



Call for applications for Refectory services academic year 2020/21

Issued through Rectoral Decree no. 2731/2020 dated 14 July 2020

To access university refectory services and other partner eating places at special rates in academic year 2020/21, students must submit an application through the "Online Help Desk" available through www.unimi.it at <http://studente.unimi.it/dirittoallostudio/> by **15 December 2020**.

Special rate refectory services include:

1. one midday meal (excluding Sundays and holidays) for resident students whose families reside in the metropolitan area in which courses are held or in the surrounding area, from where it takes them no more than 60 minutes to reach the course location with public transport, and for commuter students whose families reside in areas of the municipality in which courses are held or in other municipalities from where it takes 61- 90 minutes each day to reach the course location with public transport;
2. two meals per day for non-resident students whose families reside in municipalities from where it is impossible to reach the course location with public transport in 90 minutes or less.

Refectory services are in any case suspended for all categories of students in the month of August and on the closing days of the refectories and partner eating places.

Any matters not expressly provided for under this notice shall be regulated by the provisions for awarding the scholarship.

Art. 1 - Who can access refectory services at special rates

All students enrolled in a normal year or first year not up to date with exams of bachelor's, master's or single cycle master's degree programmes for academic year 2020/21 may access special rate refectory services; those enrolled in postgraduate school and doctoral research programmes attending regular course years may access the same services.

Art. 2 - Income and asset requirements

The income and asset limits (Indicator of Economic Situation and Indicator of Assets Situation) for accessing refectory services at special rates are:

Income bracket	University ISEE Indicator 2020	ISPE Indicator
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First bracket	No greater than € 14.420,31	No greater than € 50,000.00
Second bracket	Between € 14,420.32 and € 17,709.34	No greater than € 50,000.00
Third bracket	Between € 17,709.35 and € 23,000.00	No greater than € 50,000.00

Figure 1 Income bracket indicators

Applicants must respect **both** limits indicated in the table.

Art. 3 - Merit requirements

Students enrolled beyond the first year not up to date with exams (*fuori corso*) cannot access the service at special rates.

3.1 First year students

Students enrolled in the first year of all programmes have a right to access refectory services at special rates, depending on their income bracket, as long as this falls below the limit of the third income bracket.

3.2 Students enrolled in years subsequent to the first of programmes activated pursuant to Ministerial Decree no. 270/04

Those enrolled in years subsequent to the first of any degree programme have a right to access refectory services at special rates, in accordance with their bracket, for a number of years equal to the legal duration of the programme plus one (starting from the year of matriculation) only if they earn at least 15 credits **between 1 October 2019 and 30 September 2020**.

After this time students will not have access to refectory services at special rates.

3.3 Doctoral research programmes and postgraduate schools

Students enrolled in doctoral programmes or postgraduate schools must meet the academic requirements for admission to the year frequented.



Art. 4 - Automatic exclusion from refectory services

Access to refectory services at special rates will be denied to the following students, even if they meet the income and merit requirements:

- a) those who have already completed a degree, diploma or specialization or other academic qualification pursuant to Presidential Decree 162/1982, of equal level or higher to the one attended in academic year 2020/2021;
- b) student repeating the same programme year for the second time within the same study career;
- c) those in non-agreed arrears with any payment to the University.

Art. 5 - Cost of meals

Current meal costs are:

Income bracket	Cost of meal (portion to be paid by the student)
First	€ 3.30
Second	€ 4.10
Third	€ 4.70

Figure 2 - costs according to income bracket

Art. 6 - Transfers

Students who have applied to transfer from another university to the University of Milan will be allowed to access refectory services at special rates once they have completed enrolment.

Art. 7 - How to access refectory services at special rates

Students must display the university badge Carta La Statale to access refectory services at special rates. The university badge is a means for identifying students and their income bracket.

The university badge is personal and non transferable, and its use is governed by the Regulations for refectory services at special rates (Appendix 1).



Art. 8 - Forfeiture

Students who graduate and do not pursue higher studies forfeit benefits entitling them to special rate refectory services. Any meals taken after completing the degree will be charged to the student.

Students who graduate and continue to the next level of studies without interruption can, **by request**, access the refectory services at special rates up to 31 December 2021. Students who then fail to continue studies will be charged for any meals taken after graduation.

Students who transfer to another university or submit a request to withdraw from studies also forfeit the benefits pertaining to refectory services. Any meals taken after the transfer or withdrawal date will be charged to the student.

Art. 9 – Procedure manager

Pursuant to Law no. 241 of 7 August 1990, the procedure manager is Stefano Salvato, Head of the Scholarship and Grants Office.

Milano, 14 July 2020

The Rector
Elio Franzini



Appendix 1 – Refectory service regulations

Regulations for accessing refectory services using the University badge

Art. 1 – Use of service

1. All students regularly enrolled in bachelor's, single cycle master's, postgraduate schools and doctoral programmes may submit an application to access refectory services and partner eating places at special rates (hereafter services), in accordance with the procedures and deadlines set out in the annual Call for Applications.
2. The University Badge shall indicate the user profile and allocated benefits.
3. The list of refectories and eating places, and their opening hours, is available on the website www.unimi.it > [studenti](#) > [alloggi e mense](#) > [mense e punti di ristoro](#)

Art. 2 – Validity of the benefit

1. The right to the benefit ends 31 December of the academic year after it is allocated, without prejudice to the provisions set out in par. 2.
2. Students who lose their student status (e.g. forfeit studies, transfer to another university, graduate, etc.) also lose their right to the benefit. Students who graduate may request to continue using the service only if they undertake the next level of studies without interruption.
3. Students may request to extend validity for another calendar year. In this case, benefit renewal and updating of the student's user profile occurs automatically starting 1 January, and there is no need to go to the front offices.
4. Any variations of conditions during the academic year will be registered automatically.
5. Students who take part in mobility programmes (e.g. Erasmus) have a right to be reimbursed for any meals not taken, in accordance with the Call for Applications. During their absence the service cannot be accessed, and students will be charged for any meals taken.

Art. 3 – Use of the service

1. When accessing refectory services students must display their Carta La Statale university badge (hereafter badge) and, at the service provider's or University officer's request, also a valid identity document.
2. The badge will be inserted in a card reader, which will indicate the type of meal to which the student is entitled (free, first bracket, etc.). In the case of a paid meal, the sum charged to the student must be paid directly to the service provider.



3. In the case of a malfunctioning reader, the service provider shall request that the student fill in a special self-certification form in which he/she declares the type of meal to which he/she is entitled. Self-certifications will then be checked: should there be any unlawful use of services due to false self-certified statements the cost of the meal will be charged to the student.
4. In order to block the unlawful fruition of refectory services, the University reserves the right to electronically block its use should:
 - in passing from one academic year to another, the student's income bracket change;
 - the student graduate or forfeit student status;
 - any time it is used against the rules (art. 9);
 - should the submitted self-certifications be found to not correspond to the truth.

Art. 4 – Ownership of the Carta La Statale university badge

The university badge Carta La Statale is personal and non-transferable. The economic benefits deriving from its use can in no way be converted into money.

Art. 5 – Type of benefits

The following benefits are provided:

- a) Resident students /commuters:
 - **1 midday meal at the cost corresponding to one's income bracket from Monday to Saturday.**
- b) Non-resident students:
 - **2 meals at the cost corresponding to one's income bracket from Monday to Sunday.**
- c) Resident students /commuters in receipt of a scholarship:
 - **1 free midday meal from Monday to Saturday.**
- d) Non-resident students in receipt of a scholarship:
 - **1 free midday meal from Monday to Saturday**
 - **1 evening meal at the cost corresponding to one's income bracket from Monday to Saturday**
 - **2 meals at the cost corresponding to one's income bracket on Sunday.**

Meals may be taken at the following times:

Midday 11.30 am – 3 pm, evening 6.30 pm – 9.30 pm



Art. 6 – Meals

The service provides a complete meal comprising (standard adult serving size) a first course, a second course, a side dish, fruit or dessert, bread and cover charge. The partner eating places offer the following meals:

- pizza + ½ litre of water + coffee
- one-course meal + ½ litre of water
- 2 sandwiches + fruit+ ½ litre of water

Any extras are to be paid by the student directly to the service provider.

Art. 7 – Checks

University officials or specifically appointed personnel bearing identification badges are authorized, without prior notice, to complete checks in the partner eating places, on the badge ownership pursuant to subsequent art. 9. During these checks they may ask students to show their badge and, possibly, an identity document.

Art. 8 – Loss of the Badge *Carta La Statale*

In the case of badge loss or theft students must immediately block it through the UNIMIA personal page, following the instructions in the special section contained therein. All meals between the data of loss or theft and the moment in which the badge is blocked will be charged to the badge owner. New or reactivated badges will function for meal services starting the day after they are issued or reactivated.

Art. 9 – Violations

The unlawful use of the University badge as a refectory card constitutes a violation and will be sanctioned as follows:

1. Reimbursement of meals consumed;
2. Suspension from refectory services for one month in the case of a first offence, for 2-12 months for subsequent offences.

The following cases (by way of example, but without limitation) represent an unlawful use of the badge and a breach of the regulations:

- a) possession and/or use of more than one badge;
- b) possession and/or use of a badge that differs from the one issued by the University;
- c) allowing third parties to use one's badge;



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- d) refusal to show or hand over one's badge to University officials, or to specially appointed personnel or to service providers who request to see it;
- e) use of the badge after forfeiture of the benefit pursuant to art. 2 par. 2;
- f) refusal to show an identity document within the partner eating place or in the University offices, or to specially appointed personnel who request to see it;
- g) use of the badge during study periods abroad (e.g. Erasmus).

This without prejudice to the application of criminal law for acts constituting offences (art. 10 legislative decree 68/2012).