



**CALL FOR APPLICATIONS FOR THE AWARDING OF DSU SCHOLARSHIPS UNDER THE EDUCATION INCENTIVE PROGRAMME – “DIRITTO ALLO STUDIO UNIVERSITARIO”  
ACADEMIC YEAR 2019/20**

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*Issued by Decree of the Rector No. 23608 on 12 July 2019*

The competition to award DSU scholarships under the Education Incentive Programme is aimed at students who, in the 2019/20 academic year, enrol or intend to enrol on degree programmes run by the University of Milan and who meet the requirements of **merit, income** and **regular attendance** specified in this call for applications.

There are no scholarships assigned solely for merit or economic requirements.

**NOTE:** *Students can submit applications **between 22 July and 30 September**, even if they are not enrolled on the 2019/20 academic year, since the awarding of the benefit is, in any case, conditional upon enrolment within the deadlines specified in this call for applications.*

*The deadlines and procedures for submitting applications are specified in **Article 13**.*

## Definitions

The following definitions are applicable within the meaning of this call for applications:

- **beneficiary:** a student who meets the requirements of merit and income and is the winner of the Scholarship;
- **partial beneficiary:** a student who meets the requirements of merit and income and is in receipt of 50% of the benefit amount on account of being enrolled in their first year outside the prescribed time after the normal duration of the programme, or enrolled on the first year of a degree programme and attain the ex-post merit requirement by 30 November 2020;
- **bonus:** the number of credits that a student can use in addition to those already acquired, in order to meet the minimum merit requirement stipulated in the call for applications;
- **eligible:** a student who meets the necessary merit and income requirements for taking part in the competition;
- **ISEE:** Indicator of Equivalent Economic Situation; a tool which estimates the economic situation of the student's family unit, based on income, property (movable and immovable assets), and the composition of the household;
- **ISPE:** Indicator of Equivalent Assets Situation;
- **first enrolment:** first absolute enrolment on any degree programme (including a different degree course from the one attended in the 2019/20 academic year) with the same admission title required by the level of studies for which the student is enrolled for the 2019/20 academic year, in any Italian University, regardless of the outcome of this career (withdrawal from studies, transfer, achievement of degree, etc.);
- **shortened degree:** partial recognition in the student's current academic career of previously completed academic years which ended with the awarding of a degree or a withdrawal from studies.



## **Art. 1 – DSU SCHOLARSHIPS UNDER THE EDUCATION INCENTIVE PROGRAMME – “DIRITTO ALLO STUDIO UNIVERSITARIO”**

The DSU scholarship consists partly of a sum of money and partly of free access to refectory services.

Supplements to the scholarship (see Art. 6) such as international mobility and increased benefit amounts for students with disabilities are available.

***IMPORTANT:*** *The DSU scholarship is exempt from income tax (Ministry of Finance circular No. 109/E of 6 April 1995); an income tax statement (“Certificazione Unica”) will nevertheless be issued for the amounts awarded in the form of monetary benefits and free refectory services.*

Beneficiaries of the DSU scholarship will automatically be eligible to apply for the merit scholarship for the 2019/20 academic year funded by the University, provided they meet the requirements specified in the relevant call for applications.

## **Art. 2 – Eligible students and general participation requirements**

The competition is open to Italian and foreign students who meet the economic and merit requirements described in Arts. 3 and 4 of this call for applications, and who are enrolled, or intend to enrol, on the following degree programmes at the University of Milan for the 2019/20 academic year:

- a) bachelor’s degree (3 years: first cycle degree);
- b) single-cycle master’s degree (5 or 6 years: combined first and second cycle degree);
- c) master’s degree (2 years: second-cycle degree);
- d) postgraduate school (with the exception of medical students with a specialist training contract);
- e) doctoral research programme (unless they are already in receipt of a scholarship or fellowship).

The following candidates are not eligible to participate in the competition and will not be included in the ranking list:

1. those who hold an academic qualification, awarded in Italy, that is equal to or superior to the degree programme for which the grant is requested for the 2019/20 academic year;
2. those who are already 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 who enrol on the first year after transferring internally or transferring from another Bachelor’s degree programme, or are re-enrolling after withdrawing from their studies;
4. those who enrol repeating a year of a previously attended programme at the same level of studies;
5. those who are enrolled on a part-time basis;
6. those who are enrolled on a shortened degree programme;
7. those who are not enrolled on the 2019/20 academic year when the final ranking list is published.

The scholarships relate to the course year of enrolment in the 2019/20 academic year.

Scholarships for students enrolled in postgraduate schools are awarded on the basis of their active enrolment in the academic year of the specific school: being enrolled on the 2018/19 academic year is a requirement of students enrolled in medical postgraduate schools for non-medical students, the cohort of which is one academic year earlier.

The scholarship benefit is granted for enrolling on one year of a programme, for the first time, of each level of study, as follows:



1. for students enrolled on bachelor's degree programmes, single-cycle master's degree programmes and master's degree programmes, the benefit is awarded for a period equal to the prescribed duration of the programme plus one semester, starting from the student's very first year of enrolment (first year not on track with exams – "fuori corso");
2. for students with a certified disability equal to or higher than 66%, the benefit is awarded for a period of three semesters beyond the prescribed duration of the study programme attended, starting from the student's very first year of enrolment (second year not on track with exams);
3. for students enrolled on postgraduate school programmes (with the exception of medical students on specialist training contracts), on doctoral research programmes (provided that they are not already in receipt of a scholarship or research fellowship), for a period of time equal to that stipulated in the respective academic laws, starting from the student's very first year of enrolment.

## Art. 3 – Merit requirements

### 3.1 Regular attendance

To be eligible for a DSU scholarship, students must have completed their course years in a regular manner, without interruptions (transfers where the student repeats the same course year, or enrolments as a repeating student) for the level of study for which the benefit is being requested.

As an exception to the above, if, during his/her academic career, the student has repeated the same year of the same level of studies attended in the 2019/2020 academic year, the number of credits necessary for inclusion in the scholarship rankings is calculated on the basis of the credits required for each year that has elapsed, starting from the year of **first enrolment**, with the exception of any years in which their studies were interrupted. The exception applies only to students enrolled on a course year subsequent to the first.

**IMPORTANT:** *Students are therefore obliged to declare in their application any prior events as described above (previous enrolments in a university, withdrawal from studies, internal transfer or transfer from another University, repetition of a course year) which have resulted in an irregular study career.*

### 3.2 Merit requirement for students enrolled on the first year of bachelor's, single-cycle master's and master's degree programmes.

#### 3.2.1 Admission requirements for students enrolled on the first year of bachelor's and single-cycle master's degree programmes.

Students enrolled for the first time **on the first year of bachelor's and single-cycle master's degree programmes** must possess the following admission requirement:

- a minimum secondary school final exam mark (or equivalent qualification gained abroad) of 70/100 (66/100 for disabled students with a degree of disability equal to or greater than 66%, in accordance with Art. 14, paragraph 2 of Decree of the President of Council of Ministers of 9 April 2001).

**For qualifications gained abroad**, the conversion of the diploma mark, if not expressed in 100ths, will be calculated by applying the conversion formula adopted by MIUR, available at the following link: <https://www.unimi.it/index.php/it/internazionale/venire-studiare-dallestero/iscriversi-un-corso/iscrizioni-internazionali-corsi-di>



Students who have achieved a degree abroad will, however, be required to provide a “**Dichiarazione di valore in loco**” (**Statement of Validity of the foreign qualification**) by uploading it on the appropriate page of the online application.

### 3.2.2 Merit requirement necessary for confirming benefits

The status of beneficiary is attributed in the final ranking list based on the income requirements set out in Art. 4.

The benefit will only be confirmed if the minimum number of credits required are obtained by 10 August 2020.

**Students enrolled on the first year of a bachelor’s or single-cycle master’s degree programme** must acquire 35 credits by this date. In order to achieve the minimum merit requirement, a bonus of 5 credits (Arts. 3.3.4 and 3.3.5) will be automatically applied, if necessary.

**Students enrolled on the first year of a master’s degree programme** must acquire 20 credits (for bachelor’s degrees with open admission) or 23 credits (for bachelor’s degrees with limited enrolment) by 10 August 2020. It is NOT possible to use the bonus to achieve this requirement.

The number of credits required is based on the number of achievable credits specified in Ministerial Decree 270/2004 (60 credits per year). Whenever the number of achievable credits per year in the first year deviates from this value, a proportional criterion is applied in order to determine the necessary merit requirement, based on the number of credits stated in the course programme. This criterion applies both to bachelor’s degree programmes with limited enrolment and to those with open admission.

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

$$35 : 60 = X : \text{maximum number of possible credits stated in the course programme}$$

$X$  (minimum number of credits to acquire) =

$$\frac{35 \times \text{maximum number of possible credits stated in the course programme}}{60}$$

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

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

$X$  (minimum number of credits to acquire) =

$$\frac{20 (23) \times \text{maximum number of credits obtainable in the degree programme}}{60}$$

**IMPORTANT:** 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.

### 3.2.3 Absence of confirmation and withdrawal of benefits

If the ex-post merit requirement is not met by 10 August 2020 but by 30 November 2020, students 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 study grant.

Students whose grant is withdrawn will be asked to return the first instalment of the grant and the cost of any meals taken free of charge. This provision does not apply to students with a degree of disability equal to or greater than 66%, who will, therefore, be entitled to keep the benefits allocated to them for the first year.

### 3.3 Merit requirement for students enrolled on years subsequent to the first year of a bachelor's, master's and single-cycle master's degree programme

#### 3.3.1 Number of credits

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

Unlike students enrolled on the first year of a programme, an ex-post merit requirement is not required to confirm the benefits awarded in the 2019/20 academic year.

MINIMUM NUMBER OF EDUCATIONAL CREDITS TO ACQUIRE BY 10 AUGUST 2019 FOR THE COURSE YEAR ON WHICH THE STUDENT ENROLS IN THE 2019/20 ACADEMIC YEAR

#### 1- DEGREE PROGRAMMES WITH OPEN ADMISSION

Degree programme	2nd	3rd	4th	5th	6th	Final semester <sup>(1)</sup>
Bachelor's degree	35	80	==	==	==	135
Single cycle master's degree	35	80	135	190	245	+55 <sup>(2)</sup>
Master's degree	30	==	==	==	==	80

#### 2 - DEGREE PROGRAMMES WITH ENROLMENT QUOTA

Degree programme	2nd	3rd	4th	5th	6th	Final semester <sup>(3)</sup>
Bachelor's degree	35	88	==	==	==	148
Single cycle master's degree	35	88	148	209	269	+60 <sup>(4)</sup>
Master's degree	34	==	==	==	==	88

**IMPORTANT:** The number of educational credits necessary for inclusion in the scholarship ranking is calculated based on the number of possible educational credits for each academic year that has elapsed, starting from the year of **first enrolment**, 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, in order to determine the merit requirement.

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

<sup>1</sup> First year not on track with exams

<sup>2</sup> With regard to the last year of the programme

<sup>3</sup> First year not on track with exams

<sup>4</sup> With regard to the last year of the programme



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

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

The maximum number of credits required of those enrolled as students for the first year not up to date with exams must be deducted from the number of credits assigned for the thesis or the final exam.

### 3.3.2 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 resulting from their study career. 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 study career (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 the credits for exams expressed as marks out of thirty.

#### EXAMPLE FOR CALCULATING 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

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

CALCULATION OF WEIGHTED AVERAGE:

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

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

### 3.3.3 Medicine traineeship exam

As an exception to the above, the yearly traineeship exam for first and second cycle degree programmes of the Faculty of Medicine and Surgery counts towards the merit requirement, even if it is taken and recorded after 10 August but, in any case, no later than 31 October.





### 3.3.4 Bonus

Students enrolled on bachelor's or single-cycle master's degree programmes who fail to obtain the minimum number of credits set out in Arts. 3.2.2 or 3.3.1 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 for 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.

### 3.3.5 Use of the bonus

- 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;
- 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;
- 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;
- 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;
- Students from other Italian universities who are enrolled in master's degree programmes must declare that they have never used the bonus or the portion used during the first cycle degree programme;
- The bonus is not available, due to not having ever been 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 DM 509/99 and 270/04.

### 3.3.6 Merit requirements for disabled students

For disabled students, with a degree of disability equal to or greater than 66%, the merit requirements may deviate from the values stipulated in Art. 3.3.1 by up to 40%, pursuant to Art. 14, paragraph 2 of the Decree of the President of the Council of Ministers of 9 April 2001.

## 3.4 Merit requirement for students enrolled on doctoral research programmes or in postgraduate schools

### 3.4.1 Students enrolled on the first year

Beneficiary students maintain the benefit and are entitled to payment of the second instalment of the scholarship if they pass the final exam in the first year.

Students who fail the final exam will forfeit the entire benefit. Partial forfeiture is not possible.

### 3.4.2 Students enrolled on years subsequent to the first year

Starting from the year of **first enrolment**, students must be regularly enrolled in the declared course year, without any interruption in their studies (Art. 3.1).



## Art. 4 – Economic requirements

### 4.1 ISEE 2019 for the right to education

The economic situation of the family unit of the student applying for a DSU scholarship is determined based on the Indicator of Equivalent Economic 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 liable for the accuracy and completeness of the information contained therein.

***IMPORTANT: The University ISEE is not issued immediately. It takes an average of seven to ten working days to receive the certificate. The date of signing the DSU must not be any later than 30 September 2019, which is the deadline for applying for the scholarship (or 23 August 2019 if applying for university accommodation), on penalty of exclusion from the competition.***

***CURRENT ISEE:*** Students in possession of a current and valid ISEE, as per Art. 9 of the DPCM 159/2013, can submit an application for benefits under the DSU Education Incentive Programme as long as they sign the DSU by 30/9/2019.

#### 4.1.1 Acquisition of information

The University of Milan will electronically acquire the University ISEE value from the INPS database. Therefore, students do not need to provide a hard or digital copy of their University ISEE.

#### 4.1.2 Scholarship amounts obtained in the 2017 tax year

The amount of the scholarship received under the education incentive programme in the 2017 tax year must be declared in the University ISEE declaration. When completing the online application, in order for the student to benefit from a tax deduction, they will be asked to:

- **confirm** that the amount received from the University of Milan in 2017 in the form of a scholarship has been self-certified in the ISEE declaration or
- **declare** the amount received and self-certified in the ISEE declaration for students coming from other Universities.

#### 4.1.3 Non-acceptance of the ISEE certificate

Students will be excluded from the scholarship ranking lists in the following cases:

1. signing the DSU after 30 September 2019 (23 August for accommodation requests);
2. failure to locate a valid and up to date University ISEE in the INPS database;
3. University ISEE containing “errors and omissions”.



#### 4.2 Income and asset limits

Students who fulfil the following University ISEE criteria are deemed to be in possession of the income requirement to apply for a scholarship:

- a) Indicator of Equivalent Economic Situation (University ISEE) no higher than **€ 23,000.00**;
- b) Indicator of Equivalent Assets Situation (University ISPE) no higher than **€ 50,000.00**; the ISPE will be calculated by the University by dividing the asset value (ISP) by the scale of equivalency.

***IMPORTANT:*** *The two limits indicated must **both** be met; the achievement of only one parameter indicates the lack of possession of the economic requirement and ineligibility for the benefit.*

#### 4.3 Independent students

In implementation of Art. 8, paragraph 2 of D.P.C.M 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 is different 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.

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

Foreign students or Italian students residing 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 documents to be provided:

- certificate attesting to the composition of the family unit, issued by a registry office or other competent public authority in accordance with the rules of the country of origin; where the household includes only one parent, the certificate must specify whether this parent is separated/divorced, widowed, non-cohabiting (in this case details of the non-cohabiting parent must be provided);
- documentation issued by the competent authorities in the country of origin, attesting to the income earned in the 2018 calendar year by all members of the family unit (specifying whether the income was produced from salaried work, self-employment, pension). If no income has been earned, the documentation must contain a declaration specifying the absence of income for each person named in the certificate of family status (stato di famiglia);
- documentation issued by the competent authorities in the country of origin attesting to the ownership of movable assets by all members of the family unit at 31/12/2018: deposits, shares or investment securities, life insurance, net worth of any companies or businesses owned. If no movable property is owned by the family, the documentation must contain a declaration attesting to the absence of movable assets for each person named in the certificate of family status;
- documentation issued by the competent authorities in the country of origin, attesting to ownership of immovable assets at 31/12/2018 by all the members of the family unit, with an indication of the square footage of each individual property. The certificate must specify whether the building is the residence or



otherwise. If no immovable assets are owned, the documentation must contain a declaration attesting to the absence of immovable assets real estate for each person named in the certificate of family status.

The documentation, legalised and translated into Italian by the Italian diplomatic offices or consulates abroad, must be issued by the relevant authorities in the country in which the assets and income were produced. 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 in accordance with Art. 33 of Presidential Decree No. 445 of 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 equivalent University 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 must send all the documentation online by **30 September 2019** (23 August 2019 if applying for university accommodation), on penalty of exclusion from the ranking lists.

Students from one of the **countries** listed in **Annex 1** who are already in receipt of a regional scholarship for the 2018/19 academic year from this University, will **not** be required to produce the above documentation and will automatically be assigned the same income bracket as the one recognised by the University in the 2018/19 academic year.

Students from countries not listed in **Annex 1** will automatically be assigned the first income bracket.

Foreign students residing in Italy who have their own income or whose family members live in Italy must be in possession of the University ISEE certificate. Students granted political refugee status must submit a copy of the certificate attesting to their status as a political refugee.

## Art. 5 - Scholarship Amounts and Free Refectory Services

The amount of the Scholarship depends on the student's income bracket, as confirmed by the ISEE University certificate (Article 5.1), and geographical origin (Article 5.2).

Scholarship amounts and catering benefits will be halved for students applying for a further semester extension (enrolment outside the prescribed course time).

### 5.1 Income brackets

- First bracket: ISEE from € 0.00 to € 14,420.31
- Second bracket: ISEE from € 14,420.32 to € 17,709.34
- Third bracket: ISEE from € 17,709.35 to € 23,000.00



## 5.2 Geographical origin

Students are divided into three groups (on-site, commuters or off-site), based on travel times between their family residence and the course location. In the case of a split family unit with more than one place of residence, travel times shall be calculated from the closest residence to the course location.

The minimum route duration shall be taken into account, based on the journey by public transport, excluding (i) journeys made on foot or by private means of transport, and (ii) waiting times.

Travel times can be checked through the Trenitalia website for the Lombardy Region <http://www.muoversi.regione.lombardia.it> and through the websites of local transport companies.

- **On-site students:** they belong to families residing in the municipality where the course is held, in a neighbouring municipality or in a municipality classified as an urban area pursuant to Regional Law no. 6 of 4 April 2012 (art. 2, paragraph 3, letter B) and travel up to 60 minutes for the daily transfer from home to the course venue by public transport. Students attending online courses and detainee students are also considered on-site students.
- **Commuters:** they belong to families residing in municipalities other than the course venue, which they can reach daily by public transport in 61 to 90 minutes.
- **Off-site students:** they belong to families residing in municipalities from which it is NOT possible to reach the course location within 90 minutes by public transport. Therefore, they relocate near the course location **for a consideration**, using the housing facilities of the University of Milan, public residential structures or other private or institutional accommodation for no less than 10 months within the academic year, from October 2019 to September 2020 (for students enrolled in the first year outside prescribed time, the duration of the agreement is at least 5 months, from October 2019 to March 2020; for students admitted to the master's degree in the second semester, the agreement can start at the time of enrolment with a duration of no less than 5 months). Without suitable documents proving the off-site student status, the student will be considered a commuter.<sup>5</sup>

The term "**for a consideration**" refers to a duly registered lease agreement, in the name of the student or of a family member, or, for students domiciled in collective facilities, a fiscally valid certification of the payment of the rent for accommodation in the city where the university course takes place. The lease agreement or the tax certification shall be produced within and no later than **11 November 2019**. Students who enrol in the first year of the master's degree in the second semester shall state, **by the same date**, that they intend to take accommodation, while producing the relevant documents later. For renewal applications, if the lease agreement or the tax certification has already been produced and there are no changes to the previously certified situation, it will be sufficient to confirm the data for AY 2019/20 through self-certification, providing only a copy of the registration of the agreement for the following year.

***IMPORTANT NOTICE:*** *Students who are abroad in AY 2019/20 to participate in international mobility programmes shall be considered as off-site students if they belong to a family residing in a municipality from which the seat of the University of Milan cannot be reached in less than 90 minutes. They shall produce a lease agreement stipulated for a consideration in the foreign country. Such lease agreement will be in the student's name, also on a joint basis, and will last for the mobility period. Students only staying abroad for part of AY 2019/20 shall also include a copy of the lease agreement duly registered in Italy for the other months covered by the application.*

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<sup>5</sup> **Lease agreement:** registration with the Income Revenue Authority is required, including any extension, assignment, termination or succession. **Collective facilities:** a declaration of the facility is required with the indication of the student's data, period of stay, consideration and related tax receipts.



### 5.3 Scholarship Amounts

#### 5.3.1 Regularly enrolled students

The scholarship amounts, including the regional tax refund for the right to education, are thus defined by combining the student's income bracket and geographical origin:

##### ON-SITE STUDENTS

Income bracket	Amount	Total
1st bracket	€ 1,997.00 plus a free daily meal	€ 2,705.00
2nd bracket	€ 1,536.00 plus a free daily meal	€ 2,244.00
3rd bracket	€ 1,214.00 plus a free daily meal	€ 1,922.00

##### COMMUTERS

Income bracket	Amount	Total
1st bracket	€ 2,202.00 plus a free daily meal	€ 2,910.00
2nd bracket	€ 1,739.00 plus a free daily meal	€ 2,447.00
3rd bracket	€ 1,414.00 plus a free daily meal	€ 2,122.00

##### OFF-SITE STUDENTS

Guests at the housing facilities of the University of Milan or other public or private accommodation for a consideration during AY 2019/20

Income bracket	Amount	Total
1st bracket	€ 4,544.00 plus a free daily meal	€ 5,252.00
2nd bracket	€ 3,961.00 plus a free daily meal	€ 4,669.00
3rd bracket	€ 3,401.00 plus a free daily meal	€ 4,109.00

#### 5.3.2 Students enrolled in the first year outside prescribed time

All the amounts indicated in Art. 5.3.1, as well as the related free catering service, shall be halved for students enrolled in courses activated pursuant to Ministerial Decree 270/2004, who benefit from the Scholarship for the year following the last year of the regular programme, with reference to the year of **first enrolment**.

### 5.4 Free Refectory Services

Free refectory services **from 1/1/2020 to 12/31/2020** shall be provided to beneficiaries of the 2019/20 Scholarship.

For the period prior to 1 January 2020, students can use the catering service at a discounted rate based on their income bracket.



The catering service will be provided through the university badge ("Carta La Statale") pursuant to the Call for Applications for Refectory Services and the attached Regulation.

The list of catering facilities affiliated with the Organisation is available on the University website.

Students who do not use the catering service are not entitled to any expense refund except for any duly documented study periods abroad.

- Students travelling up to 90 minutes to the course venue are entitled to a free meal per day on the lunch shift from Monday to Saturday, excluding public holidays, the month of August and the closing days of the individual facility.
- Students travelling longer than 90 minutes are also entitled to an evening meal, and to catering during public holidays at a discounted rate based on their income bracket.

#### 5.4.1 Partial Scholarship Students enrolled in the first year

Without prejudice to the procedures referred to in Art. 5.4, students enrolled for the first time in the first year with a number of credits that is only sufficient to confirm the condition of partial beneficiary (Art. 3.2.3) will benefit from free catering to the extent of 50%.

Therefore, they will be required to refund a sum equal to the free service they actually enjoyed and exceeding the amount withheld (€ 354.00) for the service from the first benefit instalment.

#### 5.4.2 Students enrolled in the first year outside prescribed time

Students enrolled in the first year outside prescribed time are entitled to a free meal per day in the period **1 January 2020 - 30 June 2020**. Starting from 1 July 2020 these students will be able to use the catering service at a discounted rate based on their income bracket until 31.12.2020 or until graduation, if achieved before 31.12.2020.

In any case, the provisions of the **Call for Applications for Refectory Services at a discounted rate** shall apply.

#### 5.4.3 Service continuation post lauream

After obtaining their degrees, students receiving the DSU Scholarship (Education Incentive Programme) can apply for catering at a discounted rate until 31 December 2020 provided that they move to the next level of studies without interruption.

Students who do not further their studies will lose the catering benefit, and will be charged any transactions made.

## Art. 6 - Scholarship Supplements

### 6.1. Disabled Students

Scholarship beneficiaries belonging to the categories referred to in art. 2 of law no. 118 of 30 March 1971, or to other disabled categories protected by the law, with recognized invalidity equal to or greater than 66% may receive an annual scholarship up to € 2,807.00 for on-site students, € 3,994.00 for commuters and € 7,316.00 for off-site students. This integration, which can be granted on the motivated request of the interested party, may be converted into the provision of special equipment and differentiated didactic material, accommodation in housing facilities, escort, tutoring or interpreter services or any other suitable tools.

Any scholarship increases will be granted by a specific Commission after the publication of the final scholarship ranking list and paid to their beneficiaries within 30 days of the resolution, pursuant to Art. 9.



## 6.2 International mobility

Scholarship beneficiaries, with the exception of students enrolled in postgraduate schools, can apply for the international mobility supplement.

The benefits are granted to entitled students only once for each level of study.

The scholarship supplement will be granted based on available funds and the period abroad.

The contribution is equal to € 550.00 per month for the duration of the period abroad, up to ten months. The study programme or internship abroad must be certified by the University international exchange agency. The amount of any other contributions granted through European Union funds or following bilateral agreements, even with non-EU countries, or through funds made available by public or private parties, will be deducted from the supplement granted by the University of Milan.

Students are also entitled to the refund of:

- a) round-trip travel expenses up to € 150.00 for European countries and up to € 500.00 for non-European countries;
- b) the portion of the deduction for free meals due and not used in the period abroad; this refund will be calculated on fortnightly fractions.

**NOTE:** for the whole period abroad students must NOT use the catering service provided by the University even if they temporarily return to Italy.

Upon request, the contribution is extended to graduates involved in mobility projects within the Leonardo European programme (or similar initiatives), provided that they graduated no more than one year before the beginning of the internship and that they were entitled to the scholarship in the last year of their studies.

### 6.2.1 Application deadline

Applications shall be submitted by 30 September 2019, at the same time as the application for the 2019/20 scholarship.

### 6.2.2 Ranking

The provisional ranking for international mobility contributions will be published on the Milan University website by 31 January 2021. Any motivated appeals against the ranking shall be filed within 15 days after publication. Once the appeals have been evaluated, the final ranking will be published.

### 6.2.3 Payment schedule and methods

Contributions will be granted based on the criteria for the formation of the scholarship ranking, up to available funds.

The payment of the supplement, including the refund of meal and travel expenses, will be made by 28 February 2021 as provided for by Art. 9.

## Art. 7 - Ranking procedures

### 7.1 First-year, PhD and postgraduate students

Students receive an income score calculated with the following formula: The maximum score is 1,000 points.

$$\left[1 - \left(\frac{ISEE\ studente}{23.000,00}\right) \times 1000\right]$$

If scores are equal, the previous qualification grade shall prevail, followed by a younger age.





## 7.2 Students enrolled in years subsequent to the first year of bachelor's, master's and single-cycle master's degree programmes

Students receive a merit score calculated on the basis of the credits achieved and recorded as of 10.8.2019 and their weighted average. The maximum score is 1,000 points, distributed as follows:

- 600 points for credits, according to the following formula:

$$(\text{Crediti studente} - \text{Crediti minimi}) \times \frac{600}{(\text{Crediti massimi} - \text{Crediti minimi})}$$

- 400 points based on the weighted average:

$$(\text{Votazione media ponderata studente} - 18) \times \frac{400}{(30 - 18)}$$

If merit scores are equal, a student who did not use the bonus shall rank first, followed by the student with the highest financial situation score. In the scores are still equal, the younger student shall rank first.

## Art. 8 - Ranking publication and appeals

The **provisional Scholarship ranking** will be published **for all applicants** by 31 October 2019 on the [www.unimi.it](http://www.unimi.it) website (Study - Student services - Online enrolment services, payments and right to education - Taxes, payments and the right to education - Online scholarship, accommodation and canteen help desk: <http://studente.unimi.it/dirittoallostudio/>)

Any appeals shall be filed no later than 15 days after the publication of the provisional ranking. The appeal, to be filed through the procedure available in the online ranking, must refer to any wrong assessments by the University of Milan and must be accompanied by appropriate documentation justifying the claimant's reasons.

Once the review procedure has been completed, the final ranking will be published by 30 November 2019 and the claimant will be able to check the appeal's outcome.

Any appeals against the final ranking shall be filed with the Judicial Authorities within the terms established by current legislation, within 60 days of publication.

**Only students enrolled in AY 2019/20 will be included in the final ranking.**

### **Transfer from another university:**

Any students transferring from another University after the beginning of the academic year must request that the Education Incentive Programme agency of their previous University transfer their application ex-officio, provided that it was submitted within the deadlines set out in the agency's Call for Applications. The regularization of the transfer must be completed before the final ranking is published. Inclusion in the ranking will be subject to merit and income requirements and to availability of funds.

## Art. 9 - Scholarship and supplement payment methods

The instalments will only be credited on "Carta La Statale", the University badge providing access to university services that students receive after enrolling. An ad hoc window in the student's personal UNIMIA page shows the status of the review of data entered upon registration, the progress of card production/mailing and its activation status.

Any students who did not receive their badge are kindly requested to amend any data according to the indications provided in the window link and, if necessary, contact the office through the Student Info Service, by selecting the category "university badge".



In order to receive payments, the card must also be activated as a "Flash Up Studio La Statale" prepaid card. To do this, students will have to:

1. activate the card as a university badge and as a Flash prepaid card directly from their UNIMIA personal page;
2. upgrade the Flash prepaid card to the "Flash Up Studio La Statale" version by going personally to any Banca Intesa Sanpaolo branch after making an appointment via the toll-free number 800303303 (dial 2 "for information on Products and Services", and then 1 "for information on accounts and payment cards").

Should the card not be active at the time of payment, subsequent payment attempts will be automatically made every month.

For more information: <https://www.unimi.it/it/studiare/servizi-gli-studenti/badge-carta-la-statale>

Students residing in Syria, Iran and North Korea will be able to receive payments on an Italian bank account held in their name or by check.

## 9.1 Payment schedule

The Scholarship is paid in two equal instalments, and in a single instalment for students enrolled in the first year outside prescribed time.

### 9.1.1 First instalment

The payment of the first instalment will be ordered **by 31 December 2019**.

Beneficiaries subject to enrolment completion will receive the first instalment starting from February 2020 after completing their 2019/20 enrolment.

### 9.1.2 Second instalment

The second instalment will be paid to students enrolled in course years subsequent to the first year **by 30 June 2020**.

Students enrolled in the first year will receive the second instalment **by 31 October 2020** after verifying that they met the minimum merit requirement by 10/8/2020 (Art. 3.2.2).

### 9.1.3 Payment suspension

In the event of a debt situation, the University reserves the right to suspend payment of the Scholarship until the debt is settled. A similar suspension can be applied in case of financial situation or merit assessments, also for previous academic years.

## Art. 10 - Incompatibilities

The scholarship is incompatible and cannot be combined with:

- a) similar economic benefits provided by the University or other public or private bodies;
- b) foreign student scholarships provided by the Ministry of Foreign Affairs;
- c) excellence scholarships granted by the University;
- d) free or discounted-rate accommodation in colleges, residences or boarding schools, with the exception of the University housing facilities, based on merit and / or financial conditions.

In all cases students may opt for either benefit, such option being exercised no later than 30 days from granting of the second benefit by written notice to the University of Milan - Scholarship Office. Failing this, students will forfeit the benefits provided by the University of Milan.



The Scholarship is instead compatible with the contributions for periods abroad and with the interregional mobility grants referred to in Ministerial Decree no. 755 of 4 September 2013.

## Art. 11 - Forfeiture of the scholarship benefit

### 11.1 Total forfeiture

The right to the scholarship lapses if:

- a) a student does not submit any original documents required to confirm self-certifications to the University office within the terms stated in the letter sent by registered mail (Article 12);
- b) the University ascertains that self-certifications are not true, and the student thus fails the merit and / or income requirements provided for in Articles 3 and 4;
- c) a student applies for discontinuation of studies or transfers to another university during AY 2019/20. This provision does not apply to students enrolled in the first year of bachelor's, master's and single-cycle master's degree programmes, if the merit requirement provided for by Art. 3.2.2 is achieved prior to the discontinuation of studies or transfer;
- d) a student is enrolled as a repeater for AY 2019/20 following the publication of the final rankings;
- e) a student enrolled in the first year of a bachelor's, master's or single-cycle master's degree programme does not achieve the merit requirement provided for by Art. 3.2.2;
- f) a student enrolled in the first year of a PhD programme or a postgraduate school does not achieve the merit requirement provided for by Art. 3.4.1;
- g) a student incurs greater disciplinary sanctions than written censure, for offenses against the University.

A student transferring to another University after the beginning of the academic year can ask the Milan University, within 15 days from the publication of the provisional Scholarship rankings, to transmit their application to the new University.

In this case, the scholarship application will be cancelled.

### 11.2 Partial forfeiture

Students enrolled in the first year of bachelor's, master's and single-cycle master's degree programmes lose their right to the full benefit of the Scholarship and become entitled to a partial benefit if they meet the merit requirement pursuant to Art. 3.2.2 by 30 November 2020.

### 11.3 Consequences of the forfeiture

Any students forfeiting the Scholarship benefit for any reason whatsoever shall return the amounts received to the University of Milan, including any supplements provided for by Art. 6, and the amount corresponding to the value of the catering service actually enjoyed (for free catering only in the event of forfeiture due to lack of the merit requirement, for all meals taken in other cases).

In the event of partial forfeiture (see Articles 3.2.3 and 11.2) any benefit is deemed to be due to the extent of 50%. The student must therefore return a sum equal to the free service actually enjoyed and exceeding the amount of € 354.00 withheld from the first instalment of the benefit for the catering service.

Regarding housing services, the student shall pay:

- a) the difference between the discounted rate and the guestroom rate in the event of forfeiture due to untrue merit self-certification or for registration as a repeater during the year;



- b) the difference between the discounted rate and the standard rate in the event of forfeiture due to untrue income self-certification or in the case provided for in letter a) of Art. 11.1;
- c) the discounted rate or the standard rate set out in the Housing Service Call for Applications or, if more favourable to the student, the guestroom rate for the actual period of use, in case of forfeiture due to discontinuation of studies or transfer to another university.

The refund of the amount due is subject to the regulations in force. Agreements may be entered into with the student to define recovery procedures also on an instalment basis.

The partial or total non-payment of the amount due will result in forced recovery procedures, as well as the suspension of the student's academic career until issue resolution.

## Art. 12 - Self-certification ascertainment

Students will apply for all the benefits granted by the University of Milan using the self-certification option provided for by Presidential Decree 445 of 28 December 2000.

For the purpose of ascertaining self-certified merit, income and travel time data, the University of Milan uses the rights envisaged by the current legal provisions, namely Presidential Decree 445 of 28 December 2000, also requesting students any useful documents to ascertain the truthfulness of their statements.

The University of Milan, in agreement with the Income Revenue Authority, the Regional Directorate of Lombardy, and the Ministry of Finance, ensures formal and substantial ascertainment of self-certifications produced by students who will be beneficiaries of financial support or services awarded by competition, using direct links with the databases of the Income Revenue Authority and the Territorial Agency, as well as with the Registry Office of the Municipalities or any other Public Administration holding the self-certified data.

The University of Milan may also seek the assistance of the Finance Police, reserving the right to report any situations that need special treatment or further investigation.

Any false statements shall be punished pursuant to arts. 75 and 76 of Presidential Decree 445/2000, as well as art. 10 of Legislative Decree 68/2012.

The student shall therefore pay:

- a) in case of total loss of the benefit, the sum provided for by art. 10 of Legislative Decree 68/2012, or three times the amount received both as money and as services;
- b) in the event of partial loss of the benefit, three times the difference between the amount disbursed and the amount due.

The University may adopt disciplinary sanctions and report any potential crimes to the judicial authorities (art. 331 code of criminal procedure).

## Art. 13 - Terms and conditions for application

### 13.1 Deadline

The scholarship application shall be submitted **by 30 September 2019**.

Students shall confirm their application online by this date, **or they will be excluded from the competition**.

After completing the procedure, students will receive the 2019/20 benefit summary to their university email address or to the address indicated during registration.

Any Scholarship-related event occurring after the application has been submitted (eg grant of a different Scholarship or other financial aid, transfer to another University, inability to continue studies, withdrawal of enrolment, etc.) shall be notified to the Scholarship Office in writing within 15 days of the event.



Any changes in the applicant's family or civil status or in the stated composition of the family shall be deemed valid if they occurred and were notified to the University of Milan by the date of publication of the provisional ranking.

## 13.2 Procedures

**Applicants need not be already enrolled in AY 2019/20.**

Students will apply using the self-certification option provided for by Presidential Decree 445 of 28 December 2000.

Applications shall be submitted online: <http://studente.unimi.it/dirittoallostudio/>

When completing the online application, select "**DSU Scholarship and University Scholarship**" since the application will be examined ex officio for granting the benefit based on relevant requirements.

Students with a University e-mail address (eg: mario.rossi@studenti.unimi.it) shall **login** with their University credentials, **fill in** the forms and **confirm** data entry within the deadline.

Students who are not registered yet shall access the procedure after registering to the [www.unimi.it](http://www.unimi.it) portal (<https://registrazione.unimi.it>).

In both cases it may be necessary to supply further documents (lease agreement to qualify as an off-site student, statement of validity of foreign qualifications, evidence of foreign family composition, etc.). All the required documents shall only be submitted by uploading the files to the appropriate webpage within the terms provided for by the online procedure.

Students participating in an international mobility programme in AY 2019/20 shall submit the Supplement Application together with the Scholarship Application.

***IMPORTANT NOTICE:*** Failure to file a document within the deadline or filing an irregular document will result in the exclusion of the student from the competition.

## Art. 14 - Procedure Manager and contact details

Pursuant to law no. 241 of 7 August 1990 the Procedure Manager is Ms. Emanuela Dellavalle (Executive Manager, Student Registrar's).

### Contact details

For any information please write to Student Info Service: [www.unimi.infostudente.it](http://www.unimi.infostudente.it)

Call centre: 199.188.128 (calls from landline are charged as an urban call, call costs from mobiles depend on the telephone company). Toll-free number: 800.188.128, available in September and October 2019 (Monday to Friday from 9 am to 5 pm).

International calls: 0039 056676357 (the cost depends on the telephone company).

Milan, 10 July 2019

The Rector  
Elio Franzini



2019/2020 DSU Scholarship Call for Applications - Annex 1

List of Countries for which income and asset documentation is required for determining the equivalent University ISEE - INCOME EARNING COUNTRIES

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



2019/2020 DSU Scholarship Call for Applications - Annex 2

Summary of application deadlines

<b>Benefit</b>	<b>Deadline</b>
Accommodation renewal	23 August 2019
New admissions: accommodation	23 August 2019
Scholarship	30 September 2019
Scholarship Supplement - Disabilities	30 September 2019
Scholarship Supplement - International Mobility	30 September 2019
Refectory Services	15 December 2019
Extraordinary Grant	15 December 2019