



CALL FOR APPLICATIONS FOR THE AWARDING OF UNIVERSITY SCHOLARSHIPS TO STUDENTS ENROLLED ON BACHELOR'S, SINGLE CYCLE MASTER'S AND MASTER'S DEGREE PROGRAMMES

ACADEMIC YEAR 2019/20

**THE RECTOR**

- Having regard to Legislative Decree no. 68 of 29 March 2012 "Revision of the basic provisions on the right to education and the promotion of legally recognised university colleges, implementing the authority provided by article 5, paragraph 1, letters a), second comma, and d), of Law no. 240 of 30 December 2010, and, in accordance with the principles and directive criteria set out in paragraph 3, letter f), and in paragraph 6", particularly art. 6, paragraph 1, letter l), and art. 8, paragraph 4;
- Having regard to the resolution of the Board of Directors of 26 March 2019;

**DECREES**

A competition is announced for the awarding of University service and merit scholarships to students enrolled on bachelor's, single cycle master's and master's degree programmes for the 2019/20 academic year.

**Definitions**

The following are defined for the purposes of this competition:

**beneficiary:** students who meet the merit and income requirements and have won the Scholarship;

**partial beneficiary:** students who meet the merit and income requirements but receive 50% of the benefit because they are enrolled in the first year of the programme and as such attain the ex-post merit requirement by 30 November 2020;

**bonus:** number of credits a student can use, in addition to those already acquired, to satisfy the minimum merit requirements for the competition;

**eligible:** student who meets the merit and income requirements for taking part in the competition;

**ISEE:** Indicator of Economic Situation, an indicator of the economic situation of the student's family unit which takes into account income, assets (movable and immovable) and the composition of the family unit;

**ISPE:** Indicator of Assets Situation;

**first matriculation:** first ever enrolment in any degree programme (not necessarily the one attended in a.y. 2019/20) with the same academic qualification required by the level of study in which the student is enrolled in a.y. 2019/20, in any Italian university, regardless of the outcome of studies (withdrawal, transfer, degree, etc.);

**shortened degree:** partial recognition of academic years already completed (with awarding of a degree or withdrawal from studies), which are allowed to count towards the present programme.



## **Article 1 – Number and type of university scholarships available**

### **Service grants**

A total of 750 service grants, each amounting to 1,800.00 euros, are available for students who meet the requirements specified in the articles below, divided as follow:

- 570 grants for students enrolled in years subsequent to the first
- 180 grants for students enrolled for the first time in the first year of a degree programme, of which:
  - 135 for first year bachelor's and single cycle master's degree students;
  - 45 for first year master's degree students.

### **Merit scholarships**

There are 160 merit scholarships. The sum awarded supplements the university service grant and the regional scholarship covered by the education incentive programme (DSU), up to a maximum of € 6,000.00. It is reserved for students who meet the requirements specified in the articles below, divided as follows:

- 130 scholarships for students enrolled in years subsequent to the first
- 30 scholarships for first year master's degree students

## **Article 2 – General requirements for admission to the competition**

The competition for service grants is open to Italian and international students who meet the requirements set out in the following article and who are enrolled or intend to enrol in academic year 2019/2020 in the following programmes:

- a) bachelor's degree (3 years: first level degree);
- b) single cycle master's degree (5 or 6 years: combined first and second cycle degree);
- c) master's degree (2 years: second level degree).

Grants are awarded for the completion of each level of the degree programme for the first time and for a period equal to the normal duration of the programme starting from the students' very first year of enrolment.



For disabled students with a degree of disability equal to or greater than 66%, the benefit is awarded up until the second year that they are not up to date with exams ('fuori corso'), starting from their first year of enrolment.

The following candidates shall be excluded from the rankings:

1. those already holding an academic qualification awarded in Italy that is equal to or higher than the degree programme for which the grant is requested in a.y. 2019/20;
2. those in receipt of a grant (or equivalent financial aid of any kind) from other public or private bodies for the same course year;
3. those enrolled in the first year, after having transferred between programmes or universities or those renewing matriculation after having withdrawn from studies;
4. those repeating a year of a previously attended programme level;
5. part-time students;
6. those enrolled with shortening of their degree programme ;
7. those who have not enrolled at the University for a.y. 2019/20 by the time the final ranking is published.

## Article 3 - Merit requirements

### 3.1 Regular academic progression

To be eligible, students must not have interrupted the normal progression of their studies in the programme currently attended (transferring students repeating the same course year, repeating students) for the level of study for which he/she is applying for the benefit.

As an exception to this rule, students who during their university studies repeated the same programme year, of the same programme attended in a.y. 2019/20, the number of credits required to be eligible for the grant is calculated with reference to the credits required for each year passed, starting from the first year of matriculation, except for the years in which studies were suspended. The exception applies only to students enrolled in a programme year subsequent to the first.

**IMPORTANT:** *in the application students must report any previous circumstances that may have determined the irregular academic progression of studies, such as previous enrolment at University, withdrawal from studies, transfer from one programme or university to another, repetition of course year.*



### 3.2 Merit requirements for students enrolled in the first year of a bachelor's, single cycle master's or master's degree programme.

#### 3.2.1 Application requirements

- Students enrolled in the first year of **Master's degree programmes**: a minimum mark in the first cycle degree (or equivalent qualification awarded abroad) of 100/110 (90/110 for disabled students with a degree of disability equal to or greater than 66%). Students who have completed a degree abroad, must upload the **declaration of value (*dichiarazione di valore in loco*) of the foreign qualification** from the dedicated page of the online procedure.

Students enrolled in the first year of bachelor's or single cycle master's degree programmes are not required to have a minimum upper school-leaving mark to apply.

Students are assigned the status of beneficiary on the basis of the criteria for formulating rankings reported in article 7 of this notice.

#### 3.2.2 Ex post merit requirements for grant recipients

Grants shall be confirmed once the candidate has acquired, **by the 10 August 2020 deadline**, the minimum number of credits required, as specified in this article.

**Students enrolled in the first year of bachelor's or single cycle master's degree programmes** must acquire, by the above said date, at least 35 credits. Students may use the 5 bonus credits (articles. 4.3 and 4.4), which will be automatically applied where required, to achieve the minimum credit requirement.

**Students enrolled in the first year of master's degree programmes** must acquire, by the above said date, at least 20 credits (for open admissions degree programmes) or 23 credits (for limited enrolment programmes) with a weighted average mark no lower than the 50<sup>th</sup> percentile of the distribution of the marks obtained in their degree programme, as reported in the attached table (annex 2).

Students who have the required number of credits and whose weighted average mark falls no lower than the 80<sup>th</sup> percentile are eligible for the supplementary merit scholarship.

The bonus may not be used to make up the required number of credits.

The number of required credits, for both the first level and second level, is referred to the number of credits set out in Ministerial Decree 270/2004 (60 credits per year). Should the number of credits that may be acquired the first year differ from this values, merit requirements shall be determined by applying a criterion



of proportionality, with reference to the number of credits indicated in the programme structure. This criterion is applied to both limited enrolment and open access degree programmes.

**For bachelor's and single cycle master's degree programmes,** the following formula is applied:

$$35 : 60 = X : \text{maximum number of credits for the degree programme}$$

$$X (\text{minimum number of credits}) = \frac{35 \times \text{maximum numbers of credits for the degree programme}}{60}$$

**For master's degree programmes,** the following formula is applied:

$$20 (23) : 60 = X : \text{maximum number of possible credits for the degree programme}$$

$$X (\text{minimum number of credits for the programme}) = \frac{20 (23) \times \text{maximum number of credits for the degree programme}}{60}$$

**NOTE:** As an exception to the above, the yearly traineeship exam for first and second level degree programmes of the Faculty of Medicine and Surgery counts towards the merit requirement even if taken and recorded after 10 August 2020, but by 31 October 2020 at the latest.

**IMPORTANT:** Credits earned through completion of individual interim modules and those awarded for activities or exams completed prior to enrolment (even if recognized and inserted in the student's plan of studies) cannot be considered.

**For disabled students** with a degree of disability equal to or greater than 66%, the number of credits indicated above decreases by 40%.

### 3.2.3 Failure to confirm and forfeiture of Service grant

If the ex-post merit requirement is not met by 10 August 2020 but by 30 November 2020, the student will not be entitled to receive the second instalment of the scholarship, although they will, as partial beneficiaries, maintain the first instalment.

Students who do not meet the minimum merit requirement by 30 November 2020 forfeit their grant.

## Article 4 - Merit requirement for students enrolled on years subsequent to the first

### 4.1 Number of credits

Students enrolled on years subsequent to the first year of a bachelor's, master's or single-cycle master's degree programme must have achieved the overall number of credits for their current degree programme, as specified in the following table, on the basis of exams taken and recorded by 10 August 2019.



**As an exception** to the above, the yearly traineeship exam for first and second level degree programmes of the Faculty of Medicine and Surgery counts towards the merit requirement even if taken and recorded after 10 August 2020, but by 31 October 2020 at the latest.

**Minimum number of credits to be acquired by 10 August 2019**

**Open admissions degree programmes**

Degree programme	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> year	1 <sup>st</sup> year not up to date with exams disabled students	2 <sup>nd</sup> year not up to date with exams disabled students
Bachelor's degree	35	80	-	-	-	135	180
Single cycle master's degree	35	80	135	190	245	+55	5 years = 300 6 years = 360
Master's degree	30	-	-	-	-	80	120

**Limited enrolment study programmes**

Degree programme	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> year	1 <sup>st</sup> year not up to date with exams disabled students	2 <sup>nd</sup> year not up to date with exams disabled students
Bachelor's degree	35	88	-	-	-	148	180
Single cycle master's degree	35	88	148	209	269	+60	5 years = 300 6 years = 360
Master's degree	34	-	-	-	-	88	120

**IMPORTANT:** The number of university credits necessary for inclusion in the scholarship ranking is calculated based on the number of possible credits for each academic year that has elapsed, starting from the year of **first matriculation**, also including any academic years in which the student repeated a year of enrolment (art. 3.1.), for any reason.

For degree programmes where the number of possible credits per year deviates from the number of credits possible set by Ministerial Decree 270/2004 (60 credits per year), a proportional criterion (rounded down) is applied to the merit requirement envisaged in the above table.

This criterion applies both to degree programmes with limited enrolment and to those with open admission.



Example of merit requirement for the second year of a programme:

Merit requirement =  $\frac{(\text{Maximum number of possible credits} \times 35)}{60}$

Credits assigned for the thesis or the final exam are subtracted from the maximum number of credits required of those enrolled as students for the first or second year not up to date with exams.

## 4.2 Validity of credits and weighted average

When completing the online application form, students will be required to indicate the number of credits earned and the related weighted average mark as indicated in their study record. There is the possibility of amending the values indicated in the application if the exams taken have not been recorded. These values are defined as follows:

Number of credits: applicants must declare the credits derived from exams taken and regularly recorded from the beginning of their studies (in the present degree programme) up to 10 August 2019. Even exams not marked out of 30 can be indicated. Credits earned through completion of individual interim modules and those awarded from activities or exams prior to enrolment (even if recognized and inserted in the student's plan of studies) cannot be considered.

Weighted average: when calculating the weighted average, exams not expressed as marks out of thirty cannot be considered. The mark 30 with honours is worth 30.

Each exam mark must be multiplied by the value in credits; the sum of these results must then be divided by the total number of credits for exams expressed as marks out of thirty.

### EXAMPLE OF HOW TO CALCULATE THE WEIGHTED AVERAGE

Exams	Mark	Value
Exam 1	26/30	9 credits
Exam 2	30 with honours	12 credits
Exam 3	18/30	8 credits
Exam 4	Approved	3 credits

Total number of credits earned: 32 credits

Total number of credits considered for the weighted average: 29 (only exams with the mark expressed out of thirty).

### CALCULATION OF WEIGHTED AVERAGE:

$(26 \times 9 = 234) + (30 \times 12 = 360) + (18 \times 8 = 144) = \text{total } 738$



$$\frac{738}{29} = 25.44 \text{ (weighted average)}$$

For disabled students with a degree of disability equal to or greater than 66%, the number of credits indicated above decreases by 40%.

### 4.3 Bonus

Students enrolled in bachelor's or single cycle master's degree programmes who fail to obtain the minimum number of credits may use a bonus in addition to the actual number of credits achieved, as indicated below:

- five credits, if used for the first time to maintain benefits from the first year or to obtain benefits for the second year,
- twelve credits, if used for the first time to attain benefits for the third year,
- fifteen credits, if used for the first time to attain benefits for subsequent academic years.

### 4.4 Use of the bonus

1. The bonus may be used only once and is not cumulative. Students who use only part of the bonus may use the residual, unused portion in subsequent academic years;
2. The portion of the bonus not used and accrued of 15 credits, or the residual portion not used during the first cycle degree programme may be used by students enrolled on a master's degree programme, from the second year of enrolment;
3. The proportional criterion referred to in Arts. 3.2.2 and 3.3.1 is also applied to the values of the bonus, rounded up, notwithstanding the fact that the maximum portion that can be used is that indicated in art. 3.3.4 above for the specific year of enrolment;
4. The bonus is not applied for the achievement of the ex-post merit requirement for students enrolled in the first year of a master's degree programme;
5. Students from other Italian universities who are enrolled in master's degree programmes must declare that they have never used the bonus or the residual portion used during the bachelor's degree programme;
6. The bonus is not available, because it was never accrued, to students enrolled on a master's degree programme who have attained the first cycle degree in a foreign University or who have studied for a degree under the system prior to Ministerial Decree 509/99 and 270/04.





## Article 5- Economic requirements

### 5.1 ISEE 2019 for DSU

The economic situation of the family unit of the student applying for a DSU scholarship is determined based on the Indicator of Financial Situation (ISEE) to apply for the benefits envisaged under the Education Incentive Programme (hereinafter University ISEE), as stipulated in art. 8 of the Decree of the President of the Council of Ministers no. 159/2013.

For the 2019-2020 academic year, the income information required for the purposes of the University ISEE is the family unit's income in the 2017 calendar year, and any movable and immovable assets held at 31 December 2018.

The University ISEE is a certificate that all citizens can obtain free of charge by submitting a “Dichiarazione Sostitutiva Unica” (DSU- a self-declaration form containing information about the family unit and any income and assets)

- a) online, after registering on the INPS website;
- b) at any INPS office or CAF centre.

The certificate is issued based on the information declared in the DSU self-certificate pursuant to Presidential Decree 445/2000: the person signing the DSU is civilly and criminally responsible for the accuracy and completeness of the information contained therein.

***IMPORTANT: University ISEE certificates are not issued immediately: on average, it takes 7-10 days to issue the certificate. The DSU must be signed **no later than 30 September 2019**, the deadline for applying for the scholarship, on **penalty of exclusion from the competition**.***

***CURRENT ISEE:*** Students holding a current ISEE certificate, pursuant to art. 9 of Decree of the President of the Council of Ministers 159/2013, signed by 30 September 2019, may apply for benefits.

#### 5.1.1 Data acquisition

The University of Milan shall download the University ISEE from the INPS database. The student is not therefore required to provide a digital or paper copy of the University ISEE.

#### 5.1.2 Cases in which ISEE will not be accepted

Students will be excluded from the scholarship rankings if:

1. the DSU was signed after 30 September 2019;
2. the INPS database does not contain a valid University ISEE;



3. there are "omissions or irregularities" in the University ISEE Certificate.

## 5.2 Income and assets limits

Applicants for Service grants must meet the following income requirement:

- Indicator of economic situation (ISEE) greater than € 23,000.00 up to a maximum of € 40,000.00 and an Indicator of assets situation (ISPE) of up to € 75,000.00
- or
- Indicator of economic situation (ISEE) lower than € 23,000.00 and with an Indicator of assets situation (ISPE) greater than € 50,000.00 and up to € 75,000.00

## 5.3 Independent students

In implementation of art. 8, paragraph 2 of Decree of the President of the Council of Ministers no. 159/2013, a student is considered to be independent only when **both** of the following requirements are met:

- the student's permanent address for at least two years prior to submitting the application differs from that of the family of origin and he/she lives in a property which is not owned by any of the family members;
- the student's declared taxable income, derived from a salaried or similar job, for at least two years, is at least € 6,500.00.

## 5.4 Assessment of the economic and asset situation of students whose family unit has income and assets abroad

Foreign students or Italian students resident abroad, whose family household produces and possesses income and assets abroad, are not entitled to apply for a University ISEE certificate.

When submitting their online application, students from countries listed in **annex 1** to this call for applications will be asked to provide documentation relating to the economic situation of their family unit. The University will calculate the equivalent ISEE value for such students based on the documentation submitted, in order to ascertain income limits and assign the correct income bracket. The documentation must relate to the composition of the family unit, the amount and type of income received by the family in the 2018 calendar year and the amount and type of assets held by the family at 31 December 2018.

List of documentation to be submitted:

- certificate issued by a registry office or other relevant public authority in accordance with legislation in the country of origin, certifying the composition of the family unit: if there is only one parent, specify whether separated/divorced, widow, not cohabiting (in this case data regarding the non-cohabiting parent is required);



- documentation issued by the appropriate offices in the country of origin attesting to the family unit's income for calendar year 2018 (specify whether income from salaried employment, self-employment, pension). Should there be no income, the documentation must contain a declaration specifying the absence of income for each individual present in the certificate of family status;
- documentation issued by the appropriate offices in the country of origin attesting to the family unit's movable assets at 31/12/2018: deposits, shares or investment securities, life insurance, net worth of any businesses/companies owned. Should there be no movable assets, the documentation must contain a declaration specifying the absence of movable assets for each individual present in the certificate of family status;
- documentation issued by the appropriate offices in the country of origin attesting to the family unit's immovable assets at 31/12/2018 and reporting the square metres of each property. Specify whether the property is your place of residence or other. Should there be no property, the documentation must contain a declaration specifying the absence of property for each individual present in the certificate of family status.

Documentation must be issued by the competent authority of the country in which the assets and income were produced, legally certified and translated into Italian by the Italian diplomatic offices or consulates abroad. For those countries in which the issuing of the documentation by the local Italian Embassy is especially difficult, the student can contact the foreign diplomatic offices or consulates in Italy: in this case, the certificate must be legalised by the Prefectures pursuant to art. 33 of Presidential Decree no. 445 dated 28 December 2000.

Based on the documentation certifying the income/assets produced abroad, the University will calculate the equivalent University ISEE (*ISEE parificato*) by applying the following rules:

- the sum of the income received by each individual member of the family unit, produced in the 2018 calendar year;
- 20% of the sum of the movable and immovable assets owned by each individual member of the family unit at 31/12/2018; only buildings valued at € 500.00 per square metre will be used to calculate the value of the immovable assets;
- The University equivalent ISEE is calculated by adding together the above elements and applying the deductibles for income and movable and immovable assets and the scale of equivalence established by DPCM No. 159/13.

***IMPORTANT:*** Students can complete the online submission by the **30 September 2019 deadline**, on pain of exclusion from the ranking.

Students who are citizens of one of the countries indicated in annex 1 and who are already in receipt of a scholarship for academic year 2018/19 from this University are NOT required to submit the documentation and shall automatically be assigned to the same income bracket as in academic year 2018/19.

Students from countries not present in **annex 1** shall be automatically assigned to the 1<sup>st</sup> income bracket.



Foreign students resident in Italy with personal income or belonging to a family unit whose members reside in Italy must have a University ISEE certificate. Students who have political refugee status must submit a copy of the certificate of political refugee status.

## Article 6 - Application procedures and deadlines

### 6.1 Deadlines

Applications must be submitted by 30 September 2019, on pain of forfeiture.

Once the application is submitted, a record of the benefits requested for a.y. 2019/20 will be sent to the student at the email address indicated during registration.

Students must notify the Scholarships and Grants Office (within 15 days) in writing of any change in circumstances pertaining to the scholarship occurring after the application is submitted (allocation of another scholarship or other financial benefit, transfer to another university, inability to continue studies, withdrawal from studies, etc.).

Any changes in the applicant's marital or family status or in the composition of his/her declared family unit, shall be considered valid if they occurred and the University of Milan is notified before the provisional ranking is published.

### 6.2 Procedures

Students **need not be already enrolled in a.y. 2019/20** to submit an application.

In applying for benefits from the University of Milan students may submit self-certifications pursuant to Presidential Decree no. 445 dated 28 December 2000. The application must be submitted by completing the online form available on the university website at <http://studente.unimi.it/dirittoallostudio/>

When completing the online application, **select the benefit “DSU regional scholarship and University Scholarships”** because the application will be assessed automatically for the allocation of benefits on the basis of requirements met by the student.

Students with a University email account (e.g.: mario.rossi@studenti.unimi.it) must **log in** to the procedure using their University credentials, **complete** the forms and **confirm** the entered data by the deadline.

Matriculating students must instead access the procedure after registering on the university portal via the link <https://registrazione.unimi.it>



### 6.3 - Merit scholarship

No special application is required for Merit scholarships. Students in receipt of regional DSU scholarships or of University Service grants are placed automatically in the rankings for Merit scholarships if they have the following weighted average mark:

- no less than the 80<sup>th</sup> percentile for those enrolled in the first year of a master's degree programme
- no less than the 95<sup>th</sup> percentile per for those enrolled in years subsequent to the first

**Annex 2** reports the percentiles for the different degree programmes.

### Article 7 – Drawing up the rankings

The rankings are drawn up using an algorithm which takes into account the student's merit status and income situation, as shown below:

- Service grants for students enrolled on years subsequent to the first  
60% ISEE - 40% merit (of which 20% for the average of marks and 20% for the number of credits)
- Service grants for first year students  
70% ISEE - 30% merit (school-leaving marks/ bachelor's degree marks)
- Merit scholarships for students enrolled on years subsequent to the first  
50% ISEE – 50% merit (of which 30% for the average of marks and 20% for the number of credits)
- Merit scholarships for first year master's students  
70% ISEE - 30% merit (bachelor's degree marks)

Different rankings are drawn up on the basis of the requirements for obtaining benefits:

- Service grants for first year students enrolled in bachelor's and single cycle degree programmes
- Service grants for first year students enrolled in master's degree programmes
- service grants for students enrolled in years subsequent to the first
- Merit scholarships for first year students enrolled in master's degree programmes
- Merit scholarships for students enrolled in years subsequent to the first

The procedure followed for each ranking is described below:

1. The averages and standard deviations shown below are calculated for each study programme (using the same reference as that used to calculate the percentiles):



- school-leaving mark and ISEE for first year students enrolled in bachelor's and single cycle degree programmes
  - bachelor's degree mark and ISEE for first year students enrolled master's degree programmes
  - weighted average, credits acquired and ISEE for students enrolled in years subsequent to the first
2. The average and the standard deviation for each of the variables used to determine the ranking of the reference group is reported for each student.

With regard to the credits factor for students enrolled in years subsequent to the first, the following formula is applied to determine the difference between the minimum number of credits that the student has to acquire and the number of credits they have already acquired (by 10 August 2019) in relation to the maximum number of possible credits by applying:  $(\text{credits acquired} - \text{minimum credits}) / (\text{maximum credits} - \text{minimum credits})$ .

3. The variables are standardized applying the following formula: standardized value =

$$\frac{(\text{observed value} - \text{group average}) * \text{total standard deviation}}{\text{group standard deviation}} + \text{total average}$$

4. The standardized variables are expressed in terms of their real unit of measurement but related to a single reference scale in order to be able to rank and compare the students.
5. A normalization technique is then applied, which places the variables that contribute to determining the ranking score within a range of values between 0 and 1.

The normalization is applied by comparing the value of the variable to be normalized observed in the student with the maximum and minimum values observed in the group for the same variable.

**The following formula is used for the weighted average, the credits, the school-leaving mark and the bachelor's degree mark:**

**normalized value =  $(x_i - x_{\min}) / (x_{\max} - x_{\min})$**

where:

$x_i$  = observed value to be normalized obtained as a result of applying the formulas described in point 3

$x_{\min}$  = minimum value of the variable to be normalized observed in the group for which the ranking is being calculated

$x_{\max}$  = maximum value of the variable to be normalized observed in the group for which the ranking is being calculated



The normalized value will be worth 1 for the student with the maximum value of the value to be normalized, and 0 for the student with the minimum value of the value to be normalized.

**The following formula is used for the purpose of ISEE:**

$$\text{normalized value} = (x_{\max} - x_i) / (x_{\max} - x_{\min})$$

where:

$x_i$  = observed ISEE value to be normalized

$x_{\min}$  = minimum ISEE value observed in the group for which the ranking is being calculated

$x_{\max}$  = maximum ISEE value observed in the group for which the ranking is being calculated

The normalized value will be equal to 1 for the student with the minimum ISEE value and 0 for the student with the maximum ISEE value.

6. The normalized variables are added to the weights set to obtain the ranking scores, as specified below:

#### Service grants

- Students enrolled in years subsequent to the first: 20\* average mark + 20\* credits + 60\* ISEE
- First year students on first cycle degree programmes: 30\* average mark + 70\* ISEE
- First year students on second cycle degree programmes: 30\* average mark + 70\* ISEE

#### Merit scholarships

- Students enrolled in years subsequent to the first: 30\* average mark + 20\* credits + 50\* ISEE
- First year students on second cycle degree programmes: 30\* average mark + 70\* ISEE

## Article 8 - Publication of ranking lists

### 8.1 Service grant

*8.1.1 Students enrolled in years subsequent to the first and in the first year of a bachelor's or single cycle master's degree programme.*

Provisional rankings will be published on 31 October 2019 at "Sportello on line" <http://studente.unimi.it/dirittoallostudio/> - Rankings.

Any requests for revision of a student's position in the provisional rankings must be submitted no later than 15 days after publication of the provisional rankings. The appeal must be lodged through the procedure



indicated in the rankings and must be accompanied by all the documentation needed to justify the reasons for the appeal.

Appeals will be assessed by the 30 November 2019 date of publication of the **definitive ranking**, where students can see the outcome of their appeal.

#### *8.1.2 Students enrolled in the first year of a master's degree programme*

Provisional rankings will be published by 31 March 2020 at "Sportello on line" <http://studente.unimi.it/dirittoallostudio/> - Rankings.

Any requests for revision of a student's position in the provisional rankings must be submitted to no later than 15 days after publication of the rankings. The appeal must be lodged through the procedure indicated in the rankings and must be accompanied by all the documentation needed to justify the reasons for the appeal.

Appeals will be assessed by the 30 April 2020 date of publication of the **final ranking**.

## **8.2 Merit scholarships**

#### *8.2.1 Students enrolled in years subsequent to the first*

**Provisional rankings** will be published by 31 March 2020 at "Sportello on line" <http://studente.unimi.it/dirittoallostudio/> - Rankings.

Any requests for revision of a student's position in the provisional rankings must be submitted to no later than 15 days after publication of the provisional rankings. The appeal must be lodged through the procedure indicated in the rankings and must be accompanied by all the documentation needed to justify the reasons for the appeal.

Appeals will be assessed by the 30 April 2020 date of publication of the **final ranking**, where students can see the outcome of their appeal..

#### *8.2.2 Students enrolled in the first year of a master's degree programme*

**Provisional rankings** will be published by 31 May 2020 at "Sportello on line" <http://studente.unimi.it/dirittoallostudio/> - Rankings.

Any requests for revision of a student's position in the provisional rankings must be submitted to no later than 15 days after publication of the provisional rankings. The appeal must be lodged through the procedure





indicated in the rankings and must be accompanied by all the documentation needed to justify the reasons for the appeal.

Appeals will be assessed by the October 2020 date of publication of the **definitive ranking**, which will take into consideration the beneficiaries of regional DSU grants and Service grants and verification of the acquisition of the required credits and the required weighted average (80<sup>th</sup> percentile) by 10 August 2020.

## **Article 9 - Payment of service grants and merit scholarships**

Instalments will only be paid into “Carta La Statale”, the University badge sent to matriculated students that enables them to access university services. In the dedicated window of the UNIMIA personal pages, students can view the verification status of data entered during matriculation, progress in the production/delivery of the badge, and its activation status.

Those who fail to receive a badge are requested to make any necessary corrections, as indicated in the link of this window and, if necessary, to contact the office by writing to Infostudenti (select the category “badge universitario” - university badge).

To enable payments, Carta La Statale must be activated a prepaid “Flash Up Studio La Statale” card. To do so, the student must:

1. activate Carta La Statale as a university badge and prepaid Flash card from your UNIMIA personal page;
2. update the prepaid Flash badge to “Flash Up Studio La Statale” by going personally to any branch of Intesa Sanpaolo bank after scheduling an appointment by calling the freephone number 800303303: select 2 “per informazioni sui Prodotti e Servizi” (information on Products and Services), and subsequently 1 “per “informazioni su conti e carte di pagamento” (information on accounts and payments).

If at the time of disbursement the student has not yet provided for activation of the Badge, attempts to make the payment will continue automatically at monthly intervals.

Further information is available at <https://www.unimi.it/it/studiare/servizi-gli-studenti/badge-carta-la-statale>

Students resident in Syria, Iran and North Korea can instead receive payments by bank transfer (Italian current account in the student's name) or by cheque.

## **Service grants**

### ***Students enrolled in the first year of a bachelor's degree or a single cycle master's degree programme***

Payment of the first instalment of the Service grant (€ 900.00) to the 135 beneficiaries will be made in December 2019. The second instalment will be paid by 31 October 2020, once it has been ascertained that the



*ex post* merit requirements were met by 10 August 2020. If the merit requirement is met on 30 November 2020, the student has no right to the second instalment but may keep the first instalment as a partial beneficiary. Students who do not meet the minimum merit requirement by 30 November 2020 forfeit the benefit. In the case of forfeiture, they must return the first € 900.00 instalment.

### ***Students enrolled in the first year of a master's degree programme***

Payment of the € 1,800.00 Service grant to the 45 beneficiaries will be made in October 2020, once it has been ascertained that the *a posteriori* merit requirements were met by 10 August 2020. If the merit requirement is met on 30 November 2020 payment will be partial (€ 900.00). Students who do not meet the minimum merit requirement by 30 November 2020 forfeit the benefit.

### ***Students enrolled in years subsequent to the first***

The € 1,800.00 Service grant is paid in a single instalment by 31 December 2019.

## **Merit scholarships**

### ***Students enrolled in the first year of a master's degree programme***

Payment of the supplementary Merit scholarship will be made by 30 November 2020 to the beneficiaries of full DSU regional scholarships.

### ***Students enrolled in years subsequent to the first***

Payment of the supplementary Merit scholarship is made in a single instalment by 30 June 2020.

## **Article 10 - Exemption from payment of fees and dues**

Students in receipt of University Scholarships are completely exempt from payment of fees and dues, with the exception of the regional tax for the education incentive programme (DSU) and the reimbursement of administrative fees.

## **Article 11 - Checks on the accuracy of declarations**

In applying for benefits from the University of Milan students may submit self-certifications pursuant to Presidential Decree no. 445 dated 28 December 2000.

In order to check data accuracy, besides requesting all documentation of use in supporting self-declarations, the University of Milan avails itself of the provisions in force, in particular del Presidential Decree no. 445 dated 28 December 2000.

The University of Milan, in agreement with the Italian Revenue Agency, Lombardy Regional Division, Ministry of Economy and Finance, shall perform a formal and factual check of the self-certifications submitted by students who shall be in receipt of grants or benefits assigned through public competition, availing itself of



direct links with Italian Revenue Agency and Land Registry Office databases, as well as the Municipality Registry Offices or any other Public Administration holding the self-certified data.

The University of Milan may also avail itself of the *Guardia di Finanza (Finance Police)*, by reporting situations requiring in-depth analysis or further investigation.

The penalties provided for by articles no. 75 and no. 76 of Presidential Decree 445/2000, as well as the sanctions set out in art. 10 of Legislative Decree 68/2012, will be applied in the case of false statements.

The student will therefore be required to pay:

- a) in the case of total loss of the benefit, the sum set out in art. 10 of Legislative Decree 68/2012, i.e. three times the amount received;
- b) in the case of partial loss of the benefit, three times the amount resulting from the difference between the sum disbursed and the amount payable.

This without prejudice to the application of disciplinary sanctions and reporting to the judicial authorities should there be reason to suspect an offence (art. 331 of the code of criminal procedure.).

### **Article 12 - Procedure manager**

Pursuant to law no. 241 dated 7 August 1990, the procedure manager is Emanuela Dellavalle (Manager Student Registry Division).

### **Contacts**

For further information contact *Infostudenti* at: [www.unimi.infostudente.it](http://www.unimi.infostudente.it)

To receive information by phone: 199.188.128 (the cost of the call from a landline is that of a local call, whereas those from mobile phones depend on the network provider) and toll-free number 800.188.128, active in the months of September and October 2019 (Monday-Friday, 9am to 5pm)

For incoming international calls: 0039 056676357 (costs depend on the network provider).

Milan, 17 July 2019

The Rector  
Elio Franzini



List of countries for which students must submit income and assets documentation for the purpose of determining the equivalent University ISEE – COUNTRIES IN WHICH INCOME IS PRODUCED

Andorra	France	French Polynesia
British Antarctica	Germania	Poland
Dutch Antilles	Japan	Portugal
Saudi Arabia	Gibraltar	Principality of Monaco
Aruba	Greece	Puerto Rico
Australia	Hong Kong	Qatar
Austria	Ireland	United Kingdom
Bahamas	Iceland	Repubblica di San Marino
Belgium	Cayman Islands	Czech Republic
Bermuda	British Virgin Islands	Romania
Bulgaria	Israel	Russia
Cayman Islands	Kuwait	Singapore
Canada	Lebanon	Slovakia
Cyprus	Liechtenstein	Slovenia
Vatican City	Luxemburg	Spain
Croatia	Macao	United States
Denmark	Malta	Sweden
United Arab Emirates	Norway	Switzerland
Falkland	New Zealand	Taiwan
Finland	Netherlands	Hungary