



CALL FOR APPLICATIONS FOR THE AWARDING OF DSU SCHOLARSHIPS UNDER THE EDUCATION INCENTIVE PROGRAMME – ACADEMIC YEAR 2024/2025



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## CALL FOR APPLICATIONS FOR THE AWARDING OF DSU SCHOLARSHIPS UNDER THE EDUCATION INCENTIVE PROGRAMME – ACADEMIC YEAR 2024/2025

Issued by Rector's decree no. 4690 of 11th July 2024

The competition to award DSU (regional) scholarships under the education incentive programme (in Italian *Diritto allo Studio Universitario* – DSU) is aimed at students who, in the 2024/25 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 **academic progress** specified in this call for applications. No scholarship shall be awarded based solely on merit or income.

This call for applications has been published in accordance with the Decree of the Ministry of University and Research no. 1320 of 17 December 2021 and related circular no. 13676 of 11 May 2022, and pending the Regional Council for Lombardy Resolution for the awarding of benefits under the education incentive programme for the academic year 2024/2025".

**NOTE:** Students can submit applications **from 15 July to 30 September 2024** even if they are **not yet enrolled in a. y. 2024/25**. The awarding of the benefit is conditional upon enrolment within the deadlines specified herein.

Those awarded a regional scholarship for a.y. 2023/24 must resubmit their application in order to be considered for a scholarship for a.y. 2024/25. Scholarship renewal is not automatic.

The deadlines and procedures for submitting applications are specified in **article 13** below. They also apply to those who will complete enrolment procedures after passing admission tests or after obtaining a first-cycle degree.

### 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 his/her first year off track, i.e. in his/her first year exceeding the normal duration of the programme, or because he/she is enrolled in the first programme year and as such attains the ex-post merit requirement after the 10 August 2025 deadline and by 30 November 2025. The tuition waiver is 50% of the fee;
- **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 2024 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. 2024/25) requiring the same level of qualification for admission as the programme in which the student is enrolled for a. y. 2024/25 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;
- **S.T.E.M. degree programmes:** programmes offered in the macro-areas of Science, Technology, Engineering, and Mathematics (S.T.E.M. degree programmes offered by UNIMI are listed in annex 2);
- **Independent student:** independent student (art. 4.3) who lives in **leased accommodation** nearby the University campus, provided the lease is documented and lasts for the term identified in art. 5.2 for non-resident students.

## Art. 1 – (Regional) DSU scholarship under the education incentive programme

The Regional scholarship consists partly of a sum of money and partly of free access to refectory services. The part disbursed in cash, therefore, will be net of the portion withheld for refectory services pursuant to art. 9, paragraph 5 of the Decree of the President of the Council of Ministers of 9 April 2001 and art. 3, paragraph 7 of Ministerial Decree no. 1320 of 17 December 2021.

This competition is financed by the Lombardy Region, by the Ministry of University and Research (MUR) and with additional resources allocated in the framework of Italy's National Recovery and Resilience Plan (PNRR), Mission 4, Component 1, Investment 1.7 "Scholarships for access to university" (which is funded by the European Union — NextGenerationEU).

Should the above resources not be sufficient to award scholarships to all the eligible students, the University of Milan will weigh the possibility of issuing additional scholarships, within the sustainability limits established by the academic bodies and after checking the number of non-beneficiary eligible students and the related costs.

Eligible students and regional scholarship beneficiaries are exempted from payment of the second tuition instalment; partially eligible students and partial beneficiaries have a 50% waiver.

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

## Art. 2 – Eligible students and general application requirements

The competition is open to Italian and international students who meet the income and merit requirements described in arts. 3 and 4 below, and who are enrolled or intend to enrol (on a full-time basis) in a. y. 2024/25 on 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).
- 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 research fellowship).

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 a. y. 2024/25;
2. Those in receipt of a grant (or equivalent financial aid of any kind) from other public or private bodies for the same programme year;
3. Those enrolled in the first year, after having transferred from another programme or university, or those who re-enrol 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 a. y. 2024/25 by the time the final ranking is published, with the exception of applicants for benefits for doctoral research programmes or postgraduate schools, or for the first year of Master's degree programmes;
8. Those enrolled in a. y. 2024/25 who obtain their degree before the publication of the final ranking list;
9. Those who do not submit the required documentation or who submit untruthful and/or non-compliant documentation.

The scholarships relate to the programme year **in which students enrol in a. y. 2024/25**.

Scholarships for students of postgraduate schools are awarded based on the student's enrolment in the school-specific academic year: non-medical students of medical postgraduate schools, whose cohort is one academic year earlier, are required to be enrolled in a. y. 2023/24.

The scholarship is granted for enrolling **for the first time** on a programme year of each level of study, starting from the year of first matriculation or re-enrolment, as follows:

1. For students enrolled on Bachelor's degree programmes, single-cycle Master's degree programmes and Master's degree programmes, the scholarship is awarded for a period equal to the prescribed duration of the programme plus one semester (first year off track);
2. 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 scholarship is awarded for a period equal to three semesters beyond the normal duration of the degree programme attended (second year off track);
3. For students enrolled on postgraduate schools (with the exception of medical students on specialist training contracts) and doctoral research programmes (with the exception of those already in receipt of a scholarship or research fellowship), the scholarship is awarded for a period equal to the standard duration of the programme, as envisaged in their respective academic systems.

**NOTE:** A student who simultaneously enrolls in two programmes may benefit from university-education-incentive subsidies and services **only for one of these enrolments**. If the student has never received benefits under the education incentive programme, he/she must choose one of the two enrolments for applying for the benefit; the choice is valid for the whole period of simultaneous enrolment. If the student is already receiving benefits related to the first programme in which he/she is enrolled, he/she cannot choose his/her second programme for the purposes of applying for benefits under the education incentive programme.

## Art. 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. 2024/25, 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 circumstances that may determine the irregular academic progression of studies, such as previous enrolment at university, withdrawal/lapsing from studies, transfer from another programme or university, repetition of a programme 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 Access requirements for students enrolled in the first year of a Bachelor's and single-cycle Master's degree programme

Students enrolled for the first time **in the first year of Bachelor's and single-cycle Master's degree programmes** must take an aptitude test specific to their degree programme.

#### 3.2.2 Merit requirement for benefit confirmation

The status of beneficiary is attributed in the final ranking list based on the income requirements set out in art. 4. Scholarships shall be confirmed only to candidates who, by 10 August 2025, have acquired the minimum number of credits required. The ex-post merit requirement will determine whether the student's scholarship is confirmed or withdrawn.

**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 (arts. 3.3.4 and 3.3.5), 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 deadline of 10 August 2025, at least 20 credits (for open-admission degree programmes) or 23 credits (for capped-enrolment degree programmes) The bonus may NOT be used to meet said requirement.

The number of credits to be earned refers to the number of credits set by 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:

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

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

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

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

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

**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 2025, but by 31 October 2025 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.

### 3.2.3 Forfeiture of benefits

If the ex-post merit requirement is not met by 10 August 2025, but by 30 November 2025, the student will not be entitled to receive the second instalment of the scholarship, but will retain the first instalment, as a **partial beneficiary**.

Students who do not meet the minimum merit requirement by 30 November 2025 forfeit their scholarship.

Students whose scholarship is withdrawn will be asked to return the first instalment of the scholarship and the cost of any meals taken free of charge. This provision does not apply to 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, who will, therefore, be entitled to keep the benefits allocated to them for the first year.

The withdrawal of benefits will also result in the forfeiture of exemption from tuition fees.

## 3.3 Merit requirements for students enrolled on a Bachelor’s, single-cycle Master’s or Master’s degree programme in years subsequent to the first

### 3.3.1 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 2024; any partial awarding of credits will not be considered.

Unlike students enrolled on the first year of a programme, they are not subject to an ex-post merit requirement for confirmation of the benefits awarded in a. y. 2024/25.

MINIMUM NUMBER OF CREDITS TO BE EARNED BY 10 AUGUST 2024 FOR THE PROGRAMME YEAR IN WHICH THE STUDENT ENROLS FOR A. Y. 2024/25.

#### 1 - OPEN-ADMISSION DEGREE PROGRAMMES

Degree programme	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Last 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 - CAPPED-ENROLMENT DEGREE PROGRAMMES

Degree programme	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Last semester <sup>(1)</sup>
Bachelor’s degree	35	88	==	==	==	148
Single-cycle Master’s degree	35	88	148	209	269	+60 <sup>(2)</sup>
Master’s degree	34	==	==	==	==	88

<sup>1</sup> First year off track

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

**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 (art. 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 a. y. 2024/25:

$$\text{Merit requirement} = \frac{(\text{Maximum number of possible credits}) \times 35 \text{ (30 or 34)}}{60}$$

Example for students enrolled in Year III for a. y. 2024/25:

$$\text{Merit requirement} = \frac{(\text{Maximum number of possible credits}) \times 80 \text{ (88)}}{120}$$

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

### 3.3.2 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 2024 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
Exam 5	25/30	10 credits

Total number of credits earned: 42 credits

Total number of credits considered for the weighted average: 39 credits (only exams with the mark expressed out of thirty)





CALCULATION OF WEIGHTED AVERAGE:

$$(26 \times 9 = 234) + (30 \times 12 = 360) + (18 \times 8 = 144) + (25 \times 10 = 250) = 988$$

$$\frac{988}{39} = 25.33 \text{ (weighted average)}$$



### 3.3.3 Yearly traineeship exam - Medical area

As an exception to the above, the yearly traineeship exam for Bachelor's and Master's degree programmes of the Faculty of Medicine counts towards the merit requirement even if taken and recorded after 10 August 2024, but no later than 31 October 2024.

### 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 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.

### 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 bonus may not be used to meet the ex-post merit requirement for students enrolled in the first year of a Master's degree programme;
- 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;
- 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, without prejudice to the fact that the maximum portion that can be used is that indicated in art. 3.3.4 for the specific year of enrolment;
- Students from other Italian universities who are enrolled on Master's degree programmes must submit a self-certification stating any portion of the bonus used during the Bachelor's degree programme, or that they have never used the bonus;
- 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.

### 3.3.6 Merit requirements for disabled students

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 in art. 3.3.1 decreases by 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 Confirmation of benefits for first-year students

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

Students who fail the final exam will forfeit the entire benefit.

### 3.4.2 Students enrolled in years subsequent to the first

As of the year of **first matriculation** or **re-enrolment**, students must be regularly enrolled in the declared programme year, without any interruption in their studies (art. 3.1).



## Art. 4 – Financial requirements

### 4.1 ISEE 2024 for education incentive programmes

The financial situation of the family unit of the student applying for a regional 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 a. y. 2024/25, the income information required is the family unit's income in the 2022 calendar year, and any movable and immovable assets held at 31 December 2022.

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 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 2024**, the deadline for applying for the scholarship (or 22 August 2024 for those applying for University accommodation), **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 the Decree of the President of the Council of Ministers no. 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 2024 (22 August 2024 for those applying for University accommodation).

#### 4.1.1 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.

#### 4.1.2 Scholarship amounts obtained in the 2022 tax year

The amount of the scholarship received under the education incentive programme in the 2022 tax year (as stated in the *Certificazione Unica* 2024) **must be declared** in the ISEE University certificate. Therefore, in order to benefit from a tax deduction<sup>1</sup>, in the application form students will be asked:

- **to confirm** whether the amount received from the University of Milan in 2022 in the form of a scholarship has been self-certified in the ISEE University certificate,
- or
- **to declare** the amount received and self-certified in the ISEE University certificate, for students

<sup>1</sup> The scholarship amount received under the education incentive programme in 2022 will be automatically deducted by dividing it by the equivalence scale and subtracting the result from the ISEE 2024 value.



coming from other universities.

#### 4.1.3 Cases in which the ISEE certificate will not be accepted

Students will be excluded from the scholarship rankings if:

- the Single Substitute Statement is signed after 30 September 2024 (or after 22 August 2024 for accommodation applications);
- the ISEE for education incentive programmes is not issued to the student as identified by his/her tax code;
- 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.

#### 4.2 Income and assets limits

In order for students to meet the income requirements to apply for the scholarship, their ISEE University certificate must state the following:

- a) Equivalent Economic Situation Indicator (ISEE University) not higher than **€ 26,306.25**;
- b) Equivalent Asset Situation Indicator (ISPE University) not higher than **€ 57,187.53**;  
The ISPE will be calculated by the University, by dividing the ISP value by the equivalence scale.

**IMPORTANT:** The above limits must **both** be met; anyone exceeding one of the two parameters does not meet the financial requirement and is not eligible for the benefit.

#### 4.3 Independent students

Pursuant to art. 8 of the Decree of 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 2022 and 2023), is at least **€ 9,000.00**.

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

#### 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 unit produces and possesses income and assets abroad, are not entitled to apply for an 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



2023 calendar year, and the amount and types of assets owned by the family unit at 31 December 2023.

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 on 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 2023 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 31/12/2023: 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 31/12/2023 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 2023;
- 20% of the sum of movable and immovable property owned by each individual member of the household as at 31/12/2023; 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. 159/2013.



**IMPORTANT:** Students must submit the documents online **by 30 September 2024** (or by 22 August 2024 for those applying for University accommodation), **on penalty of exclusion from the ranking.**

Students from countries not listed in **annex 1** will be automatically included in the first income bracket. The University reserves the right to require evidence of the financial conditions of the household, for an ex-post assessment of financial requirements.

Foreign students residing in Italy who 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.

## Art. 5 – Scholarship amounts and free refectory services

The amount of the scholarship depends on the students' income bracket as confirmed by the ISEE University certificate (art. 5.1) and on their geographical origin (art. 5.2).

Scholarship amounts, any supplements granted, and refectory services are halved for students applying for a further semester extension (enrolment outside the prescribed programme duration).

### 5.1 Income brackets

The expected income bands are as follows:

- First bracket: ISEE from **€ 0.00 to € 13,153.13**
- Second bracket: ISEE from **€ 13,153.14 to € 17,537.50**
- Third bracket: ISEE from **€ 17,537.51 to € 26,306.25**

### 5.2 Geographical origin

Students are divided into three groups (*resident*, *commuters* or *non-resident*), 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 will be calculated from the closest residence to the course location.

The travel time to be calculated is **the minimum travel time by public transport**, from the departure station (residence) to the arrival station (course location), including any waiting times at intermediate stops. Routes on foot or by private means of transport cannot be considered.

Travel times can be checked on Google Maps application <https://www.google.it/maps>, the Lombardy Region website <https://www.muoversi.regione.lombardia.it/planner/#/home> and websites of local transport companies.

- **Resident students:** they belong to families residing in the municipality and travel up to 60 minutes for the daily transfer from home to the course location by public transport. Students attending online courses and detainee students are also considered resident students.
- **Commuter students:** they belong to families residing in municipalities other than the attended course location, which they can reach daily by public transport in 61 to 90 minutes.
- **Non-resident students:** they belong to families who reside in municipalities from where it is impossible to reach the attended course location with public transport in 90 minutes or less. Therefore, they relocate near the course location<sup>2</sup> **for payment**, at the University halls of residence, public residences, or other private or institutional accommodation for no less than 10 months within the academic year, from October 2024 to September 2025. For students enrolled in the first year off track, the minimum duration of the agreement is at least 5 months, from October 2024 to March 2025. For students admitted to a Master's degree, PhD programme or postgraduate school after the publication of the final ranking list, the agreement can start at the time of enrolment (in any case no later than 31<sup>st</sup> January 2025), with a duration until 30 September 2025.

<sup>2</sup>With travel times to reach the university campus using public transportation of up to 60 minutes.





Without suitable evidence<sup>3</sup> of the number of paid months, the student will be considered a **commuter**. Therefore, **if the lease/residence agreement terminates** over the course of the year before completion of the minimum period set out herein, the student **will have to notify** the Scholarships and Grants Office **within 15 days** after the termination of the agreement. **If the student fails** to submit valid supplemental documents, he/she will lose his/her non-resident status with retroactive effect and will be considered as a commuter student; the scholarship amount will change accordingly. **Should the Office find out about the termination of the agreement during its annual checks, the scholarship will be completely withdrawn.**

The term "**for payment**" refers to a duly registered lease agreement, in the name of the student or a family member, or, for students domiciled in halls of residence, a fiscally valid proof of payment for accommodation in the city where the courses are held. The lease agreement or the tax certification must be produced no later than **15 November 2024**. Students who enrol in the first year of a Master's degree programme, a PhD programme or a postgraduate school after that date, may submit<sup>4</sup> the documentation later, in any case no later than **31 January 2025 (rental contracts starting after 31 January 2025 will not be accepted)**. For renewal applications, if the lease agreement or the tax certification produced in previous years is still valid for a. y. 2024/25, and there have been no changes to the previously certified situation, it will be sufficient to confirm the data for a. y. 2024/25 through self-certification.

**IMPORTANT:** students who are abroad for an international mobility programme in a. y. 2024/25 shall be considered as non-resident students if they belong to a family residing in a municipality from which the University of Milan cannot be reached in less than 90 minutes. They shall produce a lease agreement stipulated for payment in the foreign country. Such lease agreement will have to be in the student's name, or on a joint basis, and with a duration equal to that of the mobility period. Students only staying abroad for part of a. y. 2024/25 shall also include a copy of the lease agreement duly registered in Italy for the other months covered by the application.

- **Independent students:** these students are automatically considered non-resident students, regardless of the travel times from their residence to the campus, provided they live in leased housing that complies with the characteristics and lease term set for non-resident students.

### 5.3 Scholarship amounts

#### 5.3.1 Regularly enrolled students

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

#### RESIDENT STUDENTS

Income bracket	Amount	Total
1 <sup>st</sup> bracket	€2,545.00 plus a free daily meal	€3,357.00
2 <sup>nd</sup> bracket	€2,115.00 plus a free daily meal	€2,927.00

<sup>3</sup> **Lease agreement:** registration with the Italian revenue Agency (Agenzia delle Entrate) is required, including any extension, assignment, termination or succession.

**Halls of residence:** a declaration of the residence is required, specifying the student's data, period of stay, payment and tax receipts.

<sup>4</sup> via e-mail through Informastudenti > Fees and benefits > Scholarships.



<b>3<sup>rd</sup> bracket</b>	€1,286.00 plus a free daily meal	€2,098.00
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COMMUTER STUDENTS

Income bracket	Amount	Total
<b>1<sup>st</sup> bracket</b>	€3,905.00 plus a free daily meal	€4,717.00
<b>2<sup>nd</sup> bracket</b>	€3,290.00 plus a free daily meal	€4,102.00
<b>3<sup>rd</sup> bracket</b>	€2,417.00 plus a free daily meal	€3,229.00

NON-RESIDENT STUDENTS

Guests at the University halls of residence or other public or private lodgings for payment during a. y. 2024/25 and independent students.

Income bracket	Amount	Total
<b>1<sup>st</sup> bracket</b>	€7,258.00 plus a free daily meal	€8,070.00
<b>2<sup>nd</sup> bracket</b>	€6,205.00 plus a free daily meal	€7,017.00
<b>3<sup>rd</sup> bracket</b>	€4,919.00 plus a free daily meal	€5,731.00

FEMALE S.T.E.M. STUDENTS

Scholarship for female S.T.E.M. students (for the list of degree programmes, please see **annex 2**) will be increased by 20% over the second or third incomes bracket.

Geographical origin	Total increased amount 1 <sup>st</sup> and 2 <sup>nd</sup> income bracket	Total amount of increase 3 <sup>rd</sup> income bracket
<b>Resident</b>	€3,512.40	€2,517.60
<b>Commuter</b>	€4,922.40	€3,874.80
<b>Non-resident/independent</b>	€8,420.40	€6,877.22

STUDENTS WITH DISABILITIES

Scholarships may be increased by up to a maximum of 40% of the allocated amount 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, according to the student's particular disability, to allow for the use of prosthetics or other supports, or any accommodation aimed at facilitating their studies and participation to educational activities. Such increases will be calculated based on the scholarship amounts for the second and third incomes brackets and will be awarded by a designated board. Students will be notified of the increase at the moment the final scholarship ranking is posted, and increases will be disbursed along with the first instalment of the student's scholarship.

DUAL ENROLMENT

Students who are enrolled in two degrees programmes at the same time will be permitted to secure, and to keep, their scholarship with a 20% increase provided they continue to meet all merit-based criteria established for the scholarship for the duration of both programmes. This increase will, therefore, only be awarded once



the student has been awarded the degree corresponding to the programme for which the scholarship application was submitted.

The increase is not provided if the student fails to meet the merit requirements for both the degree programmes in which he/she is enrolled pursuant to art. 6, paragraph 1 of Ministerial Decree 933/22 of 2 August 2022.

### 5.3.2 Students enrolled in their first year off track

All the amounts set out in art. 5.3.1, as well as the related free refectory service, shall be halved for students who benefit from the scholarship for the year following the last year of the regular programme, with reference to the year of **first matriculation** or **re-enrolment**.

They will be partially exempted from tuition fees, to the extent of 50%.

### 5.4 Free refectory service

Eligible students enrolled on years subsequent to the first and students who are beneficiaries of a scholarship for a. y. 2024/25 will benefit from the free refectory service **from 1 January 2025 to 31 December 2025**.

Before 1 January 2025, students can use refectory services at a subsidised rate based on their income bracket.

The refectory service will be provided through the University badge ("Carta La Statale") pursuant to the Call for applications for subsidized-rate refectory services and the related Regulations.

The list of affiliated restaurants is available on the University website at <https://www.unimi.it/en/study/financial-support/refectory-services-and-meals>.

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

- Students travelling up to 90 minutes 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 individual facilities.
- Students travelling longer than 90 minutes and independent students are also entitled to an evening meal, and to refectory services during public holidays at a subsidised rate based on their income bracket.
- Any free meals not taken during the day may not be used in the following days.

From 1 January 2025 to 31 December 2025, eligible students enrolled in the first year of their course may benefit from the refectory service at the subsidised rate for the first income bracket, even if they are in the second or third incomes bracket.

#### 5.4.1 Free refectory services for first-year students in case of partial scholarship confirmation

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 partial beneficiary status (art. 3.2.3), will be entitled to free refectory services to the extent of 50%.

Such students will therefore be required to refund a sum equal to the free service they actually enjoyed and exceeding the amount withheld (€ 406.00) for the service from the first benefit instalment.

#### 5.4.2 Free catering for students enrolled in their first year off track

Eligible and beneficiary students enrolled in the first year outside prescribed time (off track) are entitled to a free meal per day in the period from **1 January 2025 to 30 June 2025**, or until graduation, if earlier than 30 June 2025. Starting from 1 July 2025 these students will be able to use refectory services at a subsidised rate based on their income bracket until 31 December 2025 or until graduation, if earlier than 31 December 2025.

The above is without prejudice to the provisions of the **Call for applications for subsidized-rate refectory services**.



## 5.4.3 Application for refectory services after graduation

After obtaining their degree, students who are eligible for or in receipt of a regional scholarship may access refectory services **at a subsidised rate** until 31 December 2025, upon request and as long as they move to the next level of studies without any interruptions.

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

## Art.6 – Regional scholarship supplements for a. y. 2024/25

### 6.1 International mobility

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

This supplement is granted to entitled students only once for each level of study.

The scholarship supplement will be granted based on the duration of the period of studies abroad or in Italy.

The supplement is equal to € 600.00 per month for the duration of the period of studies, up to ten months. The internship or study programme must be certified by the University exchange division. Therefore, only the programmes governed by a specific University call that provides for a selection procedure will be considered. The amount of any other financial aids granted through European Union funds or following bilateral agreements, even with non-EU countries, or through funds made available by public or private parties, including the University of Milan, will be deducted from the international mobility supplement.

Students are also entitled to the refund of:

- a) round-trip travel expenses up to € 100.00 for European countries, and up to € 500.00 for non-European countries (only once for each level of study);
- 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 (for each international mobility programme).

**NOTE:** for the whole study programme or stage period students must NOT use the refectory service provided by the University.

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.

#### 6.1.1. Application deadline

Applications shall be submitted when applying for the scholarship for a. y. 2024/25.

#### 6.1.2 Ranking list

The provisional ranking list for international mobility contributions will be published on the website of the University of Milan by 31 January 2026. Any substantiated appeals against the ranking shall be filed within 7 days after publication. The final ranking list will be published by the end of February 2026, once the appeals have been assessed.

#### 6.1.3. Payment schedule and methods

The payment order for the supplement, including the refund of meal and travel expenses, will be made by 28 February 2026 as provided for by art. 9.



## 6.2 Graduation incentive award for students earning their degree on schedule in a. y. 2024/25

Pursuant to art. 2, paragraph 3, of Ministerial Decree 1320/2021, students who, in the 2024/25 academic year, earn their Bachelor's, Master's or single-cycle Master's degree on schedule (based on the standard programme duration set by the relevant academic regulations) will be awarded a scholarship supplement equal to half of the scholarship awarded during the student's final year of study, net of any deductions for refectory services.

For students with a disability at or above 66% or a recognised handicap pursuant to art. 3, paragraphs 1 and 3 of Law 104, the scholarship supplement is awarded even if the student earns the degree within the first year off track.

This award is granted automatically (no separate application is required). The following students are not entitled to the graduation incentive award:

- a) those who do not graduate within the time frame established as the programme's normal duration, counted from the year of first enrolment into any Bachelor's degree, Master's degree, or single-cycle Master's degree programme;
- b) those who have already been awarded a graduation-incentive award at any point in their academic career;
- c) those who have not been awarded a regional scholarship for a. y. 2024/25;
- d) those who enrol for a. y. 2025/26 in their first year off track (beyond the normal duration of the programme).

Payment of the graduation incentive award for a. y. 2024/25 to eligible students will be authorised by July 2026, and in accordance with the procedures established for the regional scholarship.

## 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.

$$\left( 1 - \frac{\text{student's ISEE}}{26.306,25} \right) \times 1,000$$

If two applicants obtain the same score, the applicant with the higher mark for the entry diploma/degree shall be ranked first; if the entry diploma/degree mark is the same, the younger applicant will be ranked first.

### 7.2 Students enrolled on Bachelor's, Master's and single-cycle Master's degree programmes in years subsequent to the first

Students receive a merit score calculated on the basis of the credits earned and recorded as of 10 August 2024 and their weighted average. The maximum score is 1,000 points, distributed as follows:

- 600 for credits according to the following formula:

$$\left( \frac{\text{Students' credits} - \text{minimum credits}}{\text{Maximum credits} - \text{minimum credits}} \right) \times 600$$

- 400 based on weighted average:

$$\left( \frac{\text{Student's weighted average} - 18}{30 - 18} \right) \times 400$$

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



## Art. 8 – Publication of the ranking lists and appeals

The **provisional ranking** will be published for all applicants by 31 October 2024 on the portal [www.unimi.it](http://www.unimi.it) in the “Online helpdesk” available at <http://studente.unimi.it/dirittoallostudio/>

Any requests for revision of a student’s position in the provisional rankings must be submitted **no later than 7 days after publication of the provisional rankings**. The appeal, to be filed through the procedure available online on the ranking page, must refer to any material errors or wrong assessments by the University of Milan and provide evidence of the claimant’s arguments.

The **final ranking** will be published by 30 November 2024 after appeals have been assessed. Students will be able to see the outcome of their appeals directly in the final ranking. Scholarships will be awarded until the exhaustion of available resources.

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

**Only students enrolled in a. y. 2024/25 will be included in the final ranking.**

Students who meet income requirements but are **NOT yet enrolled** on PhD programmes, postgraduate schools or the first year of a Master’s degree programme upon publication of the final ranking, will be considered beneficiaries subject to enrolment; the immatriculation must in any case be completed no later than 31 January 2025, under penalty of automatic exclusion from this competition.

**NOTE:** the online publication of the ranking lists serves as notice and no further communications will be sent out. It is the responsibility of the participants in the competition to view the results.

## Art. 9 – Scholarship and supplement payment methods

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 the 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 payments on their bank account, it is agreed that, in compliance with current international legislation and in accordance with the new rules and procedures recently issued, it will be necessary to provide a valid residence permit or a copy of the Italian identity card.





## 9.1 Payment schedule

Excluding pending payments cases, the scholarship is paid in two equal instalments, or in a single instalment for students enrolled in their first year off track.

**The payment order** is not equivalent to the actual crediting of the amount to your current account. The completion of the procedure depends on the timing of the banking institutions.

### 9.1.1 First instalment

Payment of the first instalment of the scholarship will be made **by 31 December 2024**.

Beneficiaries subject to enrolment completion will be paid the first instalment starting from January 2025, after completing their enrolment for a. y. 2024/25 (PhDs, postgraduate schools, 1st year of Master's degree programmes).

### 9.1.2 Second instalment

Payment of the second instalment will be made **by 30 June 2025** to students enrolled in years subsequent to the first.

First-year students will be paid the second instalment **by 31 October 2025** after verifying that they achieved the minimum merit requirement (arts. 3.2.2 and 3.4.1).

### 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, 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.

## Art. 10 – Incompatibilities

The scholarship cannot be cumulated with:

- a) any similar financial aid disbursed by the University or other public or private entities;
- b) scholarships for foreign students provided by the Ministry of Foreign Affairs;
- c) free or subsidised-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 one or the other benefit, and exercise such option no later than 30 days after being awarded the second benefit, by sending an e-mail via Informastudenti > Fees and benefits > Scholarships. Failing this, students will forfeit the benefits provided by the University of Milan.

The scholarship is instead compatible, and can be cumulated, with study-abroad grants. Moreover, it does not preclude participation in calls for university student collaborations.

## Art.11 – Forfeiture of the scholarship

### 11.1 Total forfeiture

Forfeiture of the regional scholarship will occur if:



- a) the student does not submit any original documents required to confirm self-certifications (art. 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 arts. 3 and 4;
- c) the student applies for withdrawal from studies or transfers to another university during a. y. 2024/25. 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. 2024/25 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 is enrolled in the first year of a PhD programme or a postgraduate school and does not meet the merit requirement provided for by art. 3.4.1;
- g) the student incurs in greater disciplinary sanctions than written censure, for offences against the University;
- h) the student takes a leave of absence or otherwise interrupts their studies during a. y. 2024/25, for any reason;
- i) the applicant's beneficiary status is subject to completion of enrolment in a PhD or postgraduate school, or in the first year of a Master's degree programme, and he/she does not enrol within the deadlines set;
- j) the University ascertains that the lease agreement has been terminated before the minimum period established in this call.

A student transferring to another university after the beginning of the academic year can ask the University of Milan, by the date of publication of the final rankings, to transmit his/her application to the new university.

In this case, the scholarship application is cancelled.

## 11.2 Partial forfeiture

Students enrolled in the first year of a Bachelor's, Master's or single-cycle Master's degree programme 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 2025. They will be partially exempted from tuition fees, to the extent of 50%.

## 11.3 Consequences of forfeiture

Any students forfeiting the scholarship for any reason whatsoever shall pay 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 refectory services actually used (for free meals 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 arts. 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 used and exceeding the amount of €406.00 withheld from the first instalment of the benefit for the refectory service.

**NOTE:** forfeiture, as withdrawal, results in the student losing their right to exemption from tuition fees.

Regarding housing service, students shall pay the difference between the subsidised fee and the short-term housing fee in the event of:

- enrolment as repeating students;
- withdrawal from studies or transfer to another university;
- forfeiture of the benefit due to false statements in the self-certification form.



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.

## Art. 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 on merit, income/assets and travel times included in self-certifications. Moreover, pursuant to art. 4, paragraph 10 of the Decree of the President of the Council of Ministers of 9 April 2001, the University may ask 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, and art. 4 of the Decree of the President of the Council of Ministers of 9 April 2001.

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, three times the amount received both as money and as services;
- 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).

## Art. 13 – Application procedures and deadlines



### 13.1 Deadlines

The scholarship application must be submitted **by 30 September 2024, on penalty of exclusion from the competition.**

The deadline is non-negotiable. The student must **complete and confirm** the online application (by clicking on the link: "Confirm application" in the Summary page), by that date, by 23:59 p.m. (GMT+2). Incomplete and unconfirmed applications will not be reviewed.

Once the application is submitted, a record of the confirmation of benefits requested for a. y. 2024/25 will be sent to the student at the email address indicated during registration.

Only one application can be submitted. Anyone who registers several times irregularly and submits multiple applications will be automatically excluded from the ranking. The application submitted online, once confirmed, cannot be modified or cancelled.

**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, termination of / change(s) to the lease agreement submitted as proof of the non-resident status etc.), the matter must be promptly notified to the Scholarships and Grants Office, which may withdraw the benefits if the requirements are no longer met or change the amount of the scholarship.

### 13.2 Procedures

Applicants **need not be already enrolled in a. y. 2024/25.**

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: <https://informastudenti.unimi.it/saw/ess?AUTH=SAML> > 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.

Applications must be submitted online at: <https://studente.unimi.it/dirittoallostudio/>

When completing the online application, students must **select the benefit "Regional scholarships and University scholarships"**, as 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 forms and **confirm** the entered data by the deadline.

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

In both cases students may be asked to submit further documents (lease agreement to qualify as a non-resident student, evidence of foreign household composition, etc.). All the required documents shall be submitted online, by uploading them on the dedicated page (<https://studente.unimi.it/dirittoallostudio/>) by the deadline. No formats other than PDF (e.g. jpg, btm) will be accepted.

**IMPORTANT:** Failure to submit a document by the deadline or submission of an irregular document will result in exclusion from the selection process.

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

Any students transferring from another university after the beginning of the academic year must request that the Institution in charge of education incentive programmes for their previous university transfer their



application, provided that it was submitted within the deadlines set out in the call for applications of said Institution. The transfer of the application must be finalised before the final ranking list is published. Inclusion in the ranking will be subject to merit and income requirements.

**Application amendment:**

Those who are in receipt of the scholarship for enrolling in the first year off track, but obtain their degree in December 2024 and enrol on a Master's degree programme, must request the amendment of their application already submitted for a. y. 2024/25, so as to be considered for the scholarship as Master's degree students. Applicants whose beneficiary status is subject to enrolment in a Master's degree programme, and who do not obtain their Bachelor's degree in December 2024 must request the amendment of their application for academic year 2024/25, so as to be considered for the scholarship as Bachelor's degree off-track students.

Amendment requests must be submitted to the Scholarships and Grants Office through the Informastudenti service, **by 31 January 2025**.

## Art. 14 – Person in charge of the procedure and contact details

Any personal data is collected for the purposes of managing the scholarship competition, and will be processed in accordance with Legislative Decree no. 196 of 30/06/2003 "Italian Privacy Act", as subsequently amended and supplemented, as well as with EU Regulation 2016/679, also known as the "European General Data Protection Regulation" (GDPR).

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).

You can contact us through Informastudenti:

<https://informastudenti.unimi.it/saw/ess?AUTH=SAML> > Fees and benefits > Scholarships

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

Milan, 11 July 2024

The Rector  
Elio Franzini



**Annex 1** - List of countries for which documentation on foreign-held income and assets for 2023 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
Finland	Netherlands	Hungary





**Annex 2** – S.T.E.M. degree programmes (Science, Technology, Engineering and Mathematics) offered by the University of Milan

<b>Degree class</b>	<b>Description</b>	<b>Degree programme (code)</b>	<b>Description</b>
L-13	Biology	F62	BIOLOGICAL SCIENCES (L-13)
L-2	Biotechnologies	D47	MEDICAL BIOTECHNOLOGY (L-2)
L-2	Biotechnologies	K06	BIOTECHNOLOGY (L-2)
L-27	Chemistry	F5X	CHEMISTRY (L-27)
L-27	Chemistry	F6X	INDUSTRIAL CHEMISTRY (L-27)
L-29	Pharmacy	E17	CHEMICAL SAFETY AND TOXICOLOGICAL ENVIRONMENTAL SCIENCES (L-29)
L-29	Pharmacy	E18	TOXICOLOGY FOR THE HUMAN AND ENVIRONMENTAL SAFETY (L-29)
L-29	Pharmacy	E19	NATURAL HEALTH PRODUCTS SCIENCES (L-29)
L-29	Pharmacy	K04	HERBAL SCIENCES AND TECHNOLOGIES (L-29)
L-30	Physics	F63	PHYSICS (L-30)
L-31	Computer science	F1A	COMPUTER SYSTEMS AND NETWORKS SECURITY - ONLINE (L-31)
L-31	Computer science;	F1X	COMPUTER SCIENCE (L-31)
L-31	Computer science	F3X	MUSIC INFORMATION SCIENCE (L-31)
L-31	Computer science	F68	COMPUTER SYSTEMS AND NETWORKS SECURITY (L-31)
L-31	Computer science	F9X	COMPUTER SCIENCE FOR NEW MEDIA COMMUNICATIONS (L-31)
L-32	Environmental sciences	F2A	ENVIRONMENTAL SCIENCE AND POLICY (L-32)
L-32	Environmental sciences	F66	NATURAL SCIENCES (L-32)
L-34	Earth sciences	F65	GEOLOGICAL SCIENCES (L-34)
L-35	Mathematics	F7X	MATHEMATICS (L-35)
L-43	Diagnostics for the conservation of cultural heritage	F8X	SCIENCE AND TECHNOLOGY FOR STUDYING AND PRESERVING THE CULTURAL HERITAGE AND INFORMATION STORAGE MEDIA (L-43)
L-43	Diagnostics for the conservation of cultural heritage	F4A	CULTURAL HERITAGE: SCIENCES, TECHNOLOGIES AND DIAGNOSTICS (L-43)
LM-11	Science for Conservation of Cultural Heritage	F8Y	CULTURAL HERITAGE CONSERVATION SCIENCE (LM-11)
LM-17	Physics	F95	PHYSICS (LM-17)
LM-18	Computer science	F94	COMPUTER SCIENCE (LM-18)
LM-40	Mathematics	F4Y	MATHEMATICS (LM-40)
LM-54	Chemistry	F5Y	CHEMISTRY (LM-54)
LM-6	Biology	F3B	PLANT SCIENCE (LM-6)
LM-6	Biology	F3Y	APPLIED BIOLOGY IN NUTRITIONAL SCIENCES (LM-6)



LM-6	Biology	F91	BIODIVERSITY AND EVOLUTIONARY BIOLOGY (LM-6)
LM-6	Biology	F92	BIOLOGY APPLIED TO RESEARCH IN BIOMEDICINE (LM-6)
LM-6	Biology	F9Y	MOLECULAR BIOLOGY OF THE CELL (LM-6)
LM-60	Natural sciences	F2B	BIOGEOSCIENCES: ANALYSIS OF ECOSYSTEM AND SCIENCE COMMUNICATION (LM-60)
LM-61	Nutrition	K05	HUMAN NUTRITION AND FOOD SCIENCE (LM-61)
LM-66	Computer systems safety	F2Y	INFORMATICS SECURITY (LM-66)
LM-7	Agrarian biotechnologies	G64	BIOTECHNOLOGY FOR THE BIOECONOMY (LM-7)
LM-71	Industrial chemistry	F7Y	INDUSTRIAL CHEMISTRY (LM-71)
LM-71	Industrial chemistry	E53	COSMETIC INDUSTRIAL SCIENCE (LM-71)
LM-74	Geology	F97	EARTH SCIENCES (LM-74)
LM-75	Environmental and land sciences	F6B	ENVIRONMENTAL CHANGE AND GLOBAL SUSTAINABILITY (LM-75)
LM-79	Geophysics	F8B	GEOPHYSICS (LM-79)
LM-8	Industrial biotechnologies	F1B	MOLECULAR BIOTECHNOLOGY AND BIOINFORMATICS (LM-8)
LM-8	Industrial Biotechnologies	F4B	BIOINFORMATICS FOR COMPUTATIONAL GENOMICS (LM-8)
LM-8	Industrial Biotechnologies	F5B	QUANTITATIVE BIOLOGY (LM-8)
LM-9	Pharmaceutical, veterinary and medical biotechnologies	D57	MEDICAL BIOTECHNOLOGY AND MOLECULAR MEDICINE (LM-9)
LM-9	Pharmaceutical, veterinary and medical biotechnologies	D58	BIOMEDICAL OMICS (LM-9)
LM-9	Pharmaceutical, veterinary and medical biotechnologies	E51	PHARMACEUTICAL BIOTECHNOLOGY (LM-9)
LM-9	Pharmaceutical, veterinary and medical biotechnologies	E52	SAFETY ASSESSMENT OF XENOBIOTICS AND BIOTECHNOLOGICAL PRODUCTS
LM-9	Pharmaceutical, veterinary and medical biotechnologies	H52	VETERINARY BIOTECHNOLOGY SCIENCES (LM-9)
LM-91	Methods and techniques for the information society	B74	DATA SCIENCE AND ECONOMICS (LM-91)
LM-DATA	Data Science	B79	DATA SCIENCE FOR ECONOMICS (LM-DATA)



**Annex 3** - Summary of deadlines for a. y. 2024/25

<b>Applications for benefits can be submitted online from 15 July 2024 at <a href="https://studente.unimi.it/dirittoallostudio/">https://studente.unimi.it/dirittoallostudio/</a></b>	<b>Deadline</b>
Accommodation: returning students and new admissions	22 August 2024
Scholarship	30 September 2024
International mobility supplement	30 September 2024
Special Grant	31 October 2024
Refectory service	16 December 2024
<b>Publication of ranking lists in the “Online Helpdesk” at <a href="https://studente.unimi.it/dirittoallostudio/">https://studente.unimi.it/dirittoallostudio/</a></b>	<b>Deadline</b>
Accommodation: provisional ranking Appeals (to be filed online)	By 30 August 2024 By 3 September 2024
Accommodation: final ranking	By 6 September 2024
Scholarship: provisional ranking Appeals (to be filed online)	By 31 October 2024 Within 7 days after the publication of the ranking
Scholarship: final ranking	By 30 November 2024
International mobility supplement: provisional ranking Appeals (to be filed online)	By 31 January 2026 Within 7 days after the publication of the ranking
International mobility supplement: provisional ranking	By 28 February 2026
<b>Payment of the benefits</b>	<b>Deadline</b>
First instalment of the scholarship (single instalment for off-track students)	50% of the scholarship: by 31 December 2024
Second instalment of the scholarship for students enrolled in years subsequent to the first	By 30 June 2025
Second instalment of the scholarship for first-year students	By 31 October 2025 if the ex-post requirement defined in the call is met
Special grant	By 31 March 2025
International mobility supplement	By 28 February 2026
Graduation incentive award	By 31 July 2026
<b>Signing of the Single Substitute Statement (DSU) for ISEE 2024 and upload of the documentation on foreign-held income and assets for the equalised ISEE University value</b>	<b>Deadline</b>
Accommodation: returning students and new admissions	22 August 2024
Scholarship and international mobility supplement	30 September 2024



Special Grant	31 October 2024
Refectory service	16 December 2024
<b>Upload of the lease agreement</b>	<b>Deadline</b>
Online: <a href="https://studente.unimi.it/dirittoallostudio/">https://studente.unimi.it/dirittoallostudio/</a>	15 November 2024
Through Informastudenti > Scholarships (for students of PhDs and postgraduate schools and first-year students of Master's degree programmes not enrolled on the date of publication of the final ranking)	31 January 2025
<b>Upload of the documents for the awarding of a Special Grant</b>	<b>Deadline</b>
Online: <a href="https://studente.unimi.it/dirittoallostudio/">https://studente.unimi.it/dirittoallostudio/</a>	31 October 2024