



# ALLOCATION OF DIRITTO ALLO STUDIO (DSU) ACCOMMODATION

## Contents

1. General information	1
2. Requirements and rules	1
3. Allocation procedure	2
<i>Recipients of subsidised accommodation with an annual scholarship</i>	2
<i>Recipients of subsidised accommodation with a termly scholarship</i>	3
4. Scholarship revocation	3
5. Cancellations and reduction of housing place fees	3
6. Housing recipients participating in international mobility	3
7. Benefit revocation	4
8. Security deposit and payment methods	4
9. Check-in and check-out procedure	4
10. Security deposit refund	5

## Glossary

All dates for the current academic year are published in the Call available at the following link: <https://www.polimi.it/en/students/tuition-fees-scholarships-and-financial-aid/university-financial-aid-diritto-allo-studio-universitario-dsu>

## 1. General information

This guide explains the processes for allocating accommodation on concessional terms through the regional Diritto allo Studio (DSU) call and provides information on the processes for allocating, checking in/out, refunding the security deposit and leaving accommodation early.

Students who meet the income and merit requirements specified in the [Call](#) and are enrolled or intend to enrol in one of the following courses at Politecnico di Milano may apply for benefits:

- ✓ Laurea programme
- ✓ Single-cycle Laurea Magistrale (equivalent to Master of Science) programme
- ✓ Laurea Magistrale programme starting in first or second semester
- ✓ PhD programme and specialising research course (**if not recipient of another scholarship or Temporary Research Fellowship**).



The deadline for applying for accommodation ends before the registration or enrolment process at Politecnico: therefore, for students who are granted accommodation in the first year of any programme, the allocation is subject to successful registration or enrolment by the deadline set out in the call.

**Post-first-year students who are granted accommodation and who do not formalise their enrolment by the deadline set out in the call will be considered “non-eligible” and will consequently have to pay the full rate.**

All students who are granted accommodation in one of Politecnico di Milano’s halls of residence agree, when confirming their accommodation, to comply with the University Residence Regulations currently in force, which can be found in the [Regulation](#) section of the residences’ website.

The deduced amount is determined each year and decided by Regione Lombardia. The amount will be specified in an [add-on](#) to the call, which will be published on the University website.

## 2. Requirements and rules

### Requirements

The minimum requirements to be met in order to apply for accommodation at Politecnico di Milano residences are:

- ✓ Be enrolled in the current academic year.
- ✓ Be 18+ years of age on the date of arrival at the halls of residence; otherwise the student must be accompanied by a parent or legal guardian. The student must also present a consent form for minors signed by their parents as well as photocopies of their identity documents.
- ✓ Have no outstanding financial debt towards Politecnico di Milano.
- ✓ **Have not paid for full-rate accommodation.** Students who have reserved accommodation at full rate and have also applied for accommodation at preferential rate through the call will have to pay for both should they receive them and accept the allocation.

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

## Rules



**Students cannot transfer (not even temporarily) their residence to Politecnico di Milano's housing facilities, but can establish their domicile there.**

- ✓ Allocated rooms and/or halls of residence cannot be changed.
- ✓ **Single and double rooms with a communal bathroom are only occupied by students of the same gender.** In non-single gender residences (arranged into single and double rooms in a flat, with communal bathroom and kitchen), **priority is given to students of the same gender**; each residence (but not the bedroom) may be occupied by persons of a different gender only if absolutely necessary.
- ✓ If the student leaves for more than 48 hours, he/she must notify the residence manager by e-mail and their absence does not give rise to any reduction in the accommodation deduction.
- ✓ **Checking out earlier than the allotted time slot does not entitle the student to a reduction in the accommodation deduction** except in the cases outlined in the relevant section.

## **3. Allocation procedure**

Students taking part in the call for Diritto allo Studio can apply for and receive accommodation at Politecnico di Milano halls of residences.

The procedures for awarding the benefit are set out in the [Call](#).

Accommodation is allocated each year to all recipient students in the housing lists for the “post-first years” and “first years”.

Housing & Dining Unit will proceed with the allocation of accommodation and will notify each student by sending an e-mail to their university e-mail address (if already allocated) or to the address indicated by the student when they registered for “Online Services”.

If the recipient rejects the accommodation offered to him/her, the waiting lists will be adjusted and the remaining accommodation will thus be allocated to eligible students. The process is completed once the available places have been filled.

**After the student has accepted, he/she has 15 days to check in, otherwise he/she loses his/her accommodation in the halls of residence and the full fee is deducted from the scholarship.**

Places that become available during the year as a result of withdrawals or graduations may be available, upon request, to recipients or eligible students enrolling in the second semester or they be reserved at full rate.



**Students allocated a DSU accommodation should NOT reserve accommodation at full rate, otherwise they will be required to pay for both places.**

Students who withdraw from their studies in the current academic year must pay an amount corresponding to the preferential rate for the entire period in which he/she occupied the accommodation.

### **RECIPIENTS OF SUBSIDISED ACCOMMODATION WITH AN ANNUAL SCHOLARSHIP**

Accepting accommodation means that the grant is withheld for the entire academic year even if the student subsequently decides not to use the place or not to spend the academic year in halls of residence.

## RECIPIENTS OF SUBSIDISED ACCOMMODATION WITH A TERMLY SCHOLARSHIP

Accepting accommodation means that the grant for the first semester is withheld even if the student subsequently decides not to occupy the place or not to spend the semester in halls of residence.

For the second semester, the student is expected to pay the instalment within the deadline set out in the [Call](#). If you wish to cancel your accommodation for the second semester, you must notify the Housing & Dining Unit following the procedure described in the above-mentioned call.

### Please Note:

Failure to pay the instalment by the deadline will result in a 10% late interest on the instalment. Failure to pay the instalment + late interest will result in the initiation of debt collection proceedings, which may go as far as freezing your academic year.

### Accommodation recipients not eligible in the final scholarship list

A student who is allocated accommodation at a preferential rate and who is “not eligible” in the final list for the awarding of scholarships **may remain in the allocated halls of residence, but will be charged the full rate starting from the allocation date.**

If the student does not wish to continue his/her stay, he/she will only be charged for the period between the allocation date and the check-out date.



If the student has not yet checked in after accepting the accommodation, he/she will be charged for the period between the allocation date and the date of publication of the final scholarship list.

To find out the rates for halls of residence, please consult the [Call](#).

## 4. Scholarship revocation

If the scholarship is cancelled due to **non-fulfilment of merit requirements**, students enrolled in the first year of any Laurea programme and allocated accommodation for the current academic year must reimburse the cost of the subsidised accommodation for the academic year of allocation to Politecnico di Milano; the amount is decided each year by Regione Lombardia. The amount will be specified in an add-on to the [Call](#) which will be published on the University website.

## 5. Cancellations and reduction of housing place fees

A reduction in the accommodation fee, based on the actual months of accommodation occupancy, is only possible in the following cases:

- ✓ If the student is part of an international mobility programme
- ✓ If the student should suddenly suffer from a serious accident or serious illness  
**Adequate medical certification issued by a specialist must be annexed to the cancellation notice**
- ✓ Bereavement of a close family member (parents and/or siblings).

## 6. Housing recipients participating in international mobility

Students taking part in an international mobility programme must send the notification and documentation relating to their mobility to the Housing & Dining Unit following the procedure described in the [Call](#).

Failure to provide this notification will result in the student not being guaranteed the withholding reimbursement for the time spent abroad as well as the allocation of accommodation upon their return.

## 7. Benefit revocation

For students who are allocated accommodation, the benefit is lost if:

- ✓ the student fails to complete enrolment in programmes at Politecnico di Milano for the current academic year within the deadlines set out in the academic calendar;
- ✓ the student fails to formally accept his/her accommodation allocation **within 48 hours** of receiving the e-mail
- ✓ the student transfers to another university
- ✓ the student withdraws from his/her studies
- ✓ the student has been awarded a degree without enrolling in a higher-level programme at Politecnico di Milano
- ✓ the student has not paid the accommodation fees
- ✓ the student is charged with disciplinary sanctions provided for in the Residence Regulations of Politecnico di Milano.

## 8. Security deposit and payment methods

Before moving into the halls of residence, students are required to pay a non-interest-bearing security deposit, the amount of which will be set each year and published in the [Call](#).

If the security deposit has already been paid in previous years and has not been refunded, the student does not need to pay it again.

Payment may be made only via the PagoPA platform by following the instructions published in the [designated section](#).

4

## 9. Check-in and check-out procedure

Students must state their check-in date when they accept their accommodation through the [Portal](#): sezione - Alloggio Studenti BENEFICIARI DEL DIRITTO ALLO STUDIO - Accettazione alloggio - Accettazione alloggio Studenti Beneficiari del Diritto allo Studio.

**Check-in times are Monday to Friday (excluding public holidays) from 9 am to 5 pm.**

When checking in at the halls of residence, you must present:

- ✓ a valid identification document;
- ✓ for non-EU students, passport and residence permit, receipt of application for issuance/renewal of this document.

Before moving in, the student must sign the check-in report containing information on the state of the accommodation and the furnishings in their room, as found at the time of handover.

 The student must report any damage or faults found **within 48 hours** of entering the room on the check-in report, otherwise these will be charged to him/her when checking out.

Students are required to book their check-out date on the [Portal](#) - sezione-Data di uscita (Check-out) at least 15 days before the actual date of departure from the accommodation, otherwise the date and time of check-out will be determined jointly with the halls of residence manager.

The check-out procedure involves:

- ✓ checking the condition of the accommodation by a residence staff member
- ✓ signing the check-out report certifying the state of the accommodation together with the halls of residence manager,
- ✓ returning the accommodation keys.



**Please Note: Students are required to permanently clear the accommodation of all personal belongings.**

If students are not present on the date set for the check-out for the purpose of checking the accommodation, the staff in charge will carry out the check-out with no right to be heard; any faults or damage will be charged to the students, including the cost of any additional cleaning required.



**Politecnico di Milano and the halls of residence manager are not liable for any damage or loss to students' personal belongings.**

## 10. Security deposit refund

Once the check-out procedure has been completed, the student may request a refund of the security deposit after the halls of residence have been checked for any damage caused to property, facilities and furnishings.

If no damage is found to Politecnico's property, the deposit shall be returned in full; otherwise it will be reduced by the amount corresponding to any established charges. If the cost of the damage is lower than the deposit, its amount will be deducted during reimbursement; if, on the other hand, the cost of the damage is greater than the deposit, the student will be required to pay the difference.

The deposit will be returned according to the procedure specified in the designated section of the [website](#).

## 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.