



Extract from the call for applications for Scholarships Academic year 2018/2019

This extract from the Call for Applications summarizes 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.

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

Students participating in an international mobility programme are also entitled to receive a supplement to the scholarship the amount of which depends 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 2018/2019 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 in which 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 receiving 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) 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.
- c) Having previously obtained another academic qualification of the same level (including studies abroad).
- d) Part-time enrolment, enrolment with abbreviation.
- e) Enrolment in a course that has already been attended as a repeating year student.
- f) 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 2019, with the possibility of using up to 5 bonus points to meet the criterion. If the criterion is met by 30 November 2019, 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:

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

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 2019. If the criterion is met by 30 November 2019, 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:

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

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 table¹, in relation to exams taken and recorded by 10 August 2018:

Minimum number of educational credits to obtain by 10 August 2018

1- Degree programmes without limited number of places

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

¹ Relating to a total of 60 credits per year

² First year not up to date with exams ('fuori corso')

³ 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 ⁽¹⁾
First cycle degree	35	88	==	==	==	148
Single cycle degree	35	88	148	209	269	+60 ⁽²⁾
Second cycle degree ⁽³⁾	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) = $35 \times \text{maximum number of obtainable credits} / 60$.
- b) Exams taken prior to the date of enrolment (for example, ECDL, language certificates obtained at secondary school), even if they are recognized in the student's study plan, as well as individual interim modules, are not considered valid.
- c) Notwithstanding the deadline of 10th August 2018, the internship exam for the first and second cycle medical degree programmes will be taken into account if completed and registered by 31st October 2018.
- 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
 - 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.

¹ First year not up to date with exams ('fuori corso')

² In relation to the last year of the course

³ 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.



- 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 2018 and refer to the economic situation of the student's family unit for the 2016 tax year and to their asset situation at 31/12/2017.

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

Students with foreign citizenship or with Italian citizenship residing abroad, whose family produces/has income and properties abroad, cannot obtain an *ISEE Università* certification. For this reason:

Students enrolled in a bachelor programme, master programme and single-cycle degree programme in a.y. 2018/2019 will be provisionally put in the first income bracket.

During the online application, students coming from the countries listed in the attached appendix will be asked to upload the documents related to the economic situation of their family. On the basis of the uploaded documentation, the University will calculate the *ISEE Parificato* value to verify the income limits and attribute the correct income bracket. The documents must include the family status declaration, the amount and type of the income earned by the family members in the solar year 2017, the amount and type of the properties owned by the family members at 31 December 2017.

The application can be completed with additional documents, only through the online procedure, within 15 October 2018, on pain of exclusion from the ranking list.

Students enrolled in years subsequent the first in a.y. 2018/2019 will be automatically assigned in the income bracket of the economic situation calculated by the University for a.y. 2017/2018.

Please refer to the Fees and Exemptions Regulations (Regolamento Tasse, Contributi, Esoneri) of a.y. 2018/2019 for the modalities of calculation of the *ISEE Parificato* and for the list of the documents required during the online application.

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 € 14.420,31
- 2) **Second** bracket: ISEE between € 14.420,32 and € 17.709,34
- 3) **Third** bracket: ISEE between € 17.709,35 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 Lombardy Region website <http://www.muoversi.regione.lombardia.it>, on the Trenitalia website and on the websites of local public transport companies.

- a) **Local 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.
- c) **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 15 November 2018). 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 local students

Bracket	Amount	Meals service
1st Bracket	€ 1.975,00	One free meal a day for a total of € 2.675,00
2nd Bracket	€ 1.519,00	One free meal a day for a total of € 2.219,00
3rd Bracket	€ 1.201,00	One free meal a day for a total of € 1.901,00

Amount of scholarship for commuter students

Bracket	Amount	Meals service
1st Bracket	€ 2.178,00	One free meal a day for a total of € 2.878,00
2nd Bracket	€ 1.720,00	One free meal a day for a total of € 2.420,00
3rd Bracket	€ 1.399,00	One free meal a day for a total of € 2.099,00

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	€ 4.495,00	One free meal a day for a total of € 5.195,00
2nd Bracket	€ 3.918,00	One free meal a day for a total of € 4.618,00
3rd Bracket	€ 3.364,00	One free meal a day for a total of € 4.064,00

Ranking lists

Competition applicants are placed in specific ranking lists, according to the student type and order:

- a) Ranking list for students enrolled in the first year of first cycle, single-cycle and second cycle degree programmes and students enrolled on any year in Doctoral programmes and in Specialisation Schools:

ranking list ordered according to income points, inversely proportional to the student's ISEE

- b) Ranking list for students enrolled in years beyond the first year of first cycle, second cycle and single cycle degree programmes:

ranking list ordered by merit points, according to number of credits and student's weighted average of marks at 10 August 2018.

The provisional ranking list is published by 31 October 2018 on the [Right to Education Online Helpdesk](http://www.unimi.it/hpsifa/nonProfiledPage_100.html) (www.unimi.it > studenti > servizi online SIFA > Diritto allo Studio: 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 the definitive ranking list showing the names of the beneficiaries will be published.

Only students regularly enrolled for the 2018/2019 academic year in the first year of first cycle and single cycle degree programmes and students enrolled in years other than the first will be admitted in the definitive ranking.

Students enrolled in Doctoral programmes, Specialisation Schools and in the first year of second cycle programmes, if not regularly registered in the 2018/2019 academic year at



the moment of the ranking list publication, will be considered beneficiaries under condition until they will complete the enrolment.

Scholarships payment procedure

Instalments will be exclusively credited on “Carta La Statale”, the badge which grants access to University services and that every student receives after the enrolment.

Therefore students have to:

1. Activate the badge and the pre-paid card option from UNIMIA
2. Activate the “Flash up Studio” version of the badge to receive the payment of the scholarship, following the instructions sent from the University by email.

More information are available at <http://www.unimi.it/ENG/student/104595.htm>

Students residing in Syria, Iran and North Korea can receive the payment by bank transfer (Italian bank account in the name of the student) or by cheque.

Scholarship payment time

First instalment

The first instalment of the scholarship will be arranged within 31 December 2018 and paid to winners from January 2019.

Recipients enrolled under condition will receive the first instalment from February 2019, after they have completed the enrolment for a.y. 2018/2019.

Second instalment

The second instalment of the scholarship (50% of the total amount) will be paid to students enrolled in years other than the first by 30 June 2019.

For students enrolled in the first year, the second instalment will be paid by 31 October 2019 after having checked the achievement of the merit requirement.



Free meals

Recipients of the scholarship have the right to benefit from free meal services (at midday) at the refectories and other eating places having a convention with the University for the whole 2019 year. Students can access to due meals using the university badge “Carta la Statale” according to the modalities provided in the Call for applications for Meal Services (Bando di Concorso per il Servizio Ristorazione) and the Regulations in it included. The list of the refectories and other eating places having a convention with the University is available on the website of Università degli Studi di Milano. Students enrolled in the first year “fuori corso” (not up-to-date with exams) can benefit from the service until 30 June 2019.

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 2019.

Supplement to the scholarship for students participating in international mobility programmes

Students participating in international mobility programmes in the 2017/2018 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 January 2020 and payment will be made by February 2020.

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, by 1 October 2018.

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

Università degli Studi di Milano - Scholarships office (Ufficio Borse di Studio) - Via S. Sofia 9 - 20122, Milano.

For telephone information: 199.188.128 (from landline phone cost is equal to a local phone call, from mobile phone cost depend on the phone service provider), from Monday to Friday, 9.00-17.00.

From abroad: 0039 056676357 (costs depend on the phone service provider).

For requests or appointments, please access the Infostudenti service: www.unimi.infostudente.it.



Appendix

Countries of production of the income for which documents submission is necessary to calculate *ISEE Università parificato*

ALBANIA	ISRAEL
ANDORRA	KUWAIT
BRITISH ANTARTIC	LEBANON
DUTCH ANTILLES	LIECHTENSTEIN
SAUDI ARABIA	LUXEMBURG
ARUBA	MACAO
AUSTRALIA	MALTA
AUSTRIA	NORWAY
BAHAMAS	NEW ZEALAND
BELGIUM	NETHERLANDS
BERMUDA	FRENCH POLINESIA
BULGARIA	POLAND
CAIMANE	PORTUGAL
CANADA	PRINC. OF MONACO
CIPRUS	PUERTO RICO
VATICAN CITY	QATAR
CROATIA	UNITED KINGDOM
DENMARK	REP. OF SAN MARINO
ARAB EMIRATES	CZECH REPUBLIC
FALKLAND	ROMANIA
FINLAND	RUSSIA
FRANCE	SINGAPORE
GERMANY	SLOVAKIA
JAPAN	SLOVENIA
GIBRALTAR	SPAIN
GREECE	UNITED STATES
HONG KONG	SWEDEN
IRELAND	SWITZERLAND
ICELAND	TAIWAN
CAYMAN ISLANDS	HUNGARY
BRITISH VIRGIN ISLANDS	