

## Area della Formazione e dei Servizi agli Studenti/ELT/AB

Person responsible for the procedure: Antonio Bichiri

### THE RECTOR

- Having regard to** Legislative Decree of 29 March 2012, n. 68, which reads: "Revision of the law of principle on the right to education and enhancement of the legally recognized university colleges, implementing the delegation provided for in Article 5, paragraph 1, letters a), second sentence, and), of law 30 December 2010, n. 240, and according to the guiding principles and criteria established in paragraph 3, letter f), and paragraph 6", and in particular art. 6, paragraph 1, letter l), and art. 8, paragraph 4;
- Having regard to** the favorable opinion expressed by the Academic Senate in the session of 11 May 2020 regarding the determination of the fund for the assignment of University scholarships for the 2020/2021 academic year, the distribution and the criteria for the assignment thereof;
- Having regard to** the resolution of the "Consiglio di Amministrazione" on 26 May 2020 determining the amount of the fund, the distribution of the fund as well as the amount and the criteria for the assignment of scholarships for the 2020/2021 academic year;
- Given that** the director certifies the legitimacy and regularity of the provision;

### DECREES

The competition for the assignment of University scholarships to full-time students, enrolled in 2020/2021 in a regular academic year of Bachelor's degree, single cycle master's degree and master's degree, is announced, according to the modalities of execution contained in the attached announcement that constitutes an integral part of the present decree.

THE RECTOR

Giovanna Iannantuoni

(Digitally signed pursuant to art. 24 of Legislative Decree 82/05)

D.R. n. 4113/2020

Prot n. 0042084/20

On July 9th 2020

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## 2020/2021 ACADEMIC YEAR

### ANNOUNCEMENT FOR THE ASSIGNMENT OF THE UNIVERSITY SCHOLARSHIPS TO STUDENTS ENROLLED IN A REGULAR ACADEMIC YEAR OF BACHELOR'S DEGREE, MASTER'S DEGREE, SINGLE CYCLE MASTER'S DEGREE.

In case of any doubts about the meaning of the text, refer to the Italian version.

The competition for the assignment of the University Scholarships is aimed at students who in the academic year 2020/2021 enroll in the degree courses (Bachelor's degree, master's degree and single cycle degree) of the University of Milano-Bicocca and meet the **merit, economic and academic regularity** requirements specified in this announcement.

DEADLINES	
Opening of the submission of applications	December 7th 2020
Deadline for submitting the application	January 8th 2021
Request for lease contracts by e-mail	Late January – early February 2021
Provisional rankings	By February 28th 2021
Scholarship acceptance and documents upload	From the publication of provisional rankings to March 13th 2021 at 12:00
Appeals	From the publication of provisional rankings to March 13th 2021 at 12:00
Final rankings	By April 10th 2021
Payment of the first installment for first year students and total amount for subsequent years students	Approximately by April 23/24th 2021
Payment of the second installment for first year students	2 rounds: <ul style="list-style-type: none"> <li>- July 23/24th 2021 for students who achieve the required CFU within the end of June.;</li> <li>- September or October 23/24th for students who achieve the required CFU between early July and August 10th.</li> </ul>

#### 1 – Number of available scholarships

The University will guarantee the assignment of a number of annual scholarships up to a total budget of **1.000.000,00 euros**. The allocation is divided among the years in proportion to the number of students enrolled in the 2019/2020 academic year as indicated below:

- 1) **269.167,90 euros** for scholarships reserved for students enrolled in the first year of Bachelor's degree and single cycle master's degree, in the 2020/2021 academic year;
- 2) **119.687,96 euros** for scholarships reserved for students enrolled in the first year of master's degree, in the 2020/2021 academic year;
- 3) **225.742,94 euros** for scholarships reserved for students enrolled in the second year of Bachelor's degree and single cycle master's degree, in the 2020/2021 academic year;
- 4) **100.185,74 euros** for scholarships reserved for students enrolled in the second year of master's degree, in the 2020/2021 academic year;
- 5) **216.679,05 euros** for scholarships reserved for students enrolled in the third year of Bachelor's degree and single cycle master's degree, in the 2020/2021 academic year;
- 6) **32.243,68 euros** for scholarships reserved for students enrolled in the fourth year of single cycle master's degree, in the 2020/2021 academic year;
- 7) **30.237,74 euros** for scholarships reserved for students enrolled in the fifth year of single cycle master's degree, in the 2020/2021 academic year;

- 8) **6.054,98 euros** for scholarships reserved for students enrolled in the sixth year of single cycle master's degree, in the 2020/2021 academic year.

A maximum of **21** scholarships are reserved for students with disabilities of 45% or more; these scholarships are divided among the years of enrollment as follows:

Degree course type	Number of scholarships reserved for students with disabilities
1st Bachelor's/single cycle	4
1st master's	2
2nd Bachelor's/single cycle	4
2nd master's	2
3rd Bachelor's/single cycle	4
4th single cycle	2
5th single cycle	2
6th single cycle	1
	21

## 2 - Scholarships amount

The amount of each scholarship is **taxable** in accordance with the current legislation and it differs according to the geographical origin of the student:

- **1.000,00 euros** for “in sede” students;
- **1.200,00 euros** for “pendolare” students;
- **3.200,00 euros** for “fuori sede” students.

According to the travel time between the residence of the household and the location of the university courses, the students are divided into three groups. In the case of a divided household, with the family members resident in different locations, the travel time will be calculated considering the closest residence to the location of the course attended.

The duration of the route that must be considered is the minimum one, based on the journey by public transport, excluding the journeys on foot or by individual transport and the waiting time in the case of a single vehicle; in the case of plurality of means of transportation only the intermediate waiting time is counted.

Travel times can be verified through the Trenitalia site, through the Lombardy Region site <http://www.muoversi.regione.lombardia.it> and through the local transport companies' websites.

- **“In sede” students:** students belonging to households residing in the metropolitan area of the degree course or residing in the surrounding areas. These students use public transport daily, with a travel duration up to 60 minutes from their residence to the course location;
- **“Pendolari” students:** students belonging to households residing in other towns than the location of the degree course. These students can reach the location of the courses daily, using the public transport with a travel duration from 61 to 90 minutes.
- **“Fuori sede” students:** students belonging to households residing in towns from which it is not possible to reach the location of the course by public transport in 90 minutes or less. For this reason “fuori sede” students pay the rent in a house distant no more than 60 minutes from the location of the course, using the University housing facilities, public residential facilities or other private accommodation or institutions, for a period of not less than 10 months within the academic year, from October 2020 to September 2021. In the case of a divided household, with the family members

resident in different locations, the travel time will be calculated considering the closest residence to the location of the course attended.

In the absence of a lease contract, the student will be considered as “pendolare”. The lease contract must be regularly registered with “Agenzia delle Entrate” to the student or to a member of his household. Students domiciled in collective structures must present a tax-valid certification concerning the payment of the rent for the accommodation used in the university campus. The rent must be in line with current local market prices.

If the student loses the “fuori sede” condition because of a lease contract below the minimum duration indicated above or for having declared an erroneous travel time, the scholarship amounts will consequently be recalculated for the entire academic year. Penalties for untruthful declarations may be applied.

Failure to declare one of the above-mentioned cases in the online application form will result in the assignment of the “in sede” scholarship amount and the multiple declaration will result in the assignment of the lowest scholarship amount among the chosen options.

### **3 - Deadline and procedure for submitting the application**

The application to participate in the competition must be submitted using the Online Student Registry (Student Services Online) in the period starting from December 7th 2020 and without delay by

<b>JANUARY 8th 2021</b>
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To submit the application it is necessary that the data concerning the ISEE certification have been received by this University (read the ISEE guide published on the University website). It is also necessary to have already paid the first installment of the taxes and have completed the enrollment.

Scholarship applications must be submitted using the Student Registry (Student Services Online) in the following ways:

- log in by entering the data required for identification;
- access to the "Borse di Studio" (Scholarships) section. The procedure automatically and preliminarily checks for the presence of the ISEE declaration and the possession of the merit and income requirements mentioned in this announcement. If the student does not meet the requirements, the application will be rejected and will not be presented.

The student is obliged to print and keep the receipt of the application submitted by the system. This receipt must be shown in case of presentation of appeals and other procedures concerning the competition. The student enrolled in second and subsequent years must also report to the Fees and Funding Sector (by filling out the appropriate form attached to this announcement) any training activities completed and registered by September 30th 2020 and not registered in the electronic booklet of Student Registry (Student Services Online) on the date of submission of the application.

Students who could not submit the application on the web by January 7th 2021 will have the possibility of submitting it by January 8th 2021 directly to the Fees and Funding Front Office using a paper form. The form must be requested by e-mail to [sgr.studenti.tasse@unimib.it](mailto:sgr.studenti.tasse@unimib.it).

Students are required to communicate promptly and in writing to the Fees and Funding Sector any event concerning the scholarship that occurs after the submission of the application (achievement of a different scholarship or other financial aid, transfer to another University, inability to continue studies, withdrawal from enrollment, etc.).

#### **4 - General requirements for participation in the competition**

Students taking part in the competition for the assignment of University scholarships both for the first year and for the subsequent years **must not**:

1. already be in possession of a qualification, achieved in Italy or abroad (including qualifications with no legal value in Italy and with the same admission qualification), of a level equal or superior to the course of study for which they request the scholarship for the 2020/2021 academic year;
2. have already achieved a scholarship (or similar contribution, in any form) provided by other public or private bodies in the same year of studies;
3. be enrolled with repetitions of the year of studies;
4. have moved from one department to another or from one degree course to another with repetitions of enrollment in the same year of studies;
5. have made a transfer from another University with repetitions of enrollment in the same year of studies.

Students who have enrolled after having ceased studying in any Italian or foreign university, even with a partial recognition of the previous abandoned academic career, can access the University Scholarship competition. In this case, for the ex-post merit requirement for students enrolled in the first year and the merit requirement for the subsequent years, only the credits related to activities completed after the date of enrollment in the degree course will be counted.

#### **5 - Specific requirements**

To be included in the scholarship rankings students must meet the following specific requirements:

##### **A. Be enrolled as a full-time student in a regular academic year in a:**

- a. Bachelor's degree;
- b. single cycle master's degree;
- c. master's degree.

##### **B. Merit and career requirements:**

- a. Students enrolled in the first year:
  - i. students enrolled in the first year of Bachelor's degree and single cycle master's degree must have achieved a high school diploma with a final grade not less than 70/100 or not less than 42/60;
  - ii. students enrolled in the first year of master's degree must have achieved a degree with a final grade not less than 90/110.
- b. Students enrolled in second and subsequent years:
  - i. weighted average (average multiplied by the corresponding credits) achieved by September 30th 2020: not less than **24**
  - ii. credits (CFU) achieved by September 30th 2020 as indicated in the following table (the number of credits is rounded up)

		2nd year	3rd year	4th year	5th year	6th year
Free access courses	CFU	70% expected CFU (42)	75% expected CFU (90)	80% expected CFU (144)	83% expected CFU (200)	- -

Limited access courses	CFU	70% expected CFU (42)	75% expected CFU (90)	85% expected CFU (153)	90% expected CFU (216)	90% expected CFU (270)
Master's degree	CFU	66% expected CFU (40)				

**N.B.:** “Expected CFU” means the number of credits indicated in the degree course regulation. If the number of achievable annual credits differs from 60, for the calculation of the merit requirement a proportional criterion is applied, with reference to the annual number of credits indicated in the degree course regulation. This criterion applies both to the limited access courses and to the free access courses. For students with a disability of 66% or more different merit requirements will be established on the basis of individual cases, in collaboration with the teacher delegated to the integration of students with disabilities.

### C. Economic requirements:

The financial situation of the student is determined using the Equivalent Economic Status Indicator (ISEE), made for the benefits of the right to university education in favor of the student.

To request the calculation of the ISEE certification the student must sign the relevant DSU between January 1st 2020 and November 16th 2020 (or, considering the penalty period, December 31st 2020):

1. contacting a “Centro di Assistenza Fiscale” (CAAF) or any other person authorized to make the calculation;
2. independently providing the calculation by accessing the INPS online services.

Students are encouraged to make an appointment for the ISEE calculation well in advance because it takes 5-10 working days from the date of submission of the “Dichiarazione Sostitutiva Unica” (DSU) to get the ISEE.

Foreign or Italian students resident abroad must request the ISEE calculation to the Fees and Funding Sector as indicated in the "Guide to the submission of the ISEE 2020/2021 academic year", published on the following page of the University website: <https://www.unimib.it/servizi/diritto-allo-studio-tasse-150-ore>.

For the 2020/2021 academic year, the income to refer for ISEE declarations is the 2018 calendar year (2019 Single Tax Certification and 2019 Tax Returns), whilst the position of assets (tangible and intangible) is as at December 31st 2018.

After reading the above-mentioned guide, to get more information about the ISEE students can write to [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it)

To submit the application for the University scholarship the student must meet the following ISEE requirement:

$$23.000,00^{(*)} \text{ EUROS} < \text{STUDENT's ISEE} \leq 28.000,00 \text{ EUROS}$$

(\*) All students with an ISEE value not higher than the limit of € 23.000,00 must necessarily apply for the scholarship for the right to education (DS scholarship), except for students who fall under the derogation below.

### Important:

By way of derogation from this ISEE limit, the participation in the competition for the assignment of University scholarships will also be allowed to students with an ISEE value of € 23.000,00 or lower, provided that they



have not received any other scholarship for the same academic year and that they fall in the following categories:

- students enrolled after having ceased studying in this or in another University, even with a partial recognition of the previous abandoned academic career. In this case, for the ex-post merit requirement for students enrolled in the first year and the merit requirement for the subsequent years, only the credits related to activities completed after the date of enrollment in the degree course will be counted.
- students with an equivalent patrimonial status indicator (ISPE) higher than 50.000,00 euros;
- students enrolled in second and subsequent years that by August 10th 2020 have not achieved the minimum number of credits required for the scholarship for the right to education and that have achieved the number of credits required by this announcement.

In such cases, for the calculation of the ranking score, the ISEE value of the student will be considered equal to the minimum ISEE limit for participation in the competition for the University scholarship.

## **6 - Definition of the rankings**

For the University scholarship competition eight rankings will be established:

- 2 rankings for students enrolled in the first year: one list for students enrolled in Bachelor's degree and single cycle master's degree and one list for students enrolled in master's degree;
- 6 rankings for students enrolled in second and subsequent years: one list for students enrolled in the second year of Bachelor's degree and single cycle master's degree, one list for students enrolled in the second year of master's degree, one list for students enrolled in the third year of Bachelor's degree and single cycle master's degree, one list for students enrolled in the fourth year of single cycle master's degree, one list for students enrolled in the fifth year of single cycle master's degree and one list for students enrolled in the sixth year of single cycle master's degree.

The rankings will be established giving the following ranking score to students who apply for the scholarship:

- a. **students enrolled in the first year of Bachelor's degree and single cycle master's degree:** the ranking order will be determined degressively on the basis of the total score given to each applicant by integrating his ISEE value and the final grade of his high school diploma. The total achievable score is 300 points, distributed as follows:

$$200 * \left( 1 - \frac{\text{student's ISEE} - 23.000}{28.000 - 23.000} \right) + \text{high school final grade expressed out of 100}$$

- b. **Students enrolled in the first year of master's degree:** the ranking order will be determined degressively on the basis of the total score given to each applicant by integrating his ISEE value and the final grade of his degree. The total achievable score is 300 points, distributed as follows:

$$190 * \left( 1 - \frac{\text{student's ISEE} - 23.000}{28.000 - 23.000} \right) + \text{degree final grade expressed out of 110}$$

- c. **Students enrolled in second and subsequent years:** the ranking order will be determined degressively on the basis of the total score given to each applicant. The total score derives from the sum of the score related to the ISEE value and the score related to the student's merit, calculated on the basis of the number of credits and the weighted average achieved by September 30th 2020. The total achievable

score is 300 points, distributed as follows:

1. 200 points on the basis of the ISEE value:

$$200 * \left( 1 - \frac{\text{student's ISEE} - 23.000}{28.000 - 23.000} \right)$$

2. 100 points on the basis of the weighted average multiplied by the credits achieved by September 30th 2020:

$$100 \times \left( \frac{\text{CFU ACHIEVED BY 30/09} \times \text{WEIGHTED AVERAGE ON 30/09}}{\text{CFU MAX} \times 30} \right)$$

“CFU max” means the maximum number of credits that can be achieved by the student as indicated in the degree course regulation of the previous year.

In case of equal scores, the student with a lower ISEE value prevails in the rankings. In case of a further tie the younger student enrolled in the same academic year prevails.

### **7 - Publication of the rankings and deadline for the presentation of appeals**

The provisional rankings will be published by February 28th 2021, for 15 days, by bill-posting on “Albo Ufficiale on line dell’Ateneo”. They will be also available at the Fees and Funding Front Office - Building U17 - Piazzetta difesa per le donne – Milan and on the University website [www.unimib.it](http://www.unimib.it). This publication constitutes notification with all legal effects.

The student who turns out to be beneficiary in the provisional rankings must accept the scholarship, by signing the application for participation in the competition, **by 12:00 on March 13th 2021, otherwise the student will lose the benefit**. The acceptance procedure will be communicated to the scholarship beneficiaries, together with the publication of the provisional rankings, by e-mail and by the publication of news on the University website.

Before the same deadline “fuori sede” students will have to deliver, alternatively:

- a copy of a lease contract, which must be regularly registered to the student or to a member of his household and signed;
- if the student is domiciled in colleges, residences for students or boarding schools, a tax-valid certification concerning the payment of the rent for the accommodation used in the university campus

The student will be considered “pendolare” (regardless of the distance between his residence and the location of the degree course) both in case of failure to submit the above-mentioned documentation and in case of documentation without the requirements explained in the announcement.

After the deadline, in the case of non-accepted scholarships and funds still available, the ranking will proceed with a roll-call of the subsequent eligible candidates, according to the ranking order.

By 12:00 on **March the 13th 2021** students may submit any duly documented requests for the revision of the provisional rankings.



The final rankings will be published by April 10th 2021, for 15 days, by bill-posting on “Albo Ufficiale on line dell’Ateneo”. They will be also available at the Fees and Funding Front Office - Building U17 - Piazzetta difesa per le donne – Milan and on the University website [www.unimib.it](http://www.unimib.it). This publication constitutes notification with all legal effects.

The rankings of the students with disabilities will be available at the Fees and Funding Front Office of the Student Services.

### **8 - Payment of the scholarships and exemption from the university fees**

The payment of the scholarships will be arranged:

**A. for students enrolled in the first year in Bachelor’s degree, single cycle master’s degree and master’s degree in two installments:**

- i. the first installment, equal to 50% of the total scholarship amount, will be paid to the beneficiaries no later than 30 days after the decree of the scholarships assignment (approximately by 23/24 April 2021) and maintained if the student achieves at least 30 credits by November 30th 2021;
- ii. the second installment, equal to 50% of the total scholarship amount, will be paid if the student achieves at least 30 credits by August 10th 2021.

**Note:** *For students with a disability of 66% or more different merit requirements will be established on the basis of individual cases, in collaboration with the teacher delegated to the integration of students with disabilities.*

**A. for students enrolled in second and subsequent years:**

- i. The payment of the scholarship will be made in one installment no later than 30 days after the definitive allocation of the scholarships (approximately by 23/24 April 2021).

Students who receive the payment of the total scholarship amount (first and second installment) will be entitled to total exemption from the university fees. They will receive the refund of the university fees that they have already paid.

Students who receive only a partial payment of the scholarship (first installment) will be entitled to the exemption of 50% of the university fees.

### **9 - Revocation of the scholarship**

If the student beneficiary of scholarship, enrolled in the first year of Bachelor’s degree, single cycle master’s degree or master’s degree, has not achieved at least **30 credits** by November 30th 2021, the scholarship will be revoked and the already received scholarship amounts will be recovered. Failure to pay back the amount due will result in the blocking of the academic career of the student until the payment is made. In this case the return of the first installment of the scholarship and the payment of the second installment of the university fees must be made in one installment according to the methods indicated by the Fees and Funding Sector.

### **10 – Checks of the self-certifications veracity**

In agreement with the Revenue Agency, Regional Directorate of Lombardy and Ministry of Finance, the University carries out formal and substantial checks of the veracity of self-certifications produced by students, using the databases of the Revenue Agency and the Territorial Agency, as well as the Registered Office of Municipalities or any other Public Administration holding the self-certified data.

The University may also make use of the assistance of the Guardia di Finanza, reserving the right to report

situations that require further investigation or in-depth analysis.

In case of verification of untruthful declarations, the sanctions established by the art. 10, paragraph 3 of Legislative Decree 68/2012 and the additional sanction pursuant to art. 38, paragraph 3, D.L. 78/2010 will be applied.

The student will also lose the right to obtain other disbursements for the entire duration of the studies.

This applies without prejudice to the adoption of disciplinary sanctions and the denunciation to the judicial authorities in the case of a criminal offence (Article 331 of the Italian Civil Code).

Please read “Regolamento per la disciplina dell’applicazione delle sanzioni 68/2012 e 78/2010” published on the University website in the “Tasse” (Fees) section.

### **11 – Final information**

The data will be processed in accordance with Legislative Decree 30 June 2003, n. 196 ("Code regarding the protection of personal data") and its subsequent amendments and additions, as well as the EU Regulation 2016/679 (General Regulation on Data Protection or, more briefly, GDPR). It is possible to read the information

at the following link:

[https://www.unimib.it/sites/default/files/allegati/informativa\\_studenti\\_utenti\\_formazione\\_servizi\\_.pdf](https://www.unimib.it/sites/default/files/allegati/informativa_studenti_utenti_formazione_servizi_.pdf).

Pursuant to the Law of 7 August 1990, n. 241 the person responsible for procedure referred to in this announcement is “Capo Settore Diritto allo Studio, Area della Formazione e dei Servizi agli studenti”.

Applicants are entitled to exercise the right of access to procedural documents in accordance with current legislation.

The request, addressed to the person responsible for procedure, must be sent to “Ufficio Protocollo” – Piazza dell’Ateneo Nuovo, 1 - 20126 Milan.

## STATEMENT FOR CAREER CONTROL

The undersigned \_\_\_\_\_

Matr. n. \_\_\_\_\_ Degree course \_\_\_\_\_

**DECLARES**

that the following training activities, completed and registered by September 30th 2020, are not registered on the electronic booklet of Student Services Online (please indicate the training activities not yet registered in the computerised procedure):

[illegible]

Milan, .....

signature <sup>(1)</sup> .....

<sup>(1)</sup> Pursuant to art. 38 D.P.R. 445 of 28/12/2000, the declaration is signed by the interested party in the presence of the employee assigned or signed or sent, together with the unauthenticated copy of the identity document of the declarant, to the competent office by fax, through a delegate, or by post.