POLITECNICO DI MILANO

CALL
FOR THE ASSIGNMENT OF 119 SCHOLARSHIPS TO PARTICULARLY DESERVING AWAY FROM HOME STUDENTS

2017-2018 A.Y.

ART. 1 TARGET

Applications are restricted to **AWAY FROM HOME** students with **active career** at Politecnico of Milan in possession of the following requirements:

- conform with the **income** and **merit** requirements defined in articles 6 and 7 hereinafter;
- are regularly enrolled in the 2017/2018 academic year pursuant to art. 2.

Students are defined as being **"away from home"** if they do not reside in a municipality classed as an urban area[1] and from where it is not possible to reach the campus of the programme attended within 90 minutes[2] by public transport. To be considered away from home, the student must also use paid accommodation at the programme campus for a period of not less than 10 months.

Foreign students (UE and EXTRA UE) – excluding those students resident in Repubblica di San Martino and Vaticano State - will, in any case, be considered "away from home", regardless of their place of residence in Italy with the exception of cases where the student's family resides in Italy or the foreign student has an independent household in Italy that is different to the family of origin.

Students attending online programmes will automatically be considered local.

ART. 2 ENROLMENT IN THE 2015/2016 ACADEMIC YEAR

To apply it is necessary to be enrolled in the 2017/2018 academic year:

- in a **Bachelor of Science programme;**
- in a **single-cycle Master of Science programme;**
- in a **Master of Science programme**;

> To qualify for the award of scholarships for **students enrolled in the first year of a Master of Science** programme, students must have received their Bachelor of Science at the Politecnico di Milano.

Regularity of enrolment implies that the student within the deadlines set by the academic calendar of the University, must pay the first installment of the all inclusive contribution as well as the amount due for regional tax, stamps and insurance premium.

ART. 3 NON-ADMISSION TO THE APPLICATION CALL

Applications may not be submitted by students who:

- have already obtained **educational qualifications** – either in Italy or abroad – at the **same or a higher level** as the programme for which they are applying for the scholarship;
- **are enrolled at a foreign university**, but are admitted for attendance at the Politecnico courses as part of an international exchange agreement;
- are enrolled for **years extended beyond** the standard duration of the programme;
- have **outstanding amounts owing** to the Politecnico;

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[1] For a list of municipality classed as an urban area see the attachment no. 1 of the present call.
[2] The time required to reach the campus from the place of residence will be calculated from the first station/departure stop to the last station/arrival stop at the programme campus.

- in the 2017/2018 AY enroll in Master of Science programmes **starting from the second semester;**
- are enrolled in Computer Engineering with online PASP;
- in 2017/2018 AY have enrolled in a Bachelor of Science programme with total **OFAs** (Compulsory Additional Qualification modules). This cause for exclusion also applies in case the **student passes the OFA in a date subsequent to his/her enrolment**. Enrolment in Bachelor of Science programmes with only the OFA in English does not constitute grounds for exclusion;
- in 2017/2018 AY are enrolled in single courses.

ART. 4 INCOMPATIBILITY

The allocation of the scholarship can be combined with the assignment of other financial benefits paid (or to be paid) in favor of the student for the academic year 2017/2018, except in cases the non-cumulation is provided for in other call.

Assignment of scholarships is not compatible in case students are assigned of free places in boarding schools, residences, hostels including those not managed by the Politecnico di Milano.

The allocation of the scholarship can be combined with all cases of exemption (total or partial) from payment of enrolment and tuition fees.

ART. 5 DUE DATE AND PROCEDURES FOR SUBMISSION OF APPLICATIONS

Interested students can apply through a special service available in personalised "*On-line Services*" (section "*Incentives and Conventions - Scholarships, graduation awards, exemptions*") active from **January 22nd 2018 to 12.00 pm of February 20th 2018**.

Under penality of exclusion student must close the online request

Under penalty of exclusion, students, **both Italian and foreign (EU and NON-EU) citizens**, must attached to the application form the rental agreement signed for the AY 2017/2018 (pdf format max 10MB). The rental agreement must meet the following requirements:

   a. be signed by the parties and duly registered by October, 31st 2017;
   b. last at least 10 months;
   c. be registered in the name of the student (joint registration is also accepted) or in the name of his/her parents.

Students living in boarding schools, residences, hostels, are required to produce the relevant agreement signed, and also the certification - or other documentation valid for tax purposes - related to payment of the monthly fees. The agreement must be signed by October, 31st 2017, last at least 10 months and registered in the name of the student or in the name of his/her parents.

Students who, during the 2017/2018 academic year, are abroad to participate in an international mobility programme will be considered "away from home", bearing in mind the place of residence in Italy and the campus of the programme attended at the Politecnico di Milano (see art. 1 above). In this case, "away from home" students must attached to the application form the rental agreement (or an equivalent document) attesting to the fact that the student has taken paid accommodation in the host country. Moreover, this document must be in the name or joint name of the student and have a duration equal to the duration of the mobility. Should the mobility last for only a part of the academic year, students must also submit a copy of the rental contract signed in Italy, as required by this Article.

ART. 6 INCOME REQUIREMENTS

ITALIAN STUDENTS

The financial status of the student will be identified based on the **ISEE** (Equivalent Financial Situation Indicator) **issued for benefits provided within the scope of university financial aid.**

The ISEE will be calculated by the INPS (Social Security Institute) on the basis of the data contained in the *Dichiarazione Sostitutiva Unica (from now on also called "DSU")*. The DSU may be submitted directly to the INPS. Submission to the INPS may also be made online, by registering on the INPS portal. Alternatively, it is possible to contact a Tax Advice Centre (CAF) in the region.

Under penalty of the inadmissibility of the application, the ISEE must contain the words "*application for subsidised university financial aid benefits in favour of (student tax code)* "

The University will acquire ISEE data as well as the date of signing of the DSU directly from the INPS database. Students are nevertheless required to self-certify the data concerning the ISEE via *online services*, "**Data->University Fees -> ISEE Declaration -> Enter ISEE self-certification**". In the case of conflict between the data coming from the INPS database and the data self-certified by the student, the data from the INPS database shall prevail. If the student has already self-certified ISEE data for other reasons (e.g. calculation of the second instalment), self-certification is no longer required.

Should the student submit a **current[3] ISEE,** this must be valid at the date of submission of the application.

Should the student submit a **non-compliant[4] ISEE,** this is without prejudice to the University's right to request suitable documentation demonstrating the completeness and truthfulness of the data contained in the declaration[5].

ATTENTION: under penalty of inadmissibility of the application, the student's DSU must be signed **from January 16th 2018 until February 20th 2018.**

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3 **The current ISEE may be requested when, despite already having a valid ordinary ISEE,** there is a decrease in the income capacity of the household exceeding 25%. **This change must be determined by certain** exceptional circumstances **due to changes in the employment situation.** For further details see Art. 9 of the Decree of the President of the Council of Ministers No. 159 of 5 December 2013**.**

4 **A non-compliant ISEE comes about when the INPS, in issuing the ISEE, identifies omissions/differences/discrepancies compared to what is declared by the person concerned. For further details, see Art. 11, paragraph 5 of the** Decree of the President of the Council of Ministers **No. 159 of 5 December 2013 and Art. 3 of the Decree of 7 November 2014.**

5 Without prejudice to the provisions of Art. 4, paragraph 5 of the Decree of the President of the Council of Ministers No. 159 of 5 December 2013.

FOREIGN STUDENTS WITH INCOME AND ASSETS ABROAD OR WITH INCOME AND ASSETS ABROAD AND IN ITALY

Foreign students with income and assets abroad (or with income and assets abroad and in Italy) must request the so called "ISEEU parificato" to be used for the scope of university financial aid (i.e. "*prestazioni agevolate per il diritto allo studio universitario*"). Under penalty of exclusion ISEEU *parificato* must be grounded on income **earned in 2017** and on the value of movable and immovable assets owned as at **31 December 2017** by the student's family. Foreign students are nevertheless required to declare the presence of any income and assets held in Italy by their family. Foreign students can obtain ISEU *parificato* from the affiliated Tax Advice Centres (CAFs).

The list of the mentioned affiliated CAFs office will be published around the middle of January 2018 on   https://www.polimi.it/en/students/tuition-fees-and-university-contributions/students-with-income-and-assets-movable-and-immovable-declared-and-or-owned-abroad-or-in-italy-and-abroad/

Under penalty of exclusion, foreign students must submit to CAF office by hand the following documentation in original within February 20th 2018:

- Document certifying the composition of the family abroad;
- Income in the calendar year 2017 for each family member (the document must clearly state that the incomes relate to the calendar year 2017. If, during 2017, one or more family members of 18 years of age or older, did not earn any income, the same is nevertheless required to submit a declaration to that effect);
- Buildings owned by the family as at 31 December 2017 with an indication of square metres (the document must be issued by a competent public authority). If no buildings were owned in 2017, a certificate must be submitted certifying the absence of ownership of buildings for each member of 18 years of age or older;
- Certification of movable assets owned as at 31 December 2017 by the family with indication of securities, dividends, shares, portions of shareholders' equity and any companies owned.

In addition to the documentation above listed, student must submit to CAF: valid identity card or passport; personal code issued by Politecnico di Milano; Tax code.

These documents must be:

- Issued by the competent authorities of the State in which the income was produced;
- Legalised by the Italian diplomatic or consular representations abroad.

The above-mentioned documents drawn up in a foreign language must be accompanied by a translation into Italian conforming to the foreign text and certified by the competent diplomatic or consular representation, or by an official translator.

Should foreign students find difficulty in obtaining all the items required by the Italian diplomatic authorities based in their country of origin, they may contact the foreign diplomatic or consular representations resident in Italy. In this case, the documents must be legalised by the Prefectures.

In case the **ISEE value** (or the **ISEEU *parificato***) is higher than **euro 51.000,** the student will be excluded from the competition.

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ART. 7 MERIT REQUIREMENTS

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A) STUDENTS ENROLLED FOR THE FIRST YEAR OF ALL DEGREE PROGRAMMES

The merit of students who, in the 2017/2018 AY, enroll in the first year of the Bachelor of Science/Single-Cycle Master of Science programmes will be assessed taking into account the score obtained by the student in the admission test.

The merit of students who, in the 2017/2018 AY, enroll in the first year of Master of Science programmes will be assessed taking into account the Bachelor of Science graduation marks.

B) STUDENTS ENROLLED FOR YEARS SUBSEQUENT TO THE FIRST

The following tables show the number of Credits (and their weighted average) to be duly registered in the career by **November 30th 2017.**

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Bachelor of Science programmes

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	Year of first enrolment	
	2016/2017	**2015/2016**
CFU	**50**	**110**
Weighted Average	*27/30*	*27/30*

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Single-Cycle Master of Science programmes

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	Year of first enrolment			
	2016/2017	**2015/2016**	**2014/2015**	**2013/2014**
CFU	**48**	**108**	**165**	**222**
Weighted Average	*27/30*	*27/30*	*27/30*	*27/30*

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Master of Science programmes

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	Year of first enrolment
	2016/2017
CFU	**50 CFU**
Weighted Average	*27/30*

Top marks with honours or optional courses or tests related to internships and the like will not be considered for calculation of credits and average marks.

PLEASE NOTE: The number of credits required is calculated with reference to the year of **FIRST EVER REGISTRATION**, i.e. with reference to the first year in which the student enrolled with any University, whether in Italy or abroad, in relation to the level of studies for which the benefit is requested.

The **principle of first ever enrolment** applies, among others, in all cases of enrolment in programmes at the Politecnico as a result of abandonment of studies, change of University, School or Programme (for example, a student who enrols in the first year following change of University will be considered as a student enrolled in a subsequent year). In this case, will be considered the number of Credits recognised by the Relevant Programme Board within the date of expiration of the call.

ART. 8 CRITERIA FOR DRAWING UP THE RANKING

The ranking will be based on the following criteria:

A) STUDENTS ENROLLED FOR THE FIRST YEAR OF BACHELOR OF SCIENCE/SINGLE-CYCLE MASTER OF SCIENCE PROGRAMMES

The ranking will be based on the marks achieved by students in the admissions test.

B) STUDENTS ENROLLED FOR THE FIRST YEAR OF MASTER OF SCIENCE PROGRAMMES

The ranking will be based on the final marks achieved by students for their Bachelor of Science Degrees

C) STUDENTS ENROLLED FOR YEARS SUBSEQUENT TO THE FIRST IN ALL DEGREE PROGRAMMES

The ranking will be drawn up based on the **weighted average** of exams recorded in the career as of **November 30th 2017**.

In all the cases listed above **(A-B-C)**, when students have equal scores, the one with the lowest ISEEU - calculated to the Euro cent - will be ranked first, followed by the student with the lower age.

ART. 9 PUBLICATION OF THE RANKING

The ranking will be published within **March 30th 2018** on the website https://www.polimi.it/en/students/financial-aid/other-scholarships-and-graduation-awards/

ART. 10 VALUE AND NUMBER OF SCHOLARSHIPS

Scholarships are worth **3,080.00 Euro gross** and inclusive of charges borne by the University. In the event that the scholarship in question constitutes the only source of income, such amount does not imply loss, for the family of the student, of the "deductions for dependent children" tax benefits.

The scholarships detailed in this call for applications are subject, for tax purposes, to the current regulations on the subject.

All the scholarships offered will be divided between the various programmes as follows:

Bachelor of Science Programmes and Single-Cycle Programmes

First year Architecture and Single-Cycle: 10 Scholarships

First year Design: 8 Scholarships

First year (Engineering): 20 Scholarships

Subsequent years: 45 Scholarships

Fourth year (Single Cycle): 2

Fourth year (Single Cycle): 2

Master of Science programmes

First Year: 16 Scholarships

Second year: 16 Scholarships

Art. 12 CHECKS ON THE TRUTHFUL NATURE OF DECLARATIONS

The Politecnico di Milano may check the truthfulness of the statements made by students even after award of the scholarship described in this call for applications. The Politecnico may also make recourse the rights provided for by current legislation and specifically by art. 10 of Legislative Decree no. 68/2012, Presidential Decree no. 445/2000, art. 71, art. 11 of the Italian Presidential Decree n. 159/2013 and on the INPS resolution n. 171 dated December 18th, 2014.

In the event of false declarations, the sanctions envisaged by art. 75 and 76 of Presidential Decree no. 445/2000 and art. 10 of Legislative Decree no. 68/2012 already mentioned

This is, in any case, without prejudice to the application of disciplinary sanctions and the provisions of criminal law where the matter in question constitutes a crime.

ART. 13 HAEAD OF PROCEDURE

According to Law n. 241/1990, paragraph 5 the Head of this procedure is Rossella Magni, tel. 02-23992268 – E–Mail: fondomerito@polimi.it

Information on use of personal data and on the rights of data subjects (art. 13 Law no. 196/2003)

1. The data supplied by the student will be processed in order to ascertain the economic situation of the nuclear family, the criteria for accessing benefits and the determination of such according to the criteria of this call for applications and for all other purposes envisaged by the law.

2. The data supplied by the student may also be processed for the purpose of obtaining statistical data.

3. Processing will take place using both computer supports and hard copies suitable to guaranteeing maximum security and confidentiality in compliance with current legislation and in accordance with the purposes and methods illustrated in this disclosure.

4. The conferral of data for the purposes pursuant to point 1 is compulsory. Refusal to do so shall make it impossible to process the student's application and therefore result in the student's immediate exclusion from the process for assigning the benefit. The supply of data for the purposes stated in point 2 is optional and any refusal to provide the data will not have any consequence.

5. Data will not be disclosed or communicated to private parties unless such is compulsory by a provision of law or regulation.

6. Data may be disclosed to other public bodies including the Ministry of Finance and the Financial Authorities where such is envisaged by a provision of law or regulation, or, for lack of such, whenever such disclosure is necessary to the performance of the body's institutional tasks.

7. Pursuant to articles 20, 21, 68, 73, paragraph 2 and 95 of Italian Legislative Decree no. 196/2003, the processing may also concern personal data considered as sensitive, such as, for example, data that may reveal the student's racial and ethnic origin, in addition to data on his/her state of health.

8. The processing of sensitive data shall be carried out according to procedures designed to prevent violation of rights, of the basic freedoms and of the dignity of the data subject and, in any case, in a way that is not excessive in relation to the purposes for which the data has been collected. Processing will take place using both computer supports and hard copies suitable to guaranteeing maximum security and confidentiality in compliance with the above legislation and in accordance with the purposes and methods illustrated in this disclosure.

9. Sensitive data will not be disclosed.

10. The Politecnico di Milano is your Data Controller.

11. The Data Supervisor is the Financial Aid and International Mobility Service of the Politecnico di Milano, based at no. 42 Via Golgi, Milan, Italy.

12. Personal data will be processed not only by the Data Controller and Data Supervisor, but also by the Data Processors, namely employees of the Politecnico specifically appointed by the Data Controller/Supervisor. The Data Processors will be given specific instructions to ensure that data is processed in compliance with regulations protecting personal data, with specific reference to security.

13. At any time, the party concerned may exercise his/her rights with regard the Data Controller in accordance with and pursuant to Art. 7 of Italian Legislative Decree no. 196/2003.

14. Any updates, corrections, integrations and cancellations requested by the Data Subject shall have effect on the ranking only if made by the date of publication of the ranking. By presentation of the application for the assignment of benefits, the student declares having viewed and read in full the

above disclosure pursuant to Art. 13 of Italian Legislative Decree no. 196 dated 30th June 2003, and to consent to the processing of his/her personal data, including sensitive data, for the purposes and according to the terms established by this disclosure.

ATTACHMENT 1
Municipalities classed as urban areas

Capital municipality	Urban area
Como	Cernobbio, Manslianico, S. Fermo della Battaglia, Montano Lucino, Grandate, Casnate, Lipomo, Tavernerio, Capiago Intimiano, Brunate e Senna Comasco.
Cremona	Bonemerse, Castelverde, Gadesco Pieve Delmona, Persico Dosimo, Sesto Cremonese, Spinadesco.
Lecco	Calolziocorte, Civate, Garlate, Malgrate, Olginate, Pescate, Valgreghentino, Valmadrera, Bellagio, Erba e Vercurago. APPENDICI: Ballabio, Carenno, Erve, Galbiate, Monte Marenzio, Oliveto Lario e Torre De Busi.
Mantua	Marmirolo, Porto Mantovano, Virgilio, Curtatone e San Giorgio.
Milan	Cinisello Balsamo, Sesto San Giovanni, Cologno Monzese, Vimodrone, Segrate, Pioltello, Peschiera Borromeo, S.Giuliano, S.Donato M.se, Locate Triulzi, Opera, Pieve Emanuele, Basiglio, Rozzano, Assago, Buccinasco, Corsico, Trezzano sul Naviglio, Cesano Boscone, Cusago, Bareggio, Settimo M.se, Cornaredo, Pero, Rho, Arese, Bollate, Novate M.se, Cormano, Cusano M.no, Bresso.