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Call for applications for DSU Accommodation

Academic year 2019/2020

Issued by Rectoral decree no. 23608 dated 12 July 2019

1 - ACCOMMODATION AVAILABLE AND SERVICES OFFERED

Residenza Bassini:

Via Bassini, 36/38 Milan - tel. 02/36630249

accommodation for 185 students (179 single occupancy rooms, 4 of which are suitable for disabled students, plus 2 triple occupancy rooms).;

Services

- a. library
- b. coffee bar shared by all floors
- c. coin-operated washing machines and ironing room
- d. music room
- e. TV room
- f. study rooms
- g. recreation room
- h. computer room
- i. gym
- j. wireless internet connection

Residenza Plinio:

Via Plinio, 44 Milan - tel. 02/74281999

Accommodation for 65 students (9 single occupancy rooms, 4 of which are suitable for disabled students, plus 28 double occupancy rooms).

Services

- a) library
- b) shared coffee room
- c) coin-operated washing machines
- d) computer room
- e) TV room
- f) study room
- g) wireless internet connection

Residenza Santa Sofia:

Via Santa Sofia, 9 Milan - tel. 02/58300885



Accommodation for 142 students (43 single occupancy rooms, 6 of which are suitable for disabled students, plus 42 double occupancy rooms, 5 triple occupancy rooms);

Services

- a. library
- b. bar (open 8am to 2.30pm)
- c. canteen serving lunch
- d. coin-operated laundry room and ironing room
- e. shared coffee room
- f. gym
- g. computer room
- h. TV room
- i. wireless internet connection

Residenza Ripamonti:

Via Muzio Attendolo Sforza, 6 - Milan - tel. 371/1386021

Accommodation for 176 students (156 single occupancy rooms, 5 of which are suitable for disabled students, plus 10 double occupancy rooms)

Services

- a) shared kitchens
- b) study room
- c) electronic key card laundry room and ironing room
- d) recreation room
- e) TV room
- f) wireless internet connection

Residenza Canzio:

Via Canzio, 4 - Milan - tel.02/29401970

Accommodation for 37 students (6 single occupancy rooms, 8 double occupancy rooms, 2 of which are suitable for disabled students, plus 15 places as lodgings for teaching staff)

Services

- a) no. 3 common kitchens
- b) no. 1 common kitchen equipped for the disabled
- c) gym
- d) laundry room and ironing room
- e) study rooms
- f) no. 2 TV rooms/lounges
- g) wireless internet connection



no. 1 parking spot reserved for the disabled

Residenza Cascina Codazza:

Via Pierre e Marie Curie - LODI -tel. 0371/30685

Accommodation for 48 students (18 double occupancy rooms - 8 single occupancy rooms and 4 single occupancy rooms as lodgings for teaching staff)

Services

- a) shared coffee room
- b) study room
- c) coin-operated laundry room
- d) recreation room
- e) internet connection

Campus Martinitt

Via Riccardo Pitteri, 56 - Milan - tel. 02/217841

Accommodation for 119 students (25 single occupancy rooms, 47 double occupancy rooms)

Services

- a) gym (CUS Milano agreement)
- b) laundry room and ironing room
- c) study room
- d) internet connection (cable in the rooms - Wi-Fi in common areas)
- e) common kitchen
- f) internal bar

The university halls of residence will be closed during the month of August, starting at 12 noon on 31 July to 9am on 1 September 2020.

Aler Apartments

Accommodation for 95 students in 59 apartments (23 single occupancy and 36 double occupancy) situated in Milan:

- Via Anfossi, 44
- Via Aselli, 18
- Via Calvaire, 1, 3
- Via P. da Cortona, 2, 14
- Via Etruschi, 2, 5, 9
- Via Famagosta, 4
- P.zza Insubria, 3
- Via Inama, 22



- P.zza Martini, 11
- Via Molise, 5, 17
- Via Tommei, 8

Accommodation for 53 students in double - triple - quadruple occupancy mini-apartments located in via Moretto da Brescia no.1 and no. 3

Services

Kitchenette with refrigerator, basic kitchenware, bathroom with clothes washer, independent heating, fortnightly cleaning and change of linen.

2 - RETURNING STUDENTS

A total of no. **270** places at the university Halls of Residence and Apartments are reserved for returning students, i.e. those who were already allocated a place in a.y. 2018/19, as long as they meet the merit requirements and are progressing regularly with their studies, as set out in points 3 and 4 of the Call for applications for DSU Scholarships.

Students who wish to enrol in the 1st year of a master's degree programme and who have not yet been awarded their bachelor's degree shall be admitted conditionally, at the appropriate fee. Should they fail to enrol, they will have to pay the fee for temporary lodgings starting 1 October 2019.

Students must **not be in arrears with their accommodation fees and must have no pending administrative obligations.**

3 - NEW ADMISSIONS

3.1 Places available

no. **400** places are available for new students, of which:

- no. **267** places for those enrolled in the first year
- no. **133** places for those enrolled in years subsequent to the first

The number of places for new students may increase should other places become available.

3.2 Application requirements

Students who reside in municipalities from which it takes them more than 90 minutes to reach the course venues by public transport are eligible to apply. Travel times are calculated from the residence of the family unit to the course location. In the case of a divided family unit with more than one residence, travel times are calculated from the closest residence to the course location.

The following individuals cannot apply:

- a) students resident in the municipalities in which the residences or apartments are located;
- b) students resident in municipalities from which it is possible to reach course venues by public transport in less than 90 minutes. 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;



- c) students hired with permanent contracts (even part-time) or with a fixed term contract to work more than 20 hours per week, those who are VAT registered, those who hold more than a 10% share in a company;
- d) students who are in non-agreed arrears or who are in breach of regulations;
- e) students who have previously taken up accommodation for the same year of the programme.

To be assigned accommodation, students must meet the requirements of regular progression in study, merit and income, as set out in points 3 and 4 of the Call for applications for the scholarship. Accommodation is allocated to non-EU foreign students whose family unit lives more than 90 minutes from the course location, in accordance with the regional provisions set out in Decree of the General Director of Instruction, Training and Employment no. 21650 dated 13 November 2002.

4 - HOW TO APPLY AND DEADLINE

4.1 How to apply

To apply students need not be enrolled in a.y. 2019/20; however, enrolment must be completed before accommodation is assigned.

Applications for accommodation must be submitted by accessing the link

<http://studente.unimi.it/dirittoallostudio/>

- a) Students with a University email account (e.g.: mario.rossi@studenti.unimi.it) must login to the procedure using their University credentials, complete the forms and confirm the entered data by the deadline.
- b) Matriculating students must instead access the procedure after registering on the portal via the link <https://registrazione.unimi.it>

Further information regarding accommodation is available at www.unimi.it; follow the links Study - Financial support- accommodation

Applications must be confirmed online by the 23 August 2019 deadline and must contain all documentation requested:

- for merit requirements see point no. 3 of the call for applications for scholarships
- for economic requirements see point no. 4 of the call for applications for scholarships

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 23 August 2019, the deadline for applying for university accommodation, under penalty of exclusion from the competition.

International students or Italian students resident abroad whose family unit produces and possesses income and property abroad must refer to art. 4.4 of the call for applications for scholarships.

All requested documentation must be uploaded on the dedicated page of the online application by 23 August 2019, under penalty of exclusion from the competition.

Failure to submit a document and/or submission of an irregular document leads to exclusion from the selection procedure.



4.2 Deadlines

The application for accommodation must be submitted following the abovesaid procedures by **23 August 2019**. 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 Accommodation Office (within 15 days) in writing (info.alloggi@unimi.it) of any change in circumstances pertaining to the request for accommodation occurring after the application is submitted (allocation of accommodation at another facility, transfer to another university, exams passed after submitting the application and prior to 10 August, inability to continue studies, withdrawal from studies, etc.).

5 - RANKING LISTS AND THEIR PUBLICATION

5.1 Drawing up ranking lists

There are different rankings, depending on the type of applicant:

- a) returning students;
- b) new EU students enrolled in the first year of bachelor's, master's/ single cycle master's, doctoral research or postgraduate programmes;
- c) new non-EU students enrolled in the first year of bachelor's, master's/ single cycle master's, doctoral research or postgraduate programmes;
- d) new EU students enrolled in years subsequent to the first;
- e) new non-EU students enrolled in years subsequent to the first.

The rankings are drawn up on the basis of the income and merit criteria used to assign Scholarships.

When drawing up the rankings, preference will be accorded to handicapped students and to those with civil disability greater than or equal to 66%.

Students who are in arrears or default of an agreement to pay in instalments, will automatically be excluded from the rankings for new or returning students.

Payment of arrears by the deadline for lodging an appeal will allow the student to be reinstated. If not, the student will automatically be excluded from the final ranking.

5.2 Publication of ranking lists

The provisional ranking lists will be published on 2 September 2019 at

<http://studente.unimi.it/dirittoallostudio/>

Considering that accommodation must be allocated promptly and before courses begin, **students who have been allocated a place must notify by the 4 September deadline whether or not they have decided to enrol at the University of Milan, by accessing on-line services - link: news section .**

Appeals regarding the University's assessment must be lodged, duly substantiated, by 5 September 2019, by downloading and completing the form available on the results page accessible through on-line services.

Once appeals have been assessed, the final ranking will be published on **11 September 2019**.



6 - ALLOCATION OF ACCOMMODATION

6.1 Accommodation period

The accommodation period for a.y. 2019/20 is:

- a) for returning students: from 1 October 2019 to 30 September 2020
- b) for new students: from 3 October 2019 to 30 September 2020.

Once the student is assigned accommodation he/she must strictly obey the “The University of Milan Regulations for University Residences and Apartments” - published at www.unimi.it under the headings Study - Financial support - Accommodation - How to request accommodation.

Students who have been assigned **ALER apartments** can stay throughout the month of August 2020. Requests for this month must be submitted through the specific online procedure by 17 June 2020. Fees will be the same as those in a.y. 2019/20 (€ 250.00/€ 350.00 per month), and the fee for August must be paid by the 17 July 2020 deadline.

6.2 Allocation to returning students

Returning students must confirm acceptance of accommodation on 11-12 September 2019 using the dedicated function on online services, and sign the letter of commitment to pay the entire year/semester. At the end of the procedure, a letter of admission will be sent to the student's University email address; this letter must be presented to the Residence Manager.

Students who do not fill in the acceptance form will be discharged on 30 September 2019.

Students who have placed a security deposit of less than € 200.00 (due to deductions for damages in previous academic years) by 1 October 2019, are required to replenish the deposit.

6.3 Calls and allocation to new students - BENEFICIARIES

Residences and Apartments are allocated in accordance with the four rankings: returning EU students, returning non-EU students, new EU students and new non-EU students.

The office will consider, subject to availability, the preferences expressed in the online application.

It is incumbent on the student to view the ranking published online, as well as any related notices.

Starting 18 September and no later than midnight on 19 September 2019, eligible students may access the online services to accept - decline - suspend the offer of accommodation.

The offer for eligible students who are not enrolled in the University will be suspended.

Once enrolment has been completed, the student must contact the Accommodation Office by e-mail (info.alloggi@unimi.it) to complete accommodation acceptance procedures. Allocation will be made on the basis of accommodation available at that time.

Students who have not yet enrolled can confirm their place in the assigned accommodation, in accordance with the ranking, by accepting “admission to temporary lodgings” at the cost of temporary lodgings from 3 October 2019 up until enrolment and administrative procedures are completed. The monthly fee is the minimum fee charged for temporary lodgings; the subsidised fee will therefore be applied the month after enrolment.

To complete the allocation procedure, students must do the following:



- 1) select accept- decline - suspend - admission to temporary lodgings;
- 2) self-certify university enrolment- indicate your matriculation number;
- 3) accept the conditions set out in the letter of commitment to pay accommodation fees due (see paragraph no. 7.1 of the call for applications);
- 4) pay the security deposit.

Once the acceptance procedure is completed, the student will receive an e-mail containing instructions for payment of the security deposit, as well as the letter of admission (in attachment) to be presented to the assigned Residence, along with a valid identity document.

Students staying in apartments must arrange for an appointment to pick up the keys, by contacting the Managing Officer following the instructions reported in the email sent during the acceptance procedure.

The security deposit of students who withdraw within 7 days of acceptance, even without having moved into their accommodation, and/or who declines the offer within 7 days of assignment, will be withheld to cover the period of reservation or use, and the signed letter of commitment to pay will be annulled.

The security deposit for academic year 2019/20 is set at € 200.00.

This sum, which will be used to pay any damages for which the student is directly responsible or caused by unknown persons to the common areas, as well as any unpaid fees, will be returned after discharge, unless there are pending requests to pay damages amounting to a sum greater than the security deposit.

6.4 Calls and allocation to new students - eligible students who are not assigned accommodation

Should an eligible student give up his/her place, this will be assigned to another eligible student, in accordance with the relevant ranking and allocation procedures.

Acceptances will be available at on-line services:

- 2nd call - from 20th September to midnight on 22 September 2019;
- 3rd call - from 23 September to midnight on 24 September 2019;
- 4th call - from 26 September to midnight on 27 October 2019;
- 5th call - from 30 September to midnight on 1 October 2019.

Allocation of accommodation will continue until all places have been assigned.

Requests to change accommodation will not be granted unless for grave reasons assessed by a special Committee.

6.5 - International mobility

Students who have been assigned accommodation in academic year 2019/20 and who will take part in an international mobility programme must inform the Accommodation Office at info.alloggi@unimi.it, providing appropriate certification of the period they will spend abroad. The student shall be exempt from payment of fees during the certified period, but to maintain the condition of external student (*fuori sede*), he/she must submit, for the period of mobility, a rent payment agreement in the foreign country. During this period the place may be assigned to another student. The returning student will be reassigned a place, but **not necessarily in the same Residence**, depending on availability, as long as they give at least 15 days' advance notice of their return date.



Eligible students can return to their lodging only on the end date of the mobility programme (indicated on the certification submitted); places for students who return from the mobility programme ahead of schedule are assigned accommodation subject to availability.

7 - ACCOMMODATION COSTS - PAYMENT METHODS - FEES

7.1 Terms of payment

Rent payment, irrespective of the type of fee, is binding:

- a) for an 11 month period for students enrolled in a regular programme year;
- b) for an 6 month period (up to 31 March 2020) for those enrolled in a.y. 2019/20 as students for the first time not on-track with exams (*primo anno fuori corso*).

These students may extend their stay, on payment of an **unsubsidised fee**, up to 31 July 2020 (see par. 7.4 of the Call for applications)

Students who have been assigned accommodation will be required to sign, when accepting accommodation, a letter of commitment to pay the entire sum due, regardless of the actual period in which accommodation was used.

The only exceptions are withdrawal from studies or transfer to another university. In this case students may pay, if more favourable with respect to the letter of commitment, the fee for temporary lodgings for the actual period of use, starting from the admission date. Disabled students shall pay the special fee for the entire period in which they were hosted.

During the academic year, on verifying self-certifications submitted, students may be switched from one fee category to another or to the temporary lodgings fee, with retroactive effect with respect to the verification date, for academic year 2019/20 only.

7.2 Standard subsidised fee

The single subsidised fee is € 2,750.00 per year (from October 2019 to September 2020) for those enrolled in a regular programme year; the fee for Cascina Codazza is € 1.650,00

The single subsidised fee is € 1,500.00 per semester (from October 2019 to March 2020) for those enrolled for the first time as students off-track with exams; the fee for Cascina Codazza is € 900.00.

The single subsidised fee applies to students who meet the **merit and income requirements**, as set out in points no. 3 and 4 in the call for applications for scholarships.

7.3 Standard unsubsidised fee

Should there still be places available once all eligible applicants have been assigned a place, these shall be allocated at a standard unsubsidised fee to students holding the scholarship merit requirements, as set out in the Call for applications, but with the following income:

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



The standard unsubsidised fee is € 3,850.00 per year (from October 2019 to September 2020) for those enrolled in a regular programme year.

The standard unsubsidised fee is € 2,100.00 per year (from October 2019 to March 2020) for those enrolled for the first time as students off-track with exams (*primo anno fuori corso*).

7.4 Students enrolled for the first time as 'off-track with exams' (*primo anno fuori corso*)

Students enrolled in a.y. 2019/20 as students for the first time off-track with exams (*primo anno fuori corso*) who have not graduated by 31 March 2020, may extend their stay from 1 April to 31 July 2020 on payment of a single unsubsidised fee; requests must be submitted by the 28 February 2020 deadline.

Those who place a request for extension are automatically required to pay fees up to 31 July 2020. Students who decide to continue their studies (from bachelor's to master's), may also remain for the month of September on payment of an unsubsidised fee.

7.5 Reductions in fees

Fees shall be reduced proportionally to the time spent in accommodation in the following cases:

- a) students in the first year of a master's degree programme who are admitted after their enrolment in university;
- b) students taking part in an international mobility programme

7.6 Fees for temporary lodgings (*foresteria*)

The fee for temporary lodgings is € 450.00 a month in the case of single occupancy and € 400.00 a month for double or triple occupancy rooms.

The following students shall pay the fees applied to temporary lodgings:

- a) those who fail to meet the merit criteria set out in point no. 3 of the scholarship call for applications. In this case the fee shall be charged retroactively for the entire period spent in accommodation;
- b) those who during the year enrol for the first time as students off-track with exams. In this case the fee shall be charged retroactively for the entire period spent in accommodation;
- c) those who, contrary to their self-certification, are found to live less than 90 minutes away;
- f) those hired with permanent contracts (even part-time), with a fixed term contract to work more than 20 hours per week, those who are VAT registered, those who hold more than a 10% share in a company; the fee will be applied starting from the month in which they were hired;

In the cases mentioned above the student may maintain, upon request and depending on availability, the accommodation for the entire academic year, without any annual or semester restrictions. In any case there are no reduced fees for stays shorter than one month.

7.7 Payment procedures and deadlines

Subsidised or unsubsidised accommodation fees must be paid using PagoPA, which may be accessed at http://studente.unimi.it/fo_pagamenti/

The University of Milan reserves the right to claim any sums of any kind owed to the student, to settle any outstanding accommodation fees.



Failure to pay the instalment by the deadlines below will result in a € 15,00 penalty charge. A delay of more than 30 days after the deadline will automatically lead to forfeiture of accommodation, but not exemption from payment of the accommodation fee for the entire academic year.

7.7.1 Instalments for students enrolled in a normal year of the programme

Payment for Residences/Apartments must be made in three instalments:

- 1) First instalment - (€ 1,000.00 subsidised - € 1,400.00 unsubsidised)- by 31 January 2020
- 2) Second instalment - (€ 750.00 subsidised - € 1,050.00 unsubsidised)- by 30 April 2020
- 3) Third instalment - (€ 1,000.00 a subsidised - € 1,400.00 unsubsidised) - by 30 June 2020

Payment for Residenza Cascina Codazza must be made in three instalments:

- 1) First instalment - (€ 600.00 subsidised - € 1,000.00 unsubsidised)- by 31 January 2020
- 2) Second instalment -(€ 450.00 subsidised - € 750.00 unsubsidised)- by 30 April 2020
- 3) Third instalment - (€ 600.00 subsidised- € 1,000.00 unsubsidised) - by 30 June 2020

For students enrolled in the 1st year and in receipt of a scholarship, the deadline for payment of the third instalment is extended to 31 July 2020, without prejudice to the deferment to 31 October 2020 for those who have earned all credits required by 31 July.

7.7.2 Instalment for students enrolled for the first time as students off-track with exams (primo anno fuori corso)

Payment must be made in a single instalment:

- 1) € 1,500.00 subsidised - € 2,100.00 unsubsidised - by 31 January 2020
- 2) € 900.00 subsidised - € 1,500.00 unsubsidised for Cascina Codazza

Students who have requested deferment for the 2nd semester (see art. 7.4) must pay the third instalment by 30 June 2020.

7.7.3 Rates for students paying the fee for temporary lodgings

Payment of fees for temporary lodgings must be made by the 10th of every month using PagoP: http://studente.unimi.it/fo_pagamenti/

8 - LEAVING - FORFEITING ACCOMMODATION

8.1 Leaving accommodation

A student who, for any reason, leaves definitively the assigned accommodation, shall agree on the end date with the accommodation manager with at least 7 days advance notice; this does not cancel his/her obligation to pay the annual/ semester fee.

The security deposit of students who give up their place may be withheld, in part or entirely, to cover any outstanding debts with the University of Milan. The complete deposit, or its remaining portion, will be returned by bank transfer to an account registered in the student's name (coordinates entered into the database by the student).



8.2 Forfeiting accommodation

The following students will lose their entitlement to accommodation:

1. returning students who have not signed the letter of acceptance and commitment to pay accommodation fees by the 12 September 2019 deadline, in accordance with the procedures set out in paragraph 6.2;
2. new students who have not accepted accommodation in accordance with the procedures and deadlines set out in paragraphs 6.3 and 6.4;
3. those who are not regularly enrolled in academic year 2019/20;
4. those who have submitted false declarations to the University of Milan: in this case the sanctions set out in art. no. 75 and 76 of Presidential Decree 445/2000 will be applied;
5. those who have incurred grave disciplinary sanctions for breach of Residence or Apartment Regulations. In this case the student shall nevertheless have to pay the entire annual fee (subsidised or unsubsidised), regardless of the date of forfeiture;
6. those in arrears with any payment to the University.

Procedure manager pursuant to Law no. 241/90: Mrs. Antonella Maria Astori

Head of the Accommodation Office: Antonella Maria Astori

For further information contact *Infostudenti* at: 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, 10 July 2019

The Rector

Elio Franzini