition fees are not refundable<sup>16</sup>.</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 up to 40% from those stated in Art. 4.2. The merit requirements are established by the professor assigned to integrate students with disabilities.

<sup>15</sup> The refund is carried out by the Student Affairs Unit.

<sup>16</sup> The Student Affairs Unit might require further compensation fees.



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**<sup>17</sup> 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 10<sup>th</sup> 2023**, the number of ECTS - calculated with reference to the absolute first year of enrolment<sup>18</sup> - specified in the following tables:

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

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

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

Master of Science Enroled in the 2 <sup>nd</sup> semester of the a.y.	2 <sup>nd</sup> year (2 <sup>nd</sup> -3 <sup>rd</sup> semester)	3 <sup>rd</sup> year (4 <sup>th</sup> -5 <sup>th</sup> 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 10<sup>th</sup> 2023**.



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

<sup>17</sup> 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.

<sup>18</sup> See Glossary.




**NOTA BENE** – It is important to highlight that, in case of course change, the merit which will be taken into consideration will consist of solely those actual ECTS which count towards the course which DSU benefits are requested for, namely for the courses of Bachelor of Science, Master of Science, and single-cycle Master of Science programs which the student will attend during the academic year 2023/2024.

### ART. 5.1 Credit bonus

To achieve the minimum merit-requirements to access the rankings for the a.y. 2023/2024, 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 **increases until 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](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*). The Financial Aid Unit will proceed with the necessary verifications.
- **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 in **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. 2023/2024 must be submitted, with all its parts completed and properly closed and sent, by **12 pm (Italian time)<sup>19</sup>** on:



**Thursday July 20<sup>th</sup> 2023**, for students who enrol in **subsequent years of ALL study** programs, including those who enrol in PhD and specialisation courses;

**Thursday August 3<sup>rd</sup> 2023**, 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. 2023/2024 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*, namely for the integration of the DSU scholarship offered to Masters 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:

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<sup>19</sup> From the indicated time, the application platform will no longer be available.

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 one<sup>20</sup> - or on the email address provided during the registration phase.

After submission, the application cannot be modified nor cancelled by the student. Students must notify the Financial Aid Unit about any **changes which could affect the assignment of benefits**, which occur once the application has been submitted [e.g. withdrawal from studies, transfer to another University, etc.] through the email channel indicated on the webpage: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*)


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

When transferring **FROM Politecnico di Milano TO another University** after the start of the academic year, the student may ask the Financial Aid Unit 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 Unit 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 the possession of the requirements stated 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 a 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 DSU Scholarship and is enrolling in a Master of Science program starting from the second semester**

Students who, in the a.y. 2023/2024, applied with the profile ‘Subsequent years’ as they are enrolled in the last semester of Bachelor of Science programs and, having obtained the degree,

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<sup>20</sup> 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.



enrol in a Master of Science program commencing from the second semester, may ask the Financial Aid Unit 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 Unit through the **email channel** indicated on the web page; [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*) **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 – 2<sup>nd</sup> level)" to "Subsequent years: Bachelor, Master of Science and PhD (L, LM cu; LM, PhD, Spec)" – must be sent via email to the following web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU Scholarship*) **by the deadlines** envisaged by this Call for **submitting a review request**<sup>21</sup>.

The change request can **only** be granted if the application with the profile "First year - Master of Science (LM – 2<sup>nd</sup> 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 20<sup>th</sup> 2023 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 2023/2024 by the deadlines indicated in the academic calendar<sup>22</sup>;
- 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;

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<sup>21</sup> See Art. 17.

<sup>22</sup> In order to be considered regularly enrolled the student will have to pay the first instalment of the tuition fees, as well as the regional tax fee, duty stamps, and insurance price by the preestablished deadlines.

- students who have been subject to measures of revocation of benefits as a result of false declarations, fraud, or for other reasons in previous years;
- students who were unable to apply<sup>23</sup>.

## ART. 10 FORFEITURE OF BENEFITS

The student forfeits their right to the benefits if:

- they are subject to disciplinary sanctions exceeding any written warning for infractions 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 18<sup>th</sup> 2014.

For this purpose, Politecnico di Milano will perform checks on a sample of at least 20% of students deemed eligible for Financial Aid benefits.

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.

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<sup>23</sup> See Art. 2.

## ART. 12 FISCAL ASPECTS

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

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 participate<sup>24</sup>.

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 Unit via the email channel indicated on the webpage: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *DSU scholarship*).

If the incompatibility is spotted automatically, this constitutes grounds for forfeiture of the DSU benefit and will subsequently preclude the student from exercising the right of option<sup>25</sup>.

The DSU Scholarship does not preclude participation in Calls for paid student collaborations.

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<sup>24</sup> Some examples of non-cumulable funding is the Thesis Abroad Call, Merit-based Scholarships, MAECI, etc.

<sup>25</sup> See Art. 10.

## SPECIAL SECTION: INDIVIDUAL BENEFITS

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

There are **1700** DSU scholarships<sup>26</sup> 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 monetarily 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%.

For students enrolled in multiple study courses, except for online courses, are allowed to obtain and maintain the scholarship incremented by 20%, insofar as they have and keep fulfilling the merit requirements imposed by the scholarship for the entire duration of the courses.

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<sup>26</sup> For residence slots see Art. 23.

The abovementioned implementation is not due if the student does not fulfil the merit requirements for the scholarship in relation to the study course which such an implementation is linked to.

To benefit from the implementation, the student must have applied and finalised the enrolment in more than one study courses for all the academic years which they requested the scholarship for.



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.

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

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

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

Specifically, for DSU purposes the student who is:

"local"	<ul style="list-style-type: none"><li>• <b>resides</b> in the Municipality in which the attended study program is based or in a Municipality classified as its urban area: the urban area is determined in relation to the Municipality where the attended course is based in accordance with the provisions of <b>Annex 1</b> of this Call;</li><li>• attends the <b>degree course online</b><sup>27</sup>.</li></ul>
"commuter"	<ul style="list-style-type: none"><li>• does <b>NOT reside</b> in a Municipality classified as an urban area from which it is possible to reach the location of their study course within 90 minutes<sup>28</sup> by public transport.</li></ul>
"away from home"	<ul style="list-style-type: none"><li>• does <b>NOT reside</b> in a Municipality classified as an urban area and from which it is NOT possible to reach the location of the course within 90 minutes by using public transport <u>and, for this reason, they have taken up a paid accommodation</u> close to where their course is located<sup>29</sup>.</li></ul>

<sup>27</sup> Politecnico di Milano currently only offers the degree program in Engineering of Computing Systems online.

<sup>28</sup> 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.

<sup>29</sup> The two conditions must coexist; hence, be resident is not sufficient *per se*. Therefore, if the student resides

The duration of the journey consists of the shortest time needed, basing on the public transportation timetable and excluding paths crossed on foot or with private transport or the waiting time in case of a single means of transport; only intermediate timing between two means of transport count, in case of plurality of means used.

The travelling timing is based on Trenitalia's timetable, as well as on schedules of local transport Companies and can be verified through the following channels:

- transport companies' websites;
- <http://www.muoversi.regione.lombardia.it>.

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

For the purposes of the rankings, a student's geographic origin is not relevant. As such, students who are not **"local"** will **ALL**<sup>30</sup> 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 1<sup>st</sup> 2023**.

Specifically, the lease agreement must necessarily cover the timeframe between October 1<sup>st</sup> 2023 and July 31<sup>st</sup> 2024.

Lease agreements starting after October 1<sup>st</sup> 2023 will not be considered suitable for the sake of the recognition of the away from home status<sup>31</sup>.

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 1<sup>st</sup> 2023 and February 29<sup>th</sup> 2024.

For students enrolling in a Master of Science from the second semester and who, therefore, gain access to their **scholarship** from then, the period **must be at least of 5 continuous months, starting from March 1<sup>st</sup> 2024**.

Specifically, the lease agreement must necessarily cover the timeframe between March 1<sup>st</sup> 2024 and July 31<sup>st</sup> 2024.

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",

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in a location which is far from where the program takes place and they decide to live free of charge in a residence close to this location, they are considered a "commuter" student.

<sup>30</sup> Including those who were recipients of DSU Scholarship as "away from home" students under the Call for the a.y. 2022/2023.

<sup>31</sup> 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

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 Unit 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:



**Monday October 9<sup>th</sup> 2023** 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;

**Thursday March 14<sup>th</sup> 2024** 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 email<sup>32</sup> indicated on the following web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *Recognition of Away from Home status*).




**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.

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<sup>32</sup> Emails are managed with the ‘trouble ticket’ system: they therefore require authentication.

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 about this change promptly, they will be entitled to maintain the scholarship as a “commuter”. This can be done exclusively by email<sup>33</sup> indicated on the following web page:

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

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 **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 required<sup>34</sup>.

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 email<sup>35</sup> indicated on the following web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *Recognition of Away from Home status*).

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.

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<sup>34</sup> These five months are to be understood within the DSU timeframe, namely from October 1<sup>st</sup> 2023 until at least February 29<sup>th</sup> 2024.

<sup>35</sup> Emails are managed with the 'trouble ticket' system: they therefore require authentication.



### **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. 2023/2024, 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. 2023/2024 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. 2023/2024**

The student who participates in an international mobility program in the a.y. 2023/2024 and who wants to be considered - or to 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:

- if the **mobility period lasts throughout the entire academic year**, the student must provide the Financial Aid Unit 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 issued 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 apply for their status of away from home 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 Unit<sup>36</sup> directly by the student, and the student has not yet received the first instalment of the scholarship, ‘only’ a change of status from ‘away from home’ to ‘commuter’ (or possibly ‘local’) will occur.

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

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

On the other hand, if the withdrawal from the paid accommodation it is highlighted following the Financial Aid Unit’s checks, the scholarship will be revoked with retroactive effect, and with the consequent request of refunding everything which has been received and utilised – through a monetary evaluation of the scholarship and 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 minutes<sup>37</sup> by public transportation, will lose their “away from home” status and will be retroactively considered either “in site” or “commuter” for DSU purposes. Therefore, they will be required to reimburse the amount of the canteen services which they have used as “away from home”, ideally by deducting such an amount from their first instalment. In case the latter has already been issued, the deduction will be operated on the second instalment and it will be related to the highest amount received throughout the scholarship.

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<sup>36</sup> To contact the Unit, the email channel indicated on the following web page is available: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: Recognition of Away from Home Status).

<sup>37</sup> 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.

## 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 <b>Bachelor of Science</b> program	<b>7</b> semesters, commencing from the absolute first year of enrolment
Students on a <b>Master of Science</b> program	<b>5</b> semesters, commencing from the absolute first year of enrolment
Students on a <b>single-cycle</b> Master of Science program	<b>11</b> semesters, commencing from the absolute first year of enrolment
Students on a <b>specialisation</b> or <b>PhD</b> course	<b>3 years</b> , commencing from the absolute first year of enrolment

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

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

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

The rankings will be formed according to the following criteria:

### STUDENTS 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 prevails, 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 10<sup>th</sup> 2023**, calculated according to the following formula

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

- 400 based on the average examination marks passed by **August 10<sup>th</sup> 2023**, calculated according to the following formula:

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

Should there be equal scores, the student who did use a bonus will rank higher, followed by the student with a higher score for their economic status. If the equity of scores persists, the student enroled 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 Unit - via the email<sup>38</sup> channel indicated on the web page [www.polimi.it/diritto allo studio](http://www.polimi.it/diritto allo studio) > (select: *DSU Scholarship*) about

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<sup>38</sup> Emails are managed through the 'trouble ticket' system: they, therefore, require authentication.

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.

## 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 September 28<sup>th</sup> 2023.**

### REQUEST FOR REVIEW

Any request for review may only be submitted by and no later than **Monday October 9<sup>th</sup> 2023,** 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 **Thursday November 9<sup>th</sup> 2023.**

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 their recognition by the Student Affairs Unit. It is, therefore, advisable to notify the DSU Office about the issuance of the visa directly, so to ease the verification process. This can be done through the email<sup>39</sup> channel mentioned on the website which can be found through the following link: [www.polimi.it/diritto\\_allo\\_studio](http://www.polimi.it/diritto_allo_studio) > (select: DSU Scholarship).

Training path for scholarship holders	Schedule of payment orders for
<p><b>students enroled in the FIRST YEAR of:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Science programs,</li> <li>• Single-cycle Master of Science programs;</li> <li>• Master of Science programs with entry in the 1<sup>st</sup> semester.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>50% of the scholarship by December 31<sup>st</sup> 2023;</b></li> <li>• <b>50% by October 21<sup>st</sup> 2024 SOLELY</b> for students who have achieved the ECTS required by the Call by August 10<sup>th</sup> 2023.</li> </ul>
<p><b>students enroled in the FIRST YEAR of:</b></p> <ul style="list-style-type: none"> <li>• Master of Science programs with entry in the 2<sup>nd</sup> semester</li> </ul> <p><i>50% of the annual scholarship, paid in two instalments.</i></p>	<ul style="list-style-type: none"> <li>• <b>first instalment: by June 2024;</b></li> <li>• <b>second instalment: by October 21<sup>st</sup> 2024 SOLELY</b> for students who have achieved the ECTS required by the Call by August 10<sup>th</sup> 2023.</li> </ul>
<p><b>students enroled in the FIRST YEAR of:</b></p> <ul style="list-style-type: none"> <li>• PhD and specialisation courses</li> </ul>	<ul style="list-style-type: none"> <li>• <b>single instalment: by November 30<sup>th</sup> 2023</b></li> </ul>
<p><b>students enroled in SUBSEQUENT years</b></p> <ul style="list-style-type: none"> <li>• of all study programs <u>not</u> falling under the two following cases</li> </ul>	<ul style="list-style-type: none"> <li>• <b>50% by November 30<sup>th</sup> 2023;</b></li> <li>• <b>50% by June 28<sup>th</sup> 2024;</b></li> </ul>
<p><b>students enroled in the 4<sup>th</sup> and 5<sup>th</sup> semesters</b></p> <ul style="list-style-type: none"> <li>• of Master of Science programs who are enroled in the 2<sup>nd</sup> semester of the a.y. 2020-2021</li> </ul>	<ul style="list-style-type: none"> <li>• <b>50% by November 30<sup>th</sup> 2023;</b></li> <li>• <b>50% by June 28<sup>th</sup> 2024;</b> provided that, in the meantime, the qualification has not been obtained.</li> </ul>
<p><b>students enroled in the final semester DSU:</b></p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> semester Bachelor of Science</li> <li>• 11<sup>th</sup> semester Single-Cycle Master of Science</li> <li>• 5<sup>th</sup> semester Master of Science</li> </ul> <p><i>50% of the scholarship, paid in a single instalment</i></p>	<p><b>single instalment: by November 30<sup>th</sup> 2023;</b> provided that, in the meantime, the qualification has not been achieved.</p>

<sup>39</sup> Emails are managed through the 'trouble ticket' system: they, therefore, require authentication.

<b>students enrolled in SUBSEQUENT years of:</b> <ul style="list-style-type: none"> <li>• PhD and specialisation courses</li> </ul>	<ul style="list-style-type: none"> <li>• <b>single instalment: by February 29<sup>th</sup> 2024</b></li> </ul>



**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 account<sup>40</sup> 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 or superior to the amount of the Scholarship.

For students who do not have a current account, it is possible to activate the bank card functions on the Ateneo +<sup>41</sup> Card. To do so, a branch of Banca Popolare di Sondrio must be used, to request the upgrade of the card to a named prepaid card, 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 Unit will pay the scholarships which have been suspended up until that moment.

<sup>40</sup> A prepaid card issued by Poste Italiane is also suitable.

<sup>41</sup> The Ateneo + Card is the university card which is handed in after enrolment.

All potential costs sustained by Politecnico di Milano for the reissuance of the unsuccessful scholarship's payments (e.g. for blocked cards, exceeding of the credit limit of your card, incorrect upload of your banking 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 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 31<sup>st</sup> 2024 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.



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## ART. 19 CANTEEN SERVICES

Students who are **assigned** or **eligible non-assigned** recipients of a scholarship for the 2023/2024 a.y. have the right to use the canteen services.

Students who receive the scholarship will be charged a **flat fee**<sup>42</sup> which will 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 services<sup>43</sup> 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 student<sup>44</sup>.

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

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

### ART. 19.2 Duration of service

The canteen service is available from **Monday November 13<sup>th</sup> 2023** to **Sunday November 10<sup>th</sup> 2024**.

For students who receive the DSU scholarship for their final semester, the service may be active until **April 30<sup>th</sup> 2024**, provided that the beneficiary has not graduated in the meanwhile. Truthfully, if the beneficiary graduates before that date, 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 **May 1<sup>st</sup> 2024** to **November 10<sup>th</sup> 2024**.

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<sup>42</sup> The amount of the deduction is determined by a Regional Resolution annually, see Art. 13.

<sup>43</sup> See Art. 21.3.

<sup>44</sup> 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 1<sup>st</sup> 2024** until **December 31<sup>st</sup> 2024**.

**NOTA BENE** - The canteen service will be **SUSPENDED** for the entire month of **August 2024**.

### ART. 19.3 Value of the service

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

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

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

The 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 Unit through the email channel indicated on the web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *Catering Service*) and promptly activate the card re-issuance procedure on their *Online Services*.

This is the path:

[Data > Activation of magnetic badge](#)

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

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 Unit 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.

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

Students **assigned** with the scholarship for the a.y. 2023/2024 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** equal 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 31<sup>st</sup> 2024** 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 29<sup>th</sup> 2024**.

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 Unit - through the **email channel** indicated on the web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *Supplementation for international mobility*) - the pertinent documentation to prove the travel expenses **WITHIN a mandatory period of 30 days** from the return from mobility, namely 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 the one necessary to reach the location in which the mobility is carried out and the one to leave such a location.

### 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 Unit - through the **email** channel indicated on the web page: [www.polimi.it/diritto-allo-studio](http://www.polimi.it/diritto-allo-studio) > (select: *Supplementation for international mobility*)- **WITHIN the mandatory period of 30 calendar days** from their returning date from mobility and send the pertinent documentation to certify both the mobility and its duration (we suggest attaching the roundtrip travel documents).



Requests received **after November 10<sup>th</sup> 2024** will not be accepted.

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## **ART. 21 DEGREE AWARD IN INTEGRATION TO DSU SCHOLARSHIP**

The DSU awarded student who achieves their Master of Science or Single-cycle Master of Science within the preestablished duration of the course will benefit from an integration of the DSU scholarship, amounting to half the scholarship which they had obtained during the last year of their course, excluding the costs of the canteen service and accommodation.

This integration will be provided to the graduates who will fulfil the following requirements conjunctly:

- the student graduated within the preestablished duration of the Master of Science or Single-cycle Master of Science which they were enrolled in.  
The calculation of the preestablished duration will commence from the date of absolute first enrolment.  
Therefore, the student who enrolls in a third year of Master of Science or in a sixth year of Single-cycle Master of Science for whichever reason, will not be entitled to the integration;
- the student has benefitted from DSU for the academic year during which they graduate;
- the student has never benefitted from the degree award at any point of their academic career.


To initiate the issuance process of the prize, within 60 days from the graduation date, the student will have to report it through the specific procedure available on their online services.

The degree award for the obtainment of the title in the academic year 2022/2023 is incompatible with DSU 2023/2024.

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## ART. 22 PREFERENTIAL RATE RESIDENCE SERVICE


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



**NOTA BENE** – In order to be considered an ‘away from home’ student, in accordance with Art. 14, the student must take up paid accommodation **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<sup>45</sup>** on:



**Thursday July 20<sup>th</sup> 2023** for students enrolling in subsequent years of **ALL** study programs, including students who enrol in PhD and specialisation courses;

**Thursday August 3<sup>rd</sup> 2023**, 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 **1053** residence slots available, distributed over the local Campuses as follows:

Distribution of residence slots across local campuses	
Milan	834
Como	99
Lecco	120

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

FOR MILAN CAMPUS	
students enrolled in subsequent years of all study programs	602
students enrolled in subsequent years of PhD and specialisation courses	20
students enrolled in the first year of Bachelor of Science and single-cycle Master of Science programs	102
students enrolled in the first year of Master of Science programs	100
students enrolled in first year of PhD and specialisation courses	10

<sup>45</sup> Italian time. From the indicated time, the application platform will no longer be available.

<b>FOR COMO CAMPUS</b>	
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

<b>FOR LECCO CAMPUS</b>	
students enrolled in subsequent years of all study programs	70
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	20
students enrolled in first year of PhD and specialisation courses	5

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

<b>BY RESIDENCE</b>	<b>no. of places</b>
“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
“Marie Curie” – Milan Leonardo - single and double rooms with shared bathroom	128
“La Presentazione” - Como - double rooms	99
“Adolf Loos” - Lecco - double rooms	120

### **ART. 23.1 Rankings**

**THREE** rankings will be released and subdivided into local campuses: one for 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. 2023/2024, 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 10<sup>th</sup> 2023**, without using any credit bonus they may have accumulated.

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

Students who, in the a.y. 2022/2023, 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 10<sup>th</sup> 2023, 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 27<sup>th</sup> 2023**.

For this category of students, any **REVIEW request** must be submitted by and no later than **July 31<sup>st</sup> 2023**.

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 relevant documentation 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 24<sup>th</sup> 2023**. 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 28<sup>th</sup> 2023**.



For this category of students, any **REVIEW request** must be submitted by no later than **August 31<sup>st</sup> 2023**.

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 7<sup>th</sup> 2023**. 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 28<sup>th</sup> 2023 until July 31<sup>st</sup> 2024**.

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 31<sup>st</sup> 2024**.

The assignment of the residence slots is subjected to the verification of the correct registration or enrolment of the student in the academic year 2023/2024. 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. The accommodation will remain assigned up until **July 31<sup>st</sup> 2024**. This request must be submitted through the email address mentioned on the following webpage: [www.residenze.polimi.it/contatti-2/](http://www.residenze.polimi.it/contatti-2/), writing in the subject “request for residence for 2<sup>nd</sup> 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. 2023/2024. Such an amount will be specified through an Integration to this Call for Applications, which will be released on Politecnico di Milano’s website through the following link: <https://www.polimi.it/en/current->

[students/tuition-fees-scholarships-and-financial-aid/university-financial-aid-diritto-allo-studio-universitario-dsu.](#)

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 available for the academic year 2023/2024 will be sold out.

Students must **check out** from the assigned residence slots **by 10 am on July 31<sup>st</sup> 2024**.

### **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 15 days** of its acceptance.

Should the student not check in within the abovementioned timeframe or should they not obtain their VISA, this will be considered a rejection. Nevertheless, this does not hinder Housing & Dining Unit from deducting 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**

#### **1<sup>st</sup> 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 from 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/](http://www.residenze.polimi.it/contatti-2/), writing in the subject "Departure for Mobility - 1<sup>st</sup> 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/](http://www.residenze.polimi.it/contatti-2/).


The student will get their accommodation assigned depending on the 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.

#### **2<sup>nd</sup> 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 31<sup>st</sup> 2023** through the

email address mentioned on the following webpage: [www.residenze.polimi.it/contatti-2/](http://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, Einstein, and Marie Curie:

Single room with shared bathroom €6000 (one-off payment);

Single room with private bathroom €6500 (one-off payment);

Double room with bathroom €4750 (one-off payment).

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

Single room with shared bathroom €5000 (one-off payment);

Double room with shared bathroom €4500 (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](http://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 until July 31<sup>st</sup> 2024.

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](http://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 owed deduction.



**NOTA BENE** - Any student who, in the a.y. 2023/2024, 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 31<sup>st</sup> 2024, 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 15 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.

Students who intend to graduate during the academic year 2023/2024 and who do not want to benefit from the accommodation at reduced rate for the second semester, will have to give notice by no later than **December 31<sup>st</sup> 2023**. 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. Students who give notice by December 31<sup>st</sup> 2023, will need to vacate their room by no later than February 12<sup>th</sup> 2024.

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

- the first one by February 1<sup>st</sup> 2024 (bill issuance on 15/01/2024);
- the second one by March 15<sup>th</sup> 2024 (bill issuance on 01/03/2024).



**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.

Students who graduate in the October session are considered ineligible for DSU 2023/2024 benefits and will, therefore, not be included in the abovementioned cases.

### **“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](http://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. 2023/2024 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 within 48 hours from the acceptance. If this amount 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](http://www.residenze.polimi.it).

### **ART. 32 DECLINED RIGHT TO RESIDENCE**

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

- lack of enrolment at Politecnico di Milano for the academic year 2023/2024 by the deadlines preestablished by the academic calendar;
- lack of acceptance of the accommodation's offer within 48 hours from the reception of the email;
- 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 7<sup>th</sup> 1990, no. 241 and subsequent modifications, the following individuals are appointed as Heads of the Administrative Procedure:

- for the part related to the assignment of residence slots, Marina Currò, Head of the Housing & Dining Unit;
- for the remaining part of the Call, Gabriella Rega, Head of the Financial Aid 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. 2023/2024.

The processing of personal data is carried out in compliance with the provisions of EU Regulation as of April 27<sup>th</sup> 2016, no. 679 (*General Data Protection Regulation, GDPR*). The “Data Controller” is 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 14<sup>th</sup> 2013, no. 33.

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

## INFORMATION AND CONTACTS - CAMPUS LIFE AREA

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

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



**NOTA BENE** – This Call is translated in English 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, Valgreghentino, 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).