



## Extract from the call for applications for Scholarships Academic year 2016/2017

This extract from the Call for Applications summarises the main regulations contained in the integral Call for Applications, and is published with the purpose of facilitating their comprehension. Where ambiguities of interpretation arise, students should refer to the integral Call for Applications.

### Scholarships

The right to university education is implemented mainly through scholarships. These consist of a sum of money, the value of which depends on the student's geographical origin and his/her income bracket, and of an amount for free meals. Students who are eligible for scholarships are also entitled to reimbursement of university fees.

Disabled students with a certified disability equal to or higher than 66% will receive a supplement to the scholarship.

Students intending to participate in an international mobility programme are also entitled to receive a supplement to the scholarship, the amount of which is dependent on the duration of the period spent abroad and on any amounts previously awarded to the student by the University.

Scholarships are exempt from income tax (Ministerial circular no. 109/E of 6 April 1995 of the Ministry of Finance). An income tax statement ("Certificazione Unica") will be issued.

### Who can apply

**Scholarships for the 2016/2017 academic year** are reserved for students enrolled at the University of Milan who meet the income, merit and academic continuity criteria described in the following paragraphs.

Students enrolled on first cycle, second cycle and single cycle degree programmes are entitled to apply for scholarships that ensure their right to education for the years of regular study, as established by the relevant regulations and, for the first year that they are not up to date with exams ('fuori corso'), to an amount equal to 50% of the amount set aside for students who are on track with their studies (disabled students with a degree of disability equal to or greater than 66% are entitled to apply for scholarships for an additional year).



Students enrolled in doctoral programmes (provided that they are not in receipt of scholarships awarded in accordance with Ministerial Decree no. 224/1999 or research fellowships in accordance with Law no. 449 of 27/12/1997) and those enrolled in Schools of Specialisation (with the exception of Schools of Specialisation in Medicine and Surgery) are entitled to apply for scholarships only for the years of regular attendance.

## Scholarships available

Scholarships are funded by the Lombardy Region and by MIUR (Ministry of Education, University and Research). Universities will also make available the necessary funds to ensure scholarships for all eligible students.

## Reasons for exclusion

- a) Failure to meet the criteria of merit, income and academic continuity.
- b) Failure to complete the enrolment procedure for the 2016/2017 academic year by the time the final ranking list is published.
- c) Receipt of another scholarship or other benefits related to the right to education (scholarships and awards, ministerial scholarships, contributions for accommodation, reduced boarding costs or free services). The scholarship is only compatible with the contributions granted for study periods abroad and with the interregional mobility scholarships in accordance with Ministerial Decree no. 755 of 4 September 2013.
- d) Having previously obtained another academic qualification of the same level (including studies abroad).
- e) Part-time enrolment.
- f) Enrolment in a course that has already been attended as a repeating year student.
- g) Transfer to another university, withdrawal from studies.

## Academic continuity criterion

Students must complete their course years in a regular manner, starting from their first enrolment on every level of study. Consequently, enrolled students who have previously withdrawn from studies, those who have repeated a year or who have lost their student status, are not entitled to apply for a scholarship.



Students who are enrolled onto years other than the first year and who meet the merit criterion for the course year corresponding to all the academic years since the first year of enrolment (with the exception of enrolments that ended with loss of student status or withdrawal from studies) are entitled to apply for a scholarship.

## Merit criterion

### Merit criterion for students enrolled on the first year of first cycle and single cycle degree programmes

- a) A minimum secondary school diploma grade of 70/100 (exception made for disabled students). Qualifications obtained in countries with different marking systems will be converted into 100ths according to the 'dichiarazione di valore in loco' issued by the Italian Consulate, in accordance with the MIUR formula dated 4th June 2007.
- b) Acquisition of at least 35 credits by 10 August 2017, with the possibility of using up to 5 bonus points to meet the criterion. If the criterion is met by 30 November 2017, the student will retain the right to 50% of the value of the scholarship and the free services used.

The merit criterion will be re-prorated if the study plan envisages a number of credits other than 60 per year. For example:

$$35 \div 60 = x \text{ (maximum number of possible credits)}$$

where

$$x \text{ (minimum level of credits to obtain)} = 35 \times \text{maximum number of obtainable credits} / 60$$

### Merit criterion for students enrolled on the first year of second cycle degree programmes

Acquisition of at least 20 credits (23 credits in the case of degree programmes with limited number of places) by 10 August 2017. If the criterion is met by 30 November 2017, the student will retain the right to 50% of the value of the scholarship and the free services used.

The merit criterion will be re-prorated if the study plan envisages a number of credits other than 60 per year. For example:

$$20 \div 60 = x \text{ (maximum number of possible credits)}$$

where

$$x \text{ (minimum level of credits to obtain)} = 20 \times \text{maximum number of obtainable credits} / 60$$



**Merit criterion for students enrolled on doctoral programmes and in Specialisation Schools**

Fulfilment of the expected learning requirements (completion of exams within the prescribed timescale).

**Merit criterion for students enrolled on years other than the first year of first, second and single cycle degree programmes**

Attainment of the number of credits indicated in the following table<sup>1</sup>, in relation to exams taken and recorded by 10 August 2016:

**Minimum number of educational credits to obtain by 10 August 2016 (Degree programme and year of enrolment refer to the 2016/17 academic year).**

*1- Degree programmes without limited number of places*

Year of enrolment	2nd	3rd	4th	5th	6th	Last semester ( <sup>2</sup> )
<b>First cycle degree</b>	35	80	==	==	==	135
<b>Single cycle degree</b>	35	80	135	190	245	+55 ( <sup>3</sup> )
<b>Second cycle degree</b>	30	==	==	==	==	80

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<sup>1</sup> Relating to a total of 60 credits per year

<sup>2</sup> First year not up to date with exams ('fuori corso')

<sup>3</sup> In relation to the last year of the programme



2 - Degree programmes with limited number of places

Year of enrolment	2nd	3rd	4th	5th	6th	Last semester <sup>(4)</sup>
First cycle degree	35	88	==	==	==	148
Single cycle degree	35	88	148	209	269	+60 <sup>(5)</sup>
Second cycle degree <sup>(6)</sup>	34	==	==	==	==	88

- a) The merit criterion will be re-prorated if the study plan calls for a number of credits other than 60 per year. For example (for the 2nd year of the first cycle degree course):  $35 : 60 = X$  : maximum number of possible credits, where X (minimum level of credits to obtain) =  $35 \times$  maximum number of obtainable credits/60.
- b) Exams taken prior to the date of enrolment (for example, ECDL, language certificates obtained at secondary school), even if they are recognised in the student's study plan, as well as individual interim modules, are not considered valid.
- c) Notwithstanding the deadline of 10th August 2016, the internship exam for the first and second cycle medical degree programmes will be taken into account if completed and registered by 30th October 2016.
- d) In order to meet the merit criterion, students may use a bonus of:
- 5 points for the second year of the programme
  - 12 points for the third year of the programme
  - 15 points for years after the third year and for second cycle degrees

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<sup>4</sup> First year not up to date with exams ('fuori corso')

<sup>5</sup> In relation to the last year of the course

<sup>6</sup> The minimum number of educational credits envisaged for second cycle degrees increases by a number of credits equal to those above 180, recognised to the student at the time of their enrolment.



- In cases where only part of the bonus is used, any remaining points may be carried over and used in the following years, without accruing the bonus points envisaged for subsequent years.
- e) Students with a degree of disability equal to or higher than 66% must meet the criteria indicated in the table, reduced by 40%.

## Financial criterion

The students' economic and assets situation is identified by means of the ISEE certificate for the right to university education (ISEE UNIVERSITÀ) which students must obtain prior to applying for the scholarship. The ISEE must be issued in 2016 and refer to the economic situation of the student's family unit for the 2014 tax year and to their asset situation at 31/12/2015.

The limits that must be complied with overall are:

- a) ISEE no higher than € 23,000.00
- b) ISPE (ISP value/equivalence scale) no higher than € 50,000.00

## Assessment of foreign students' economic and asset situation

Foreign students not resident in Italy and foreign students whose family lives abroad cannot obtain the ISEE UNIVERSITÀ certification.

They can apply for DSU regional benefits and services without the ISEE certification and will be assigned to the first income bracket.

To verify their actual economic situation, they will be asked to submit the documentation which attests the income and assets of all members of their family unit. The list of the required documents and the delivery deadlines are available on the Fees and Exemptions Regulation ([Regolamento Tasse, Contributi, Esoneri](#)).

Foreign students resident in Italy and whose family lives in Italy must obtain ISEE UNIVERSITÀ certification.

Asylum seekers who obtained the refugee status have to submit a copy of a document stating the acknowledgement of the international protection.



## Acquisition of data

The University will automatically acquire the data from the ISEE certificates stored in the INPS database. Students are therefore not required to provide a digital or printed copy of their ISEE or DSU (Dichiarazione Sostitutiva Unica- Self-Certification Form).

## Amount of the scholarship

The amount of the scholarship depends on the student's income bracket and geographical origin.

The **income bracket** is determined according to the student's ISEE value:

- 1) **First** bracket: ISEE between € 0.00 and € 14,391.53
- 2) **Second** bracket: ISEE between € 14,391.54 and € 17,674.00
- 3) **Third** bracket: ISEE between € 17,674.01 and € 23,000.00

**Geographical origin** is determined taking into account the journey the student has to make in order to reach the programme venue from the family's home address, using public transport. Travel times can be checked on the Trenitalia website for the Lombardy Region <http://www.muoversi.regione.lombardia.it> and the websites of local public transport companies.

- a) **Resident students:** students coming from the metropolitan area in which the programmes take place or whose journey takes 60 minutes or less.
- b) **Commuter students:** students coming from municipalities whose journey takes more than 60 minutes, or more than 90 minutes but who have not taken up paid accommodation in the municipality where the programmes take place.

**Out-of-town students:** students coming from municipalities whose journey takes more than 90 minutes and who have taken up paid accommodation in the municipality where the programmes take place (for at least 10 months over the programme of the academic year with a properly registered rental agreement to be submitted by 10 November 2016). The status of non-resident student is also recognized in the case of accommodation taken abroad during the student's participation in international mobility programmes.



**Amount of the scholarship for resident students**

Bracket	Amount	Meals service
1st Bracket	€ 1,954.00	One free meal a day for a total of € 2,637.00
2nd Bracket	€ 1,503.00	One free meal a day for a total of € 2,186.00
3rd Bracket	€ 1,188.00	One free meal a day for a total of € 1,871.00

**Amount of scholarship for commuter students**

Bracket	Amount	Meals service
1st Bracket	€ 2,151.00	One free meal a day for a total of € 2,842.00
2nd Bracket	€ 1,699.00	One free meal a day for a total of € 2,390.00
3rd Bracket	€ 1,381.00	One free meal a day for a total of € 2,072.00

**Amount of scholarship for non-resident students**

Residing in University lodgings or in other public or private lodgings for at least 10 months in the 2016/2017 academic year.

Bracket	Amount	Meals service
1st Bracket	€ 4,438.00	One free meal a day for a total of € 5,129.00
2nd Bracket	€ 3,868.00	One free meal a day for a total of € 4,559.00
3rd Bracket	€ 3,321.00	One free meal a day for a total of € 4,012.00



## Ranking lists

Competition applicants are placed in specific ranking lists, according to the University they attend, student type, publication time and ranking order.

- a) Ranking list for students enrolled in the first year of first cycle and single-cycle degree programmes: publication of provisional ranking list by 31st October 2016; ordered according to income points, according to the following formula:

$$\left(1 - \frac{\text{Student's ISEE}}{23,000.00}\right) \times 1000$$

- b) Ranking list for students enrolled in Doctoral programmes, in Specialisation Schools and on the first year of second cycle degree programmes: publication of provisional ranking list by 31st March 2017; ordered according to income points, according to the following formula:

$$\left(1 - \frac{\text{Student's ISEE}}{23,000.00}\right) \times 1000$$

- c) Ranking list for students enrolled in years beyond the first year of first cycle, second cycle and single cycle degree programmes: publication of provisional ranking list by 31st October 2016; ordered by merit points (up to 600 points for number of credits and up to 400 points for weighted average of marks), according to the following formulae:

$$(\text{Student's credits} - \text{Minimum credits}) \times \frac{600}{(\text{Maximum credits} - \text{Minimum credits})}$$

$$(\text{Student's weighted average of marks} - 18) \times \frac{400}{(30 - 18)}$$

The provisional ranking list is published on the [Right to Education Online Helpdesk](http://www.unimi.it/studenti/servizi-online/SIFA/Diritto-allo-Studio) (www.unimi.it > studenti > servizi online SIFA > Diritto allo Studio: [http://www.unimi.it/hpsifa/nonProfiledPage\\_100.html](http://www.unimi.it/hpsifa/nonProfiledPage_100.html)).

Appeals must be submitted within 15 days from the date of publication of the ranking list. Once the appeals have been examined and enrolment for the 2016/2017 academic year has been verified, the definitive ranking list showing the names of the beneficiaries will be published.



## Payment of scholarships

The scholarship is paid in two equal instalments, usually via bank transfer to the current account in the beneficiary's name (this is obligatory if the amount is equal to or greater than € 1,000.00), according to the following deadlines:

### Students enrolled in the first year

Type of programme	Payment of 1st instalment	Payment of 2nd instalment
First cycle and single cycle degree programmes (five-years)	December 2016	After confirmation that merit criterion ex post has been met, normally October 2017
Second cycle degree programme (two-years)	May 2017	After confirmation that merit criterion ex post has been met, normally October 2017
Doctoral programme and Specialisation School	May 2017	After confirmation that merit criterion ex post has been met, normally October 2017

### Students enrolled on years beyond the first year

Type of programme	Payment of 1st instalment	Payment of 2nd instalment
First cycle and single cycle degree programmes (five-years)	December 2016	June 2017
Second cycle degree programme (two-years)	May 2017	June 2017
Doctoral programme and School of Specialisation:	May 2017	June 2017



## Free meals

Beneficiaries of the scholarship have the right to use a card to enjoy free meals at subsidised cafeterias and other food courts. The card is valid for all of 2017 for the lunch meal. Students enrolled in the 1st year that are not up to date with exams ('fuori corso') can use the card until 30th June 2017. Students who do not possess the student refectory card can pick one up from the Right to Education office, by appointment. Students who already possess a meal card can access the food courts directly.

## Supplement to the scholarship for disabled students

Students with a degree of disability of a least 66% who meet the criteria for the scholarship will receive a supplementary amount of money attributed by a special Committee. Payment is made in April 2017.

## Supplement to the scholarship for students participating in international mobility programmes

Students participating in international mobility programmes in the 2016/2017 academic year, who meet the criteria for the scholarship, will receive a supplementary amount of money directly from the University up to € 550.00 per month. They will also receive a lump sum refund for their travel expenses and an amount of money corresponding to the monthly free meals which they will not be taking up during their period abroad. The results will be published by December 2017 and payment will be made by February 2018.

## How to apply

Applications for scholarships and any supplementary sums for disability and/or international mobility must be submitted using the electronic form available on the [Scholarships, accomodation and refectory services](http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) on the webpage Online Services SIFA [http://www.unimi.it/hpsifa/ENG/nonProfiledPage\\_100.html](http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html), by **30th September 2016**.

All data must be declared by the applicant via self-certification, pursuant to and in accordance with Presidential Decree no. 445 of 28/12/2000.

- a) Students with a university email address (e.g. mario.rossi@studenti.unimi.it,) must access the application procedure using their university login details, fill out the form and confirm the data by the deadline.



- b) Enrolling students must access the procedure after registering on the university portal <https://www.unimi.it/registrazione/ENG/registra.keb?te=STD,LRT>

In both cases it may be necessary to submit additional documents (rental agreement for recognition as a non-resident student, “Dichiarazione di Valore” in place of a previous educational qualification, etc.).

**All the required documents must be uploaded in the specific page of the online submission procedure.**

### **Checking and forfeiture of benefits**

The University checks the veracity of all data declared by students in their application. Where discrepancies are found such as to bring about the loss of the benefit or reconsideration of the amount due, students will be informed of the procedure started against them and invited to present any counter-arguments. At the end of the process, a final order of forfeiture or change to the amount will be issued and the student will be required to repay what they have already wrongfully received in money and/or free services, increased by an amount established by the sanctions envisaged by law.

### **Procedure Manager**

Procedure Manager: Mrs Renata Ragosta, email: [renata.ragosta@unimi.it](mailto:renata.ragosta@unimi.it)

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