



Call for applications for subsidized-rate refectory services for the 2023/24 academic year

(Issued by Rector's decree no. 3620/2023 of 7th July 2023)

To access university refectory services and other affiliated restaurants and bars at subsidized rates in academic year 2023/24, students must submit an application through the "Online helpdesk" available through [www.unimi.it](http://studente.unimi.it/dirittoallostudio/) at <http://studente.unimi.it/dirittoallostudio/> between 13 July 2023 and **15 December 2023**.

Subsidized-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 cafeterias and affiliated restaurants and bars.

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

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

Starting from 1 October 2023, all students on track or off track for one year enrolled in Bachelor's, Master's or single cycle Master's degree programmes for the 2023/24 academic year, and those enrolled in postgraduate schools and doctoral research programmes attending regular course years may access subsidized-rate refectory services.

Art. 2 - Income and asset requirements

The income and asset limits — Equivalent Economic Situation Indicator (ISEE) and Equivalent Asset Situation Indicator (ISPE) — for accessing refectory services at subsidized rates are:

<i>Income brackets</i>	<i>ISEE University 2023</i>	<i>ISPE</i>
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First bracket	No greater than €12,167.56	No greater than €52,902.43
Second bracket	Between €12,167.57 and €16,223.41	No greater than €52,902.43
Third bracket	Between € 16,223.42 and € 24,335.11	No greater than €52,902.43

Table 1 Income bracket indicators

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

The Single Substitute Statement for the ISEE must be signed by 15 December 2023, otherwise students will not be eligible for the benefit.

Art. 3 - Merit requirements

Students who have been off track for more than one year cannot access the refectory service at subsidized rates.

3.1 First year students

Students enrolled in the first year of all degree programmes have a right to access refectory services at subsidized 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 degree programmes activated pursuant to Ministerial Decree no. 270/04

Students enrolled in years subsequent to the first of all degree programmes will have a right to access refectory services at subsidized rates, in accordance with their income bracket and for a number of years equal to the legal duration of the programme plus one (starting from the year of matriculation), only if they have earned at least 15 credits **between 1 October 2022 and 30 September 2023**. If the number of credits to be earned annually differs from the number of credits set by Ministerial Decree 270/04 (60 credits per year), a proportional criterion will be applied to determine the merit requirement, based on the number of credits set by the Programme Description, rounded down.

Students exceeding this time limit will not have access to refectory services at subsidized 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 attended.

Art. 4 - Automatic exclusion from refectory services

Access to refectory services at subsidized 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 specialisation or other academic qualification pursuant to Presidential Decree 162/1982, of a level equal to or higher than the programme attended in the academic year 2023/24;
- 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 brackets	Cost of meal (to be paid by the student)
First	€3.30
Second	€4.10
Third	€4.70

Table 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 subsidized rates once they have completed enrolment.

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

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



The university badge is strictly personal and non transferable, and its use is governed by the Regulations for the use of catering and food services at subsidized prices (Appendix 1).

Art. 8 – Forfeiture

Students who graduate and do not pursue higher studies forfeit benefits entitling them to subsidized-rate refectory services. For any meals taken after completing the degree, students will be charged the standard rate.

Students who graduate and continue to the next level of studies without interruption can access refectory services at subsidized rates up to 31 December 2024, **upon request**. Students who then fail to continue studies will be charged the standard rate 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. For any meals taken after the transfer or withdrawal date, students will be charged the standard rate.

Art. 9 – 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).

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>

University cafeterias and affiliated restaurants and bars: “[Map](#)”

Milan, 7th July 2023

The Rector
Elio Franzini



Appendix 1 - Regulations for the use of catering and food services

Regulations for the use of catering and food services at subsidized prices

ART. 1 - Use of the service

1. Access to catering and food services at subsidized prices, through University cafeterias and affiliated restaurants and bars (hereinafter the service), is granted to all students enrolled on Bachelor's, Master's and single-cycle Master's degree programmes, as well as postgraduate and PhD programmes, upon request. Applications must be submitted according to the procedures and deadlines set forth by the annual call for applications.
2. The type and amount of the benefit will be managed through the University badge (Carta la Statale), which is strictly personal and may not be shared or transferred.
3. The financial benefits arising from the service cannot in any way be converted into money.
4. The service entitles the student to a menu agreed with every manager of an affiliated service, separately. The Student Registrar and Education Incentive Programmes Division, responsible for managing the service, verifies that the menus proposed by the managers correspond to the needs of the users, guaranteeing agreements with an adequate number of managers available to provide a complete meal consisting of a first course, a second course, side dish, fruit or dessert, bread and cover.
Any services exceeding the benefit value will be charged to the student, and shall be paid by the student directly to the restaurant/bar/cafeteria.
5. The list and opening hours and the agreed menu of University cafeterias and affiliated restaurants and bars are showed on the map available on the university website: www.unimi.it
> study > financial support > refectory services and meals.

ART. 2 - Validity date

1. The benefit expires on 31 December following the start of the academic year, without prejudice to the provisions of paragraph 2.
2. The loss of student status for any reason whatsoever (e.g. withdrawal from studies, transfer to another University, graduation, etc.) will result in the loss of the benefit. After graduation, the service may continue upon request, provided the student pursues their studies at a higher level, with no interruption of their academic career.



3. The validity may be extended for another calendar year only upon request. In this case, the benefit will be automatically renewed, with a new user profile, on 1 January. Applicants will not need to go to the helpdesk.
4. Any changes in the user profile that may occur during the academic year will also be automatic.
5. Students participating in an international mobility programme (e.g. Erasmus) are entitled to a refund for any free meals not taken, as explained in the call for applications for regional scholarships. When away, they cannot use the service. Any transactions will be charged to the student.

ART. 3 - How to use the service

1. Users are required to show their Carta La Statale University badge (hereinafter the badge). Restaurant/cafeteria managers or University staff may also ask for some form of identification.
2. The badge will be inserted in the device, which will show the type of meal to which the user is entitled (free meal, first-bracket subsidy, etc.). Any sums to be paid by the student will be paid to the restaurant/cafeteria manager.
3. Should the device be out of order, the student will be required to fill in a self-certification form, stating which type of meal they are entitled to. In case of false statements, the student will have to pay back for any meals taken whilst they were not eligible.
4. In order to prevent students from taking meals they are not entitled to, the University reserves the right and the option to block the badge:
 - if the student's income bracket changes from one academic year to the next
 - if the student graduates or loses student status for any reason whatsoever
 - whenever the badge is used illegitimately (Art. 7)
 - in case of false statements in the self-certification form

ART. 4 - Types of services

The types of meal services are as follows:

a) Resident / commuter students:

- **1 paid meal (according to their income bracket) Monday to Saturday, lunch time.**

b) Non-resident students:

- **2 paid meals (according to their income bracket) Monday to Sunday.**



c) Resident / commuter scholarship recipients:

- 1 free meal Monday to Saturday, lunch time.

d) Non-resident scholarship recipients:

- 1 free meal Monday to Saturday.
- 1 paid meal (according to their income bracket) Monday to Saturday
- 2 paid meals (according to their income bracket) on Sundays.

Meal times are as follows:

Lunch 11.30 am - 3.00 pm, dinner 6.30 pm - 9.30 pm

ART. 5 - Checks

University or specially appointed staff, who may be identified by their badge, are authorized to check badge ownership in affiliated restaurants without prior notice, pursuant to Art. 7. During these checks, they may ask the student for their badge and some form of identification.

ART. 6 - Loss of the university badge “Carta La Statale”

In case of loss or theft of the badge, the student must immediately block it through their personal UNIMIA page by following the instructions contained therein in the dedicated box. All meals taken between the date of loss or theft and the date of blocking will be charged to the badge owner.

ART. 7 - Infringements

Illegitimate use of the University badge for meal services will be punished as follows:

- a) Requirement to reimburse any meals taken illegitimately;
- b) Suspension of service for one month, after the first infringement, for 2 to 12 months in the event of subsequent infringements, as per the following points.

The following cases are to be considered as illegitimate use of the badge and as infringements of the regulations. (This list is provided by way of example and is not exhaustive.)

- c) Holding and/or using more than one badge;
- d) Holding and/or using a badge other than the University badge;
- e) Giving one's badge to third parties;



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- f) Refusing to show or hand over the badge to University or specially appointed staff, or to restaurant managers;
- g) Using the badge after forfeiture of eligibility pursuant to Art. 2 paragraph 2;
- h) Refusing to show an ID in affiliated restaurants and University offices or to specially appointed staff;
- i) Using the badge during a study-abroad period (e.g. Erasmus).

Without prejudice to any applicable provisions of criminal law (Art. 10 of Legislative Decree 68/2012).