



## CALL FOR APPLICATIONS FOR THE AWARDING OF UNIVERSITY SCHOLARSHIPS TO STUDENTS ENROLLED ON BACHELOR'S, SINGLE-CYCLE MASTER'S AND MASTER'S DEGREE PROGRAMMES – ACADEMIC YEAR 2023/24

*Issued by Rector's decree no.3621/2023 of 7<sup>th</sup> July 2023*

### THE RECTOR

- Having regard to Legislative Decree no. 68 of 29 March 2012 "Revision of the basic provisions on the right to education and the promotion of legally recognised university colleges, implementing the authority provided by article 5, paragraph 1, subparts a), second point, and d), of Law no. 240 of 30 December 2010, and in accordance with the principles and directive criteria set out in paragraph 3, subpart f), and in paragraph 6", particularly art. 6, paragraph 1, subpart l), and art. 8, paragraph 4;
- Having regard to the resolution of the Board of Directors dated 28 March 2023;

### DECREES

A competition is announced for the awarding of University scholarships to students enrolled on Bachelor's, single-cycle Master's and Master's degree programmes for the 2023/24 academic year.

### Definitions

The following are defined for the purposes of this competition:

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

**beneficiary:** student who meets the requirements and has won the scholarship;

**partial beneficiary:** student who meets the requirements but receives 50% of the benefit because he/she is enrolled in the first year of a degree programme and as such attains the ex-post merit requirement by 30 November 2024. Partial beneficiaries are not entitled to a tuition waiver;

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

**ISEE:** Equivalent Economic Situation Indicator, an indicator of the economic situation of the student's family unit which takes into account income, assets (movable and immovable) and the composition of the family unit. For the purposes of applying for benefits, students are required to submit an ISEE 2023 certificate for education incentive programmes;

**ISPE:** Equivalent Asset Situation Indicator, calculated by dividing the Asset Situation Indicator (ISP) by the equivalency scale (SE) set forth in the ISEE;

**first matriculation:** first ever enrolment in any degree programme (not necessarily the one attended in a. y. 2023/24) requiring the same level of qualification for admission as the programme in which the student is enrolled for a. y. 2023/24 at any Italian university or AFAM Institution, regardless of the outcome of studies (withdrawal, transfer, lapsing, graduation, etc.);

**re-enrolment:** enrolment following a previous withdrawal/lapsing from one's studies;

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



## Article 1 – Number of University scholarships available

A total of 945 scholarships, each amounting to €1,800.00, are available for students who meet the requirements specified in the articles below, divided as follow:

- **720** scholarships for students enrolled in years subsequent to the first
- **225** scholarships for students enrolled for the first time in the first year of a degree programme, of which
  - 140 for first-year Bachelor's and single-cycle Master's degree students;
  - 85 for first-year Master's degree students.

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

The competition is open to Italian and international students who meet the requirements set out in the following articles and who are enrolled or intend to enrol in academic year 2023/24 in the following programmes:

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

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

For students with a disability percentage at or above 66% and a recognised handicap pursuant to article 3, paragraphs 1 and 3 of Law no. 104 of 5 February 1992, the benefit is awarded up until the second year that they are not up to date with exams (off-track students, in Italian *'fuori corso'*), starting from their first year of enrolment, or of re-enrolment.

The following candidates shall be excluded from the rankings:

1. Those who hold an academic qualification, awarded in Italy, of the same (or higher) level as the programme for which the scholarship is requested for academic year 2023/24;
2. Those in receipt of a grant (or equivalent financial aid of any kind) from other public or private bodies for the same course year;
3. Those enrolled in the first year, after having transferred from another programme or university, or those renewing matriculation after having withdrawn/lapsing from studies;



4. Those repeating a year of a previously attended programme;
5. Those who are enrolled on a part-time basis;
6. Those enrolled on a shortened degree programme, following transfer credits being awarded for a degree earned at a foreign university;
7. Those who are not enrolled in academic year 2023/24 by the time the final ranking is published;
8. Those who do not submit the required documentation or who submit untruthful and/or non-compliant documentation.

## Article 3 – Merit requirements

### 3.1 Regular academic progression

To be eligible for the scholarship, students must not have interrupted the normal progression of their studies in the programme currently attended (withdrawal from studies, lapsing, transferring students repeating the same course year, repeating students) for the level of study for which they are applying for the benefit.

As an exception to this rule, for students who during their university studies repeated the same programme year, of the same level of study attended in a. y. 2023/24, the number of credits required to be eligible for the scholarship is calculated with reference to the credits required for each year passed, starting from the first year of matriculation, or of re-enrolment, except for the years in which studies were suspended. The exception applies only to students enrolled in a programme year subsequent to the first.

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

### 3.2 Merit requirements for students enrolled in the first year of a Bachelor's, single-cycle Master's or Master's degree programme

#### 3.2.1 Application requirements

- Students enrolled in the first year of a **Master's degree programme**: Bachelor's degree awarded in Italy with a mark of no less than 100/110 (90 for students with a disability percentage at or above 66% or a recognised handicap pursuant to article 3, paragraphs 1 and 3 of Law no. 104).
- Students enrolled in the first year of **Bachelor's or single-cycle Master's degree programmes** are not required to have a minimum high school final grade to apply for the scholarship.

Students are assigned the status of beneficiary on the basis of the ranking criteria listed in **article 7** hereof.



### 3.2.2 Ex post merit requirements for scholarship recipients

Scholarships shall be confirmed only to candidates who, **by 10 August 2024**, have acquired the minimum number of credits as specified in this article.

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

**Students enrolled in the first year of Master's degree programmes** must acquire, by the above date, at least 20 credits (for open-admission degree programmes) or 23 credits (for capped-enrolment degree programmes). The bonus may not be used to make up the required number of credits.

The number of required credits, for both the first level and second level, is referred to the number of credits set out in Ministerial Decree 270/2004 (60 credits per year). Should the number of credits that can be acquired during the first year differ from this value, merit requirements shall be determined by applying a criterion of proportionality, with reference to the number of credits indicated in the programme description. This criterion is applied to both capped-enrolment degree programmes and open-admission degree programmes.

**For Bachelor's and single-cycle Master's degree programmes**, the following formula is applied:

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

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

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

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

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

***NOTE:*** As an exception to the above, the yearly traineeship exam for first and second level degree programmes of the Faculty of Medicine counts towards the merit requirement even if taken and recorded after 10 August 2024, but by 31 October 2024 at the latest.

***IMPORTANT:*** Credits will NOT be considered for the purposes of demonstrating merit if they are earned through off-plan exams or in excess of those contemplated under the study plan, through completion of individual interim modules, through partial transfer for an exam requiring additional assessments for a final mark, or for activities or exams completed prior to enrolment (even if recognised and included in the student's study plan).



Credits will be considered in terms of demonstrating merit only if they are earned through completed exams, elective activities, laboratories, seminars, internships, traineeships, exams taken during an Erasmus programme and language assessments for which the student has submitted a language certificate.

For students with a disability percentage at or above 66% or a recognised handicap pursuant to article 3, paragraphs 1 and 3 of Law no. 104, the number of credits indicated above decreases by 40%.

3.2.3 Forfeiture of the scholarship

If the ex-post merit requirement is not met by 10 August 2024 but by 30 November 2024, the student will be eligible for partial scholarship.

Students who do not meet the minimum merit requirement by 30 November 2024 forfeit their scholarship.

Article 4 – Merit requirements for students enrolled in years subsequent to the first

4.1 Number of credits

Students enrolled on years subsequent to the first year of a Bachelor’s, Master’s or single-cycle Master’s degree programme must have achieved the overall number of credits for their current degree programme, as specified in the following table, on the basis of exams appearing on the study plan, taken and recorded by 10 August 2023; any partial awarding of credits will not be considered.

As an exception to the above, the yearly traineeship exam for first and second level degree programmes of the Faculty of Medicine counts towards the merit requirement even if taken and recorded after 10 August 2023, but by 31 October 2023 at the latest.

Minimum number of credits to be earned by 10 August 2023 for the programme year in which the student enrolls for a. y. 2023-24

Open-admission degree programmes

Degree programmes	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> year	1 <sup>st</sup> year off track - disabled students	2 <sup>nd</sup> year off track - disabled students
Bachelor’s degree	35	80	-	-	-	135	180
Single-cycle Master’s degree	35	80	135	190	245	+55	5 years = 300 6 years = 360
Master’s degree	30	-	-	-	-	80	120



**Capped-enrolment degree programmes**

Degree programmes	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> year	1 <sup>st</sup> year off track - disabled students	2 <sup>nd</sup> year off track - disabled students
Bachelor's degree	35	88	-	-	-	148	180
Single-cycle Master's degree	35	88	148	209	269	+60	5 years = 300 6 years = 360
Master's degree	34	-	-	-	-	88	120

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

For degree programmes where the number of possible credits per year deviates from the number of possible credits set by Ministerial Decree 270/04 (60 credits per year), a proportional criterion (rounded down) is applied to the merit requirement envisaged in the above table.

This criterion is applied to both capped-enrolment degree programmes and open-admission degree programmes.

Example for students enrolled in Year II for academic year 2023/24:

Merit requirement =  $(\text{Maximum number of possible credits}) \times 35$  (30 or 34)

60

Example for students enrolled in Year III for academic year 2023/24:

Merit requirement =  $(\text{Maximum number of possible credits}) \times 80$  (88)

120

Credits assigned for the thesis or the final exam are subtracted from the maximum number of credits required of students with a disability enrolled in their first or second year off track.

For students with a disability percentage at or above 66% or a recognised handicap pursuant to article 3, paragraphs 1 and 3 of Law no. 104 of 5 February 1992, the required number of credits indicated above decreases by 40%.

**4.2 Validity of credits and weighted average**

The online application form will display the number of credits for exams included in the study plan for the degree programme in which the student is enrolled, and the related weighted average as indicated in his/her study record. Students may update the values indicated in the application if any exams taken have not been recorded. These values are defined as follows:



**Number of credits:** credits earned through exams and recorded from the year of **first matriculation** or **re-enrolment** on the current degree programme by 10 August 2023 are required. Exams which are not marked out of thirty are also valid. Credits must NOT be considered if they are earned through off-plan exams or in excess of those contemplated under the study plan, through completion of individual interim modules, through partial transfer for an exam requiring additional assessments for a final mark, or for activities or exams completed prior to enrolment (even if recognised and included in the student's study plan). Credits will be considered in terms of demonstrating merit only if they are earned through completed exams, elective activities, laboratories, seminars, internships, traineeships, exams taken during an Erasmus programme and language assessments for which the student has submitted a language certificate.

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

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

EXAMPLE OF HOW TO CALCULATE THE WEIGHTED AVERAGE

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

Total number of credits earned: 32 credits

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

CALCULATION OF WEIGHTED AVERAGE:

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

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

### 4.3 Bonus

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

- five credits, if used for the first time to maintain benefits from the first year or to obtain benefits for the second year,
- twelve credits, if used for the first time to obtain benefits for the third year,



- fifteen credits, if used for the first time to obtain benefits for subsequent academic years.

## 4.4 Use of the bonus

1. The bonus may be used only once and is not cumulative. Students who use only part of the bonus may use the residual, unused portion in subsequent academic years.
2. The portion of the bonus not used and accrued of 15 credits, or the residual portion not used during the Bachelor's degree programme may be used by students enrolled on a Master's degree programme, from the second year of enrolment;
3. The proportional criterion referred to in articles 3.2.2 and 4.1 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 the previous point for the specific year of enrolment;
4. The bonus is not applied for the achievement of the ex-post merit requirement for students enrolled in the first year of a Master's degree programme;
5. The bonus is not available to students enrolled on a Master's degree programme who have attained the first-level degree in a foreign University or who have studied for a degree under the system prior to Ministerial Decrees 509/99 and 270/04.

## Article 5 – Financial requirements

### 5.1 ISEE 2023 for education incentive programmes (DSU – Diritto allo studio Universitario)

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

For academic year 2023/24, the income information required is the family unit's income in the 2021 calendar year, and any movable and immovable assets held at 31 December 2021.

Every citizen can obtain the ISEE University certificate free of charge by submitting a Single Substitute Statement (Dichiarazione Sostitutiva Unica – DSU in Italian, i.e. a self-declaration form containing information about the family unit and any income and assets) online, through the Inps website, or at any Inps office or tax assistance centre (CAF).

The certificate is issued based on the information declared in the Single Substitute Statement, which is a self-certification pursuant to Presidential Decree 445/2000.

***PRE-FILLED ISEE:** To help applicants fill the Single Substitute Statement form and obtain the ISEE University certificate within a short time frame, the ISEE regulation introduced the pre-filled Single Substitute Statement*





form, containing self-declared data and other pre-filled data provided by the Italian Revenue Agency and by Inps. The pre-filled ISEE is submitted online through the Inps portal.

***IMPORTANT:*** To ensure equal opportunity for all those applying for benefits, the Single Substitute Statement must be signed **no later than 30 September 2023**, the deadline for applying for the scholarship, **on penalty of exclusion from the competition.**

***CURRENT ISEE:*** Students may apply for the benefit if they hold a current ISEE certificate pursuant to art. 9 of Decree of the President of the Council of Ministers 159/2013 as amended by art. 28-bis of Law-Decree no. 34 of 30 April 2019 ("Growth Decree"), amended and converted into Law no. 58 of 28 June 2019. The Single Substitute Statement must be signed by 30 September 2023.

### 5.1.1. Data acquisition

The University of Milan shall acquire the ISEE University value from the INPS database, including the date of signature of the Single Substitute Statement. The student is not therefore required to provide a digital or paper copy of the ISEE University certificate.

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

Students will be excluded from the scholarship rankings if:

1. the Single Substitute Statement is signed after 30 September 2023;
2. the ISEE for education incentive programmes is not issued to the student as identified by his/her tax code;
3. the INPS database does not contain a valid ISEE University certificate.

If a student is not listed in the provisional ranking because of an invalid ISEE certificate (e.g. generated for NON-university services), **but the Single Substitute Statement was duly signed by the deadline**, he/she may file an appeal as described in art. 8 below.

***NOTE:*** The ISEE University certificate will be acquired in spite of any omissions/non-conformities detected by Inps. However, in order to apply for benefits, a rectification will be required. Otherwise, the University reserves the right to request documents for movable assets/income omitted or otherwise declared, as identified in a special note in the ISEE University certificate.

## 5.2 Income and assets limits

Applicants for University scholarships must meet the following income requirements:

- Equivalent Economic Situation Indicator (ISEE University) greater than €24,335.11 up to a maximum of €40,000.00 and Equivalent Asset Situation Indicator (ISPE University) of up to €75,000.00
- or
- Equivalent Economic Situation Indicator (ISEE University) lower than €24,335.11 and Equivalent Asset Situation Indicator (ISPE University) greater than €52,902.43 and up to €75,000.00.



### 5.3 Independent students

Pursuant to art. 8 of the Decree of the President of the Council of Ministers no. 159/13 and art. 3, paragraph 1 of Ministerial Decree no. 1320/2021, which changed the income threshold, a student is considered to be independent only when **both** of the following requirements are met:

- the student's permanent address for at least two years prior to submitting the application differs from that of the family of origin and he/she lives in a property which is not owned by any of the family members;
- the student's declared taxable income from a salaried or similar job, for at least two years (for both fiscal year 2021 and 2022), is at least €9,000.00.

***IMPORTANT: both requirements must be met; failure to meet either criterion will render the ISEE certificate invalid.***

### 5.4 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 unit produces and possesses income and assets abroad, are not entitled to apply for a ISEE University 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 equalised ISEE value for such students based on the documentation submitted, in order to ascertain income limits and assign the correct income bracket. Such documentation will include information on the composition of the family unit, the amount and types of income earned by the family unit during the 2022 calendar year, and the amount and types of assets owned by the family unit at 31 December 2022.

List of documents to be submitted:

- Certificate issued by a registry office or other competent public body, according to the law of the country of origin, stating the composition of the household: in case of just one parent, the certificate must specify if separated/divorced, widower, non-cohabiting (in this case, data of the non-cohabiting parent must also be provided);
- Documentation issued by the competent offices of the country of origin stating the income received in calendar year 2022 by all the household members (specify if the income was produced from employed work, self-employment, pension). If no income was produced, the documentation shall include a declaration for each household member specifying that there was no income;
- Documentation issued by the competent offices of the country of origin certifying the movable assets owned by all household members as at 31/12/2022: deposits, shares or investments securities, life insurance, the net equity of the corporation or business owned. Where no movable assets are held, the documentation shall include a declaration that there is no movable property for each household member;
- Documentation issued by the competent offices of the country of origin certifying the real estate owned as at 31/12/2022 by all household members with an indication of the square meters of each property. Specify whether the property is the place of residence or otherwise. Where no property is held, the



documentation shall include a declaration that there is no immovable property, for each household member.

The documentation must be issued by the competent authorities of the country where the assets and income were produced, and must be legalised and translated into Italian by an Italian Diplomatic or Consular Authority abroad. For those countries where it is difficult to obtain the documentation from the local Italian Embassy, the student can contact the foreign diplomatic or consular authorities in Italy: in this case, the certification issued must be legalised by the Prefectures pursuant to art. 33 of Presidential Decree no. 445 of 28 December 2000.

Based on the documentation certifying the income/assets produced abroad, the University calculates the equalised ISEE University value by applying the following rules:

- Sum of the income received by each individual household member, produced in calendar year 2022;
- 20% of the sum of movable and immovable property owned by each individual member of the household as at 31/12/2022; for the purposes of calculating the value of immovable property, only buildings will be considered, and valued at €500 per square metre;
- The equalised ISEE University value is calculated as the sum of the above items, with allowances for income and movable and immovable property, using the equivalence scale set by the Decree of the President of the Council of Ministers no. 159/13.

***IMPORTANT:*** Students must submit the documents online **by 30 September 2023**, on pain of exclusion from the ranking.

For students whose home country is not listed in **annex 1**, the first income bracket will apply, contemplated under the call for applications for the awarding of regional scholarships for academic year 2023/24.

Foreign students who are Italian residents, and have an independent source of income or belong to a family household residing in Italy, must hold a ISEE University certificate.

***NOTE:*** Students granted **political-refugee/stateless** status must submit a copy of their political-refugee/stateless status certification, issued by the Italian Ministry of the Interior or by the Office of the United Nations High Commissioner – Italy Office. They must also hold a ISEE University certificate, and their Single Substitute Statement must be signed by the aforementioned deadline.

## Article 6 – Application procedures and deadlines

### 6.1 Deadlines

Applications may be submitted **from 13 July until 30 September 2023**.



The deadline is non-negotiable, and also applies to those perfecting their enrolment after having passed an entrance exam or test, or after having earned a Bachelor's degree.

The student must complete and confirm the online application (by clicking on the link: "Confirm application" in the Summary page), by that date. Incomplete and unconfirmed applications will be disregarded.

Once the application is submitted, a record of the benefits requested for a. y. 2023/24 will be sent to the student at the email address indicated during registration.

Should any fact or circumstance, relevant to scholarship eligibility, arise after an application is submitted (e.g. the awarding of a separate scholarship or financial aid, transfer to another university, withdrawal from studies, suspension of studies, transfer into a different programme, etc.), the matter must be promptly notified to the Scholarships and Grants Office. Benefits for which the student is no longer eligible will be rescinded.

## 6.2 Procedures

Applicants **need not be already enrolled in a. y. 2023/24 to submit an application.**

Applicants for benefits for the 1st year of a Master's degree programme need not earn their Bachelor's degree by the date of submission of the application. They may communicate their Bachelor's degree data later on, via e-mail through Informastudenti > Fees and benefits – Scholarships.

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

When completing the online application, students must **select the benefit "Regional scholarships and University Scholarships"** because the application will be assessed automatically for the allocation of benefits on the basis of income-related requirements met by the student.

Students with a University email account (name.surname@studenti.unimi.it) must **log in** using their University credentials, **complete** the form and **confirm** the entered data by the deadline.

Students who are not enrolled yet can access the procedure after registering on the portal [www.unimi.it](http://www.unimi.it) at <https://registrazione.unimi.it>.

## Article 7 – Drawing up the rankings

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



- Students enrolled in years subsequent to the first  
60% ISEE - 40% merit (of which 20% for the average of marks and 20% for the number of credits)
- First-year students  
70% ISEE - 30% merit (school-leaving marks / Bachelor's degree marks)

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

- First-year students enrolled in Bachelor's and single-cycle Master's degree programmes
- First-year students enrolled in Master's degree programmes
- Students enrolled in years subsequent to the first

The procedure followed for each ranking is described below:

1. The averages and standard deviations shown below are calculated for each study programme (using the same reference as that used to calculate the percentiles):
  - school-leaving mark and ISEE for first-year students enrolled in Bachelor's and single cycle Master's degree programmes
  - Bachelor's degree mark and ISEE for first-year students enrolled in Master's degree programmes
  - weighted average, credits acquired and ISEE for students enrolled in years subsequent to the first
2. The average and the standard deviation for each of the variables used to determine the ranking of the reference group is reported for each student.

With regard to the credits factor for students enrolled in years subsequent to the first, to determine the difference between the minimum number of credits to be acquired and the number of credits acquired (by 10 August 2023) in relation to the maximum number of possible credits, the following formula is applied:  $(\text{credits acquired} - \text{minimum credits}) / (\text{maximum credits} - \text{minimum credits})$ .

3. The variables are standardised applying the following formula:  $\text{standardised value} =$

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

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



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

**The following formula is used for the weighted average, the credits, the school-leaving mark and the Bachelor's degree mark: normalised value =  $(x_i - x_{\min}) / (x_{\max} - x_{\min})$**

where:

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

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

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

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

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

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

where:

$x_i$  = observed ISEE value to be normalised

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

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

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

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

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

The weighted averages related to each degree programme are listed in annex 2.



## Article 8 – Publication of the rankings

### 8.1 First-year students enrolled on Bachelor’s and single-cycle Master’s degree programmes and subsequent-year students of all degree programmes

Provisional rankings will be published by 31 October 2023 on the “Online helpdesk” at <http://studente.unimi.it/dirittoallostudio/> - Rankings.

Any requests for revision of a student’s position in the provisional rankings must be submitted no later than 7 days after the publication of the provisional ranking. The appeal must be lodged through the online procedure as indicated in the rankings webpage and must be accompanied by all the documentation needed to justify the reasons for the appeal. The **final ranking** will be published by 15 December 2023, after appeals have been assessed. Students will be able to see the outcome of their appeal directly in the final ranking.

### 8.2 First-year students enrolled on Master’s degree programmes

Provisional rankings will be published by 31 March 2024 on the “Online helpdesk” at <http://studente.unimi.it/dirittoallostudio/> - Rankings.

Any requests for revision of a student’s position in the provisional rankings must be submitted no later than 7 days after the publication of the provisional ranking. The appeal must be lodged through the online procedure as indicated in the rankings webpage and must be accompanied by all the documentation needed to justify the reasons for the appeal.

The **final ranking** will be published by 30 April 2024, after appeals have been assessed. Students will be able to see the outcome of their appeal directly in the final ranking.

## Article 9 – Payment of University scholarships

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

Those who fail to receive a badge are required to make any necessary corrections, as indicated in the link of this window and, if necessary, to contact the office through Informastudenti (select the category “University badge”).

To enable payments, Carta La Statale must be activated as a “Flash Up Studio La Statale” prepaid card. To



do so, the student must:

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

If at the time of disbursement the student has not activated the Badge yet, attempts to make the payment will continue automatically. Further information is available at <https://www.unimi.it/en/study/student-services/carta-la-statale-badge>

Students residing in Syria, Iran and North Korea may receive the payment on their bank account.

- ***First-year students enrolled on a Bachelor's degree programme or single-cycle Master's degree programme***

Payment of the first instalment of the scholarship (€900.00) to the 140 beneficiaries will be made in January 2024. The second instalment will be paid by 31 October 2024, once it has been ascertained that the ex post merit requirements were met by 10 August 2024. If the merit requirement is met on 30 November 2024, the student has no right to the second instalment but may keep the first instalment as a partial beneficiary. Students who do not meet the minimum merit requirement by 30 November 2024 forfeit the benefit. In the case of forfeiture, they must return the first €900.00 instalment.

- ***First-year students enrolled on Master's degree programmes***

Payment of the first instalment of the scholarship (€900.00) to the 85 beneficiaries will be made in May 2024. The second instalment will be paid by 31 October 2024, once it has been ascertained that the ex post merit requirements were met by 10 August 2024. If the merit requirement is met on 30 November 2024, the student has no right to the second instalment but may keep the first instalment as a partial beneficiary. Students who do not meet the minimum merit requirement by 30 November 2024 forfeit the benefit. If the students forfeit the benefit will be asked them to pay back the first instalment of €900.00.

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

The €1,800.00 scholarship is paid in a single instalment by 31 January 2024.





## 9.1 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, or to debit the corresponding amount from the award. Payment suspension (or debit) may also apply in the event of a review of the student's financial or merit requirements, also regarding previous academic years.

### Article 10 – Tuition waiver

Students who are beneficiaries of a University scholarship have a full tuition waiver, with the exception of the regional tax for the right to higher education and the reimbursement of expenses. Partial beneficiaries are not entitled to a tuition waiver.

If a student forfeits the benefit for any reason whatsoever, he/she will also lose the tuition waiver.

### Article 11 — Forfeiture of benefits

Forfeiture of the University scholarship will occur if:

- a) the student does not submit any original documents required to confirm self-certifications (article 12) to the University within the terms set out in a registered letter with return receipt;
- b) the University ascertains that self-certifications are untrue, and the student thus fails the merit and / or income requirements provided for in articles 3, 4 and 5;
- c) the student applies for withdrawal from studies or transfers to another university during a. y. 2023/24. 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 met prior to withdrawal from studies or transfer;
- d) the student is enrolled as a repeater for a. y. 2023/24 following the publication of the final ranking;
- e) the student is enrolled in the first year of a Bachelor's, Master's or single-cycle Master's degree programme and does not meet the merit requirement provided for by art. 3.2.2;
- f) the student incurs in greater disciplinary sanctions than written censure, for offenses against the University;
- g) the student takes a leave of absence or otherwise interrupts their studies during a. y. 2023/24, for any reason.

If a student forfeits the benefit for any reason whatsoever, any sums paid shall be returned to the University of Milan.



Agreements may be signed between the University and the student to define how the payment should be made (an instalment plan is also allowed). Payment must be made in a lump sum in the case of the student's withdrawal from studies or transfer to another university.

The University of Milan will start debt collection procedures and will halt the academic career of those who fail to partially or totally return the amount due, until the debt is settled.

## **Article 12 - Checks on the accuracy of declarations**

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

The University of Milan shall avail itself of the powers conferred on it by the laws in force, and in particular by Presidential Decree no. 445 dated 28 December 2000, to check the accuracy of data included in self-certifications, also by requesting students to provide any supporting documents to confirm their self-declarations.

The University of Milan, in agreement with the Italian Revenue Agency, the Lombardy Regional Division and the Ministry of Economy and Finance, and in application of the "Regulations governing checks on self-drafted affidavits submitted by students for the purposes of education incentive programmes and benefits granted by the University of Milan" enacted by Rector's decree no. 21368/20 of 31 July 2020, shall perform a formal and factual check of the self-certifications submitted by students who shall be in receipt of grants or benefits assigned through public competition, and shall avail itself of direct links with Italian Revenue Agency and Land Registry Office databases, as well as the Municipality Registry Offices or any other Public Administration holding the self-certified data. The University of Milan may also avail itself of the support of the Guardia di Finanza (Finance Police), by reporting situations requiring in-depth analysis or further investigation.

The University reserves the right to carry out checks on the accuracy of self-certifications even after the disbursement of benefits, pursuant to art. 2946 of the Italian Civil Code.

Any false statements shall be punished pursuant to arts. 75 and 76 of Presidential Decree no. 445/2000, as well as art. 10 of Legislative Decree no. 68/2012.

The student will therefore be required to pay:

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

Administrative fines contemplated under Art. 10 of Legislative Decree no. 68/2012 may be satisfied by making a reduced payment to the extent permitted under Art. 16 of Law no. 689/1981.



The foregoing shall be without prejudice to the application of disciplinary sanctions and reporting to the judicial authorities, should there be reason to suspect an offence (art. 331 of the Italian Code of Criminal Procedure).

### **Article 13 – Person in charge of the procedure**

Pursuant to Law no. 241 of 7 August 1990, the person in charge of the procedure referred to in this call for applications is Mr. Stefano Salvato (Head of the Scholarships and Grants Office).

### **Contacts**

To contact us, please use Informastudenti: <https://informastudenti.unimi.it/saw/ess?AUTH=SAML> > Fees and benefits > Scholarships

For information: <https://www.unimi.it/en/study/financial-support>

Milan, 7 July 2023

The Rector  
Elio Franzini



Annex 1 to the Call for applications for the awarding of University scholarships, academic year 2023/24

List of countries for which documentation on income and assets must be submitted for the purpose of determining the equalised University ISEE

### COUNTRIES WHERE THE INCOME IS GENERATED

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