



ALLOCATION OF HOUSING PLACES FOR THE DIRITTO ALLO STUDIO UNIVERSITARIO (DSU)

A.Y. 2021-2022

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Glossary

1. General information

This guide explains the procedures for allocating preferential housing places for Diritto Allo Studio (DSU) through the regional selection procedure and provides information on allocation, check-in/out, deposit refund and housing place cancellations.

Students who meet the income and merit requirements specified in the Call for applications and are enrolled or intend to enrol in one of the following levels of education at Politecnico di Milano for the academic year 2021-2022, may apply for the benefits:

- ✓ Bachelor of Science course;
- ✓ single-cycle Master of Science course;
- ✓ Master of Science beginning either in the first or second semester
- ✓ PhD or specialising programmes (if not beneficiaries of scholarships or research fellowships).



The call for accommodation expires earlier than registration procedure of Politecnico: it follows that for students receiving accommodation in the first year of courses the assignment depends by the enrolment or by the registration within the deadlines set out in the notice of the call.

Students receiving housing enrolled in after the first year who do not formalise their enrolment by the deadline set out in the call for applications will be considered “Ineligible” and will have to pay the full rate.

All students who are recipients of a place in a Politecnico di Milano residence, when confirming their housing place, agree to comply with the applicable Regulations for University Halls of Residence, available at the following link:

https://www.residenze.polimi.it/wp-content/uploads/2021/08/Regolamento_Residenze_Universitarie_del_Politecnico_di_Milano_eng.pdf

The deduction amount is defined annually by a resolution of the Lombardy Regional government. This value will be specified in an addition to this Call for applications, which will be published on the University website page:

<https://www.polimi.it/studenti-iscritti/tasse-borse-e-agevolazioni-economiche/il-diritto-allo-studio-universitario-dsu/>

2. Requirements and rules

Requirements

The minimum requirements for applying for housing at Politecnico di Milano Halls of Residence are:

- ✓ Regular enrolment for the 2021-2022 academic year.
- ✓ Be at least 18 years old on the check-in date
- ✓ No financial debts with Politecnico di Milano
- ✓ Officially residing in a municipality that does not belong to the urban area of the city where the study programme is held and taking more than 90 minutes by public transport to reach the campus from their residence.

In addition to the above requirements, the applicant must meet the income and merit requirements set by the call.

Rules



It is not possible to transfer, even temporarily, a residence to Politecnico di Milano's housing places, but it is possible to establish a domicile there.

- ✓ Changes of room or residence are not permitted.
- ✓ **Single and double rooms with a shared bathroom are occupied exclusively by students of the same gender.** Integrated units (arranged in single and double rooms in flats, with use of internal kitchen and bathroom), can be occupied by people of a different gender.
- ✓ The Hall of Residence Management must be notified in advance by email if a guest is absent for longer than 48 hours. This will not imply any reduction in the housing deduction.
- ✓ **Early check-out does not give the right to a reduction in the housing deduction** except for cases described in the relevant paragraph.

3. Allocation procedure

Students participating in the Diritto allo Studio Call for applications can apply for and be beneficiaries of housing in the Politecnico di Milano Halls of Residence.

The benefit assignment procedures are outlined in the notice available at the following link:

<https://www.polimi.it/studenti-iscritti/tasse-borse-e-agevolazioni-economiche/il-diritto-allo-studio-universitario-dsu/>

Places are allocated annually to beneficiary students in the “subsequent years” and “first years” housing ranking lists.

The Housing & Dining Unit will assign housing places by email sent to the institutional email address - if assigned - or the email address provided by the student during the registration phase on the “Online Services” (AUnicaLogin Service).
- Politecnico di Milano).

Following any withdrawal by beneficiaries, the free places will be assigned to the eligible students in the ranking list, until the places or ranking lists run out.

After acceptance, the student has 30 days to check-in, otherwise they will lose their place in the residence and the fee will be deducted from their scholarship.

Housing places that become available during the year due to withdrawal or graduations are allocated, subject to request, to eligible students enrolling in the second semester or are reserved at the full rate.



Students recipients of a DSU housing place do NOT have to book housing at the full rate otherwise, they will be required to pay for both housing places.

Students who withdraw from their studies in the current academic year must pay an amount corresponding to the preferential rate for the period in which they used the housing place.

PREFERENTIAL-RATE HOUSING RECIPIENTS WITH ANNUAL SCHOLARSHIP

Acceptance of the housing place means that the scholarship will be withheld for the entire academic year, even if the student subsequently decides not to use the place to complete the academic year in the residence.

Recipients of housing that are ineligible in the scholarship final ranking

Student recipients of a preferential-rate housing place who are “ineligible” in the final ranking for the allocation of scholarships (the outcome can be viewed on the student’s home page of Online Services: AUnicaLogin service - Politecnico di Milano), **may remain in the assigned residence but will be charged the full rate starting from its assignment date.**

If the student does not intend to continue their stay, they will only be charged for the period from the assignment date to the check-out date.

If the student does not check-in after acceptance of the place, they will be charged for the period from the assignment date to the date of publication of the scholarship final ranking list.

RECIPIENTS OF PREFERENTIAL-RATE HOUSING WITH A SEMESTER SCHOLARSHIP

Acceptance of housing involves a scholarship deduction for the first semester even if the student decides not to use the place or complete the semester in the residence.

Students who do not wish to stay in the residence for the second semester must give notice by **31 December 2021** via the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305&lang=EN with the subject “housing place cancellation second semester”.

Otherwise, they will be required to pay the housing place fees even if there is an early check-out.

Recipients of a preferential-rate housing with a semester scholarship graduating in December

Students enrolled in the following years, awarded a semester scholarship and with housing place until **31 July 2022** who graduate in the first semester (December exam) and do not intend to continue their studies at Politecnico di Milano, can use the housing until **7 February 2022**.



After this date, students cannot use the housing provided by Politecnico, including those at full rate. Housing deduction on the first semester will be total even if the student anticipates the check-out date.

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Recipients of a preferential-rate housing with semester scholarships who do not graduate in December

Students who do not graduate in the first semester and wish to cancel their housing place for the second semester must do so by **31 December 2021** via the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305&lang=EN with the subject “cancellation second semester”.

Students who do not graduate in the first semester and do not cancel within the above deadlines must pay for preferential-rate housing until **31 July 2022** or until they graduate (see graduation procedures in April)

Payment of the fees due for the second semester must be made in two instalments:

- ✓ the first by **1 February 2022**
- ✓ the second by **1 March 2022**



Failure to pay the instalments by the due date results in a **10 per cent** arrears on the instalment. Failure to pay the instalment + arrears results in debt collection proceedings, which may include freezing the student’s academic career.

Preferential-rate housing place with semester scholarship graduating in April

Students who intend to graduate in April and wish to check-out before **31 July 2022** must cancel their housing place via the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305&lang=EN with the subject “cancellation for April graduation” before the issue of the second instalment payment slip (1 March 2022). Otherwise, they will be required to pay the entire semester at the preferential rate.

The payment of the fee due for the second semester must be made in two instalments:

- ✓ the first by **1 February 2022**
- ✓ the second by **1 March 2022**



Failure to pay the instalments by the due date results in a **10 per cent** arrears on the instalment. Failure to pay the instalment + arrears results in debt collection proceedings, which may include freezing the student's academic career.

4. Scholarship revocation

Students enrolled in the first year of all degree courses and assigned a housing place for the current academic year, if the scholarship is revoked due to failure to meet merit requirements, must repay the preferential-rate housing place cost to Politecnico di Milano from the assignment date until 31 July 2022.

5. Cancellations and reduction of housing place fees

The proportional reduction of the housing place fee to the actual months of use may only be applied in the following cases:

- ✓ Participation in international mobility study programmes
- ✓ a serious accident or illness affecting the Student
Specialist medical certification must be attached to the notice of cancellation.
- ✓ Bereavement of a close family member (parents or siblings).

6. Housing recipients participating in international mobility

Students participating in an international mobility programme in the first semester are required to submit their mobility documentation within 48 hours of accepting their housing place via the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305&lang=EN with the subject "Departure for Mobility first semester" and specifying their return date.

Without such a notice, the student will not be guaranteed deduction reduction for the period when they are abroad, nor allocation of the housing place upon return from mobility.

Students participating in an international mobility programme in the second semester are required to submit their Mobility documentation 30 days prior to departure via the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305&lang=EN with the subject: "Departure for Mobility second semester" departure and return dates.

Without such a notice, the student will not be guaranteed deduction reduction for the period when they are abroad, nor allocation of the housing place upon return from mobility.

7. Benefit revocation

Students allocated housing will lose the benefit in the following cases:

- ✓ they do not formalise their acceptance of the housing place within **48 hours** of the email receipt
- ✓ transfer to another university
- ✓ withdraw from studies
- ✓ have graduated without enrolling in a higher-level course at Politecnico di Milano
- ✓ have not paid the housing fees due
- ✓ have been subject to disciplinary sanctions as provided for by the Politecnico di Milano Halls of Residence Regulations.

8. Security deposit and payment methods

Students assigned housing are required to pay a **non-interest-bearing security deposit of € 500** before entering the residence. If it has been paid in previous years and not been refunded, it does not have to be repaid.

This is refunded at the end of the stay if you are up to date with your housing payments and you do not have to pay any damages.

All payments made by students must be made via PagoPA following the instructions published at the following link: http://www.residenze.test.polimi.it/wp-content/uploads/2021/08/istruzioni-pagoPA_eng.pdf

9. Check-in and check-out procedure

Recipient students must communicate their check-in date through the portal:

<https://polimi-sol.dirittoallostudio.it/apps/V3.1/sol/public/> - Alloggio Studenti BENEFICIARI DEL DIRITTO ALLO STUDIO - Acceptance of housing - Acceptance of housing place for students benefiting from the Diritto allo Studio.

Students may check-in between Monday and Friday (excluding holidays) between 9 am and 5 pm.

At the start of the academic year, students can check-in on Sundays as an exception.

To check-in, students must come to the Hall of Residence with:

To check-in, students must come to the Hall of Residence with:

- ✓ a valid identity document;
- ✓ for non-European Union students: passport photo, passport and residence permit, receipt of application for issue or document renewal.

At the start of their stay in the housing, the student must sign the check-in report, which contains information on the state of the housing and the furnishings present in their assigned room, as determined at the time when they move in. **The guest must report any damage or anomalies found within 48 hours of entering the room on the check-in report, otherwise they will be charged to the guest at check-out.**

For all students, the tenancy period at the University Halls of Residence ends on **31 July 2022**, with the last date to check-out being **1 August 2022 by noon**.

Students must book their check-out date at least 15 days before they leave the housing places by making an appointment with the Management of the Hall of Residence via email.

The check-out procedure involves:

- ✓ an inspection of the condition of the housing places by a member of staff of the Hall of residence;
- ✓ the Manager of the Hall of Residence and the guest signing the check-out report detailing the state it is in;
- ✓ returning the housing places keys.

Please note: Students are required to remove personal belongings from the housing.

If students are not present on the date booked for their check-out for housing place inspection purposes, the staff responsible for the inspection will proceed without them, and students waive the right to object to any findings. However, if there are any issues or damage, students will be charged. This includes the costs of extra cleaning.



Politecnico di Milano and the Management of the Hall of Residence decline any responsibility if any student's personal belongings are damaged or missing.

10. Security deposit refund

After the check-out procedure is complete, students can request that their security deposit be refunded. It is up to the student to request the refund after it has been confirmed that no damage or breakages have occurred in the Hall of Residence's property, facilities and furnishings.

If Politecnico's property is undamaged, the deposit will be refunded. Otherwise, after assessing these costs the refund will be reduced.

Deposits will be refunded via bank transfer within 60 days of a request being submitted, which must be sent via the ticketing system available at the following link: https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=2305&lang=EN, with the following subject: "Security deposit refund".

Documents to be attached:

- ✓ copy of valid identity document or passport;
- ✓ copy of check-out report
- ✓ person code.



Before submitting their request, the student must check that their **tax code and registered residence data** is present on their Online Services personal page.

It is necessary to enter the details of a bank/postal account in the student's name on the Politecnico di Milano Online Services -> Data -> Payment method management.

GLOSSARY

RECIPIENT/BENEFICIARY: a student who, in possession of the merit and income requirements set forth in the call for applications, is assigned Diritto allo Studio preferential-rate housing.

SCHOLARSHIP: financial support, awarded through a call for applications for university students with certain income and merit requirements; this support is recognised partly in cash and partly in student services.

Annual scholarship: financial support, including housing deduction for the entire academic year.

Semester Scholarship: financial support, includes housing deduction for the first semester of the academic year.

BENEFIT FORFEITURE: a student who falls under the causes of eligibility forfeiture established by the call for applications

SECURITY DEPOSIT: a sum of money paid by the student as a guarantee in case of non-payment of fees, damages or extra cleaning.

DSU: Diritto allo Studio Universitario

AWAY FROM HOME (FUORI SEDE) - an "away from home" student takes a housing at the Campus where the lectures of their study programme are held.

RANKING: list establishing the sequential order of Call for applications participants based on income and merit requirements.

INELIGIBLE RECIPIENT: a student who meets all the merit and income requirements under the Call for applications, who is not assigned housing due to lack of availability.

INTERNATIONAL MOBILITY: a student selected by the University to carry out a study project abroad.

INELIGIBLE: a student who does not meet the income and merit requirements in the Call for applications.

HOUSING PLACE: use of a bed in a double or single room for the duration of the benefit for the academic year.

SCHOLARSHIP REVOCATION: a student who incurs forfeiture of benefit eligibility in the current academic year and who must return the amounts received for scholarship or the value of the housing.

WITHDRAWING STUDENT: a student who does not accept the housing place provided, or, due to withdrawal from studies they waive the housing assigned.

PREFERENTIAL RATE: a fixed flat rate, established annually by the Lombardy Regional Government, withheld from the scholarship or paid by the student for the housing place assigned.

FULLRATE: housing cost without reductions applied according to the residence and type of room assigned to the guest.