

POLITECNICO DI MILANO



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

2018-2019 A.Y.

ART. 1 TARGET

Applications to the Call is restricted to **AWAY FROM HOME** students with **active career** at Politecnico of Milan who:

- meet the **income** and **merit** requirements defined in articles 6 and 7 hereinafter;
- are regularly enrolled in the 2018/2019 AY pursuant to art. 2.

Students are defined "**away from home**" if they do not reside in a municipality classed as an urban area¹ and from where it is not possible to reach the campus of the programme attended within 90 minutes² by public transport. 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.

To obtain the benefits envisaged by the Call, the "away from home student", both Italian and foreigner, must also use a paid accommodation at the programme campus for a period of not less than 10 months (see also article 5 of the Call).

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 2018/2019 AY :

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

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 at Politecnico's courses in accordance with an international exchange agreement;
- are enrolled for **years extended beyond** the standard duration of the programme;

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.

- have **outstanding amounts owing** to the Politecnico;
- in the 2018/2019 AY enrol in Master of Science programmes **starting from the second semester**;
- are enrolled in Computer Engineering with online PASP;
- in 2018/2019 AY have enrolled in a Bachelor of Science programme with total **OFA**s (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 2018/2019 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 2018/2019 AY, 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 the “*On-line Services*” (section “*Incentives and Conventions - Scholarships, graduation awards, exemptions*”) active from **January 21st 2019 to 12.00 pm of February 20th 2019**.

Under penalty of exclusion, student must close the application form.

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 2018/2019 AY (pdf format max 10MB). The rental agreement must meet the following requirements:

- a. be signed by the parties and duly registered by October, 31st 2018;
- 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 with the structure signed in the name of the student (or in the name of a student’s parent) within October, 31st 2018 and last at least 10 months.

Students who, during the 2018/2019 AY, are abroad to participate in an international mobility programme will be considered “away from home” bearing in mind the place of residence in Italy, in accordance to the provision of art. 1 above. In this case, “away from home” students must attach a contract (or equivalent document) attesting the fact that the student has taken paid accommodation in the host country. Moreover, this document must be made out 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 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, also online by registering on the INPS portal. Alternatively, it is possible to contact a Tax Advice Centre (CAF).

Under penalty of exclusion, 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 by *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 **current³ ISEE**, this must be valid at the date of submission of the application.

Should the student submit a **non-compliant⁴ 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 declaration⁵.

Under penalty of exclusion, the student's DSU must be signed **from January 16th 2019 until February 20th 2019.**

In case the ISEE value is higher than **euro 51.000**, the student will be excluded from the competition.

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.

STUDENTS WITH INCOME AND ASSETS ABROAD OR ABROAD AND IN ITALY

Students with income and assets (movable and immovable) declared and/or owned abroad or in Italy and abroad by them and/or by their family, 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 2018 and on the value of movable and immovable assets owned as at 31 December 2018 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 "ISEEU parificato" at the following affiliated Tax Advice Centre (CAF).

C.S.F. (Centro Servizi Fiscali di Milano s.r.l.)

Corso di Porta Vittoria, 43

Milano

Phone: +39 02 540211;

Email: documenti.ise(at)cgil.lombardia.it

The days dedicated to Politecnico di Milano students who wish to fix an appointment are: Tuesday - Thursday - Friday 9:00 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m.

Politecnico will acquire ISEEU and ISPEU directly from the CAF.

Under penalty of exclusion, foreign students must submit by hand to CAF office the following documentation in original within February 20th 2019:

- Document certifying the composition of the family abroad;
- Income referred to year 2018 for each family member (the document must clearly state that the incomes relate to the calendar year 2018). If, during 2018, 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 2018 with an indication of square metres (the document must be issued by a competent public authority). If no buildings were owned in 2018, 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 2018 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 “ISEEU parificato” is higher than **euro 51.000**, the student will be excluded from the competition.

ART. 7 MERIT REQUIREMENTS

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

The merit of students who, in the 2018/2019 AY, enrol 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.

Without prejudice to all the merit requirements prescribed in this Article, students enrolling in the first year of **Bachelor of Science programmes in Design** and in **Urban planning** can only take part in this Call if they have passed the admission test or admission exam with a score equal to or greater than 60/100. Students who enrol in the first year of the **Bachelor of Science programme in Architectural Design** and **Building Engineering/Architecture** can only take part in this Call if they have passed the admission test with a score equal to or greater than 54/90.

The merit of students who, in the 2018/2019 AY, enrol 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 2018**.

Bachelor of Science programmes

	<i>Year of first enrolment</i>	
	2017/2018	2016/2017
CFU	50	110
Weighted Average	27/30	27/30

Single-Cycle Master of Science programmes

	<i>Year of first enrolment</i>			
	2017/2018	2016/2017	2015/2016	2014/2015
CFU	48	108	165	222
Weighted Average	27/30	27/30	27/30	27/30

Master of Science programmes

	<i>Year of first enrolment</i>
	2017/2018
CFU	50 CFU
Weighted Average	27/30

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

The number of credits required is calculated with reference in accordance with the **principle of first ever enrolment**, 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 at Politecnico as a result of abandonment of studies, change of University, School or Programme. 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 2018**.

In all the cases listed above (**A-B-C**), when students have equal scores, the one with the lowest ISEE-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 2019** on the website

<https://www.polimi.it/en/current-students/tuition-fees-scholarships-and-financial-aid/scholarships-and-graduation-awards-non-dsu/>

ART. 10 AMOUNT AND NUMBER OF SCHOLARSHIPS

The amount of scholarship is equal to **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: 8 Scholarships

First year Design: 6 Scholarships

First year (Engineering): 18 Scholarships

Subsequent years: 43 Scholarships

Fourth year (Single Cycle): 1

Fourth year (Single Cycle): 1

Master of Science programmes

First Year: 13 Scholarships

Second year: 13 Scholarships

ART. 11 PAYMENT METHODS

The scholarship will be paid in one solution according to the procedures indicated by the student on the *online services* (“data – indication of payment methods”).

Art. 12 CHECKS ON THE TRUTHFUL NATURE OF DECLARATIONS

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 HEAD 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

ART. 14 PERSONAL DATA PROCESSING

Regarding the processing of personal data, in accordance with Article 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the information provided at the following page of Politecnico's website <https://www.polimi.it/en/policy/privacy>

ATTACHMENT 1
Municipalities classed as urban areas

<i>Capital municipality</i>	<i>Urban area</i>
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, Valgrehentino, 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.