HAVING REGARD to Law 09.05.1989, no. 168 "Institution of the Ministry of the University and Scientific and Technology Research" and later amendments;

HAVING REGARD to Law 07.08.1990, no. 241 "New rules regarding administrative procedure and the right of access to administrative documents" and subsequent amendments;

HAVING REGARD to Presidential Decree 28.12.2000 no. 445 "Consolidated laws and regulations on administrative documentation" and subsequent amendments;

HAVING REGARD to Legislative Decree 30.03.2001 no. 165 “General rules on the structure of employment in public administrations” and subsequent amendments;

HAVING REGARD to Law 30.12.2010, no. 240 "Rules on the organisation of Universities, academic staff and recruitment, as well as delegation to the Government to promote the quality and efficiency of the university system” and subsequent amendments;

HAVING REGARD to Law 06.11.2012, no. 190 "Provisions for the prevention and repression of corruption and illegality in public administration", and subsequent amendments;

HAVING REGARD to Legislative Decree 14.03.2013, no. 33, "Reorganisation of the regulations concerning the right of civic access and the duties of publicity, transparency and dissemination of information by public administrations" as amended by Legislative Decree 25.05.2016, no. 97 "Review and simplification of the provisions on the prevention of corruption, publicity and transparency, amending law 6 November 2012, no. 190 and Legislative Decree 14 March 2013, no. 33, in accordance with Article 7 of Law 7 August 2015, no. 124, on the reorganisation of public administrations";

HAVING REGARD to Legislative Decree 18.04.2016, no. 50 "Code of public contracts", and subsequent amendments;

HAVING REGARD TO Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to personal data processing and on the free movement of such data, and repealing Directive 95/46/EC (General Regulation on Data Protection);

HAVING REGARD TO the current Statute of Politecnico di Milano;

HAVING REGARD TO the current University Regulation for Administration, Finance and Accounting;

HAVING REGARD TO the Employee Code of Ethics and Conduct of Politecnico di Milano;

HAVING REGARD TO Ministerial Decree no. 80 of 3 August 2020 “Guidance and steering document for the resumption of activities in the presence of educational services and pre-schools” and Order no. 596 of 13 August 2020 “Further measures for the prevention and management of the epidemiological emergency from COVID-19”;
HAVING REGARD TO the Decree of the Regional Government no. 7/20588 of 11.02.2005 “Definition of the minimum structural and organisational requirements of authorisation for the functioning of social services for early childhood”;

HAVING REGARD TO the Decree of the Regional Government no. 9/2929 of 9 March 2020 “Revision and update of the requirements for running nurseries”;

IN CONSIDERATION that the Single Guarantee Committee of Politecnico di Milano has promoted the positive action known as "Nursery";

IN CONSIDERATION of the support measures envisaged by the Polytechnic Equal Opportunities strategic plan for female students, research fellows and PhD students of Politecnico di Milano;

HAVING RECOGNISED the need to issue a call to form a ranking valid for the purposes of allocating available places at the nursery of Politecnico di Milano, located at the Leonardo and Bovisa Campuses, for the year 2021/2022, while defining the usage and management rules of the service for internal users of Politecnico di Milano, as defined in the Call, and any external users;

DECREES

Art. 1 Call for Applications

A Call for applications is hereby issued to form a ranking valid for the purposes of allocating available places at the Politecnico di Milano nursery located in Milan, Via Valvassori Peroni no. 17 and at the Politecnico di Milano Crèche located in Milan, Via Candiani 72, for the 2021/2022 educational year.

Art. 2 Recipients

1) The Via Valvassori Peroni nursery and the Via Candiani crèche are daycare services accommodating respectively 25 and 10 children aged 3 months and over by 31 December 2021, until the completion of the educational year in which they can be admitted to pre-school.

2) The places currently available for the 2021/2022 educational year at the nursery located in Milan, Via Valvassori Peroni no. 17, are currently 15, broken down as follows:

**SUN BUBBLE**
- no. 5 places available for young infants (3-18 months)

**EARTH BUBBLE**
- no. 4 places available for medium-older infants (19-36 months)
- no. 2 places available for young infants (3-18 months)

**MOON BUBBLE**
- no. 4 places available for young infants (3-18 months)

3) The places currently available for the 2021/2022 educational year at the Crèche located in Milan, Via Candiani no. 72, are:

**SINGLE BUBBLE**
- no. 3 places available for young infants (3-18 months)
- no. 1 place available for a medium-older infant (19-36 months)
4) In accordance with Decree Law 7 June 2017, no. 73, converted with amendments by Law 31 July 2017, no. 119, a preliminary requirement for access to the public and private Nurseries is for the child to have fulfilled the vaccine obligations, except in cases of exceptions motivated by ascertained actual dangers to the child’s health in relation to specific clinical conditions.

Art. 3 Attendance methods

1) Children aged from 3 to 36 months will be split into groups-sections, in compliance with the legislation currently in force (also relating to the COVID-19 emergency). The composition of the groups will be defined by the educational team in collaboration with the Pedagogical Coordinator and with the Equal Opportunities service of Politecnico di Milano.

2) The frequency of the Nursery service may occur in accordance with the times/sections indicated below; two bubbles/times for use of the service can be indicated in the annexes, in order of preference, which will then be allocated based upon the ranking and the availability of places:

**LEONARDO NURSERY**

**SUN BUBBLE**
- Full-time
  - 8am-4pm
  - 9am-4pm
- Part-time
  - 8am-1:30pm

**MOON BUBBLE**
- Full-time 9am-5pm

**EARTH BUBBLE**
- Full-time 9:30am-5pm

**BOVISA CRÈCHE**

**SINGLE BUBBLE**
- Full-time 8am-5:30pm
- Part-time 8am-1:30pm

3) The attendance can be changed from full-time to part-time and vice versa, by informing the nursery and equalopportunities@polimi.it using the appropriate form, in the month prior to the month affected by the change. At the publication date of the call, and with reference
to the organisation linked to the COVID-19 emergency, currently, this possibility is only provided for the Bovisa crèche.

4) If places are available, and in line with the adequate organisation of the educational service, applications for full-time frequency, even reduced during the year, may be accepted.

5) The Administration reserves the right to evaluate whether nursery users shall be permitted to continue using the service, if, without prior warning, they fail to respect the nursery's hours on three occasions, or if they are reported by the nursery for problems occurring in the proper performance of the educational service.

Art. 4 Staff

1) The professional figures operating in the service are:
   • coordinator
   • educational staff
   • support staff

2) The numerical ratio of children/educators envisaged by current legislation (Decree of the Regional Government no. 7/20588 of 11.02.2005 and Decree of the Regional Government no. 9/2929 of 9 March 2020), along with the possession of recognised qualifications, will be guaranteed.

Art. 5 Requirements for participation in the allocation of places

1) The following persons may submit an application for registration of their children:
   a) employees of Politecnico di Milano: technical/administrative staff and teaching staff; research fellows, scholarship holders, PhD students, students and persons having any kind of collaboration contract with Politecnico di Milano (such as collaborators and adjunct professors). An application can be submitted even if the contract is close to expiry, provided that the contract is renewed by the beginning of the new educational year and envisages the collaborator being present at Politecnico for at least six months in the relevant educational year. For applications submitted in the absence of the contractual renewal date, communication of the renewal is required by 31/08/2021, under penalty of application of the fee referring to external staff.
   b) employees of entities affiliated with Politecnico di Milano. Their access is in any case subordinate to that of the persons indicated in letter a) of this article;
   c) the immediate family (1st degree) of employees of Politecnico di Milano (PTA and PD) indicated in letter a) if all requests of staff referred to in letters a) and b) have been met.

2) In order ensure both the full occupancy of the nursery and the economic sustainability of the facility, individual external parties who use, as a priority, the full-time service and who meet all the other requirements, may also submit an application for registration. Their access is in any case subordinate to that of the persons indicated in letters a), b) and c) of this article.
Art. 6 Assessment criteria

1) The allocation of available places for each nursery facility will be made through two separate rankings split by age group: young infants and medium-older infants.

2) For each ranking list, priority will be given to applications submitted in the following order:
   I. technical/administrative staff;
   II. teaching staff;
   III. research fellows, scholarship holders, PhD students;
   IV. students of Politecnico di Milano;
   V. persons having any kind of collaboration contract with Politecnico di Milano (such as collaborators and adjunct professors), provided that the contract envisages the holder being present at Politecnico for at least six months in the 2021/2022 educational year;
   VI. employees of entities affiliated with Politecnico di Milano;
   VII. immediate family (1st degree) of employees of Politecnico di Milano;
   VIII. external individuals.

3) In the event of a tie, priority will be given to families that have attached to the application an Equivalent Economic Situation Indicator in a lower amount and, in the event of a further tie, priority will be given to the youngest child.

Art. 7 Documents to be submitted

1) Application form, compulsory, with personal details of the parent and the child, through the form:
   Annex 3 - Employees, collaborators and students of Politecnico di Milano
   Annex 4 - Employees of entities affiliated with Politecnico di Milano
   Annex 5 - Immediate family (1st degree) of employees of Politecnico di Milano
   Annex 6 - Persons external to Politecnico di Milano

2) Equivalent Economic Situation Indicator The DSU [self-declaration] is not considered valid for the purposes of Articles 5 and 7 of this Call. The Equivalent Economic Situation Indicator is mandatory in order to benefit from the contribution of Polytechnic Equal Opportunities in accordance with Art. 8 of the call. The Equivalent Economic Situation Indicator certification must be issued in 2021, and will be considered for the purposes of this call and the definition of the economic band for the payment of the fees only if submitted by and not beyond 31/08/2021. If it is not submitted, the fee for the maximum band (Band III) will be attributed. Families of registered children may change the share due by requesting from INPS the calculation of the "current Equivalent Economic Situation Indicator", if one of the two requirements exists in terms of change of employment situation and change, in excess of 25%, of the income situation indicator.

1 Entities affiliated with Politecnico di Milano are organisations that have entered into a contract with Politecnico di Milano, consortia, centres of excellence of Politecnico di Milano such as MIP, INFN, PoliDesign, Cefriel, Polihub, Fondazione Asilo Mariuccia.
3) In the case of a private affiliated entity, a document certifying the type of employment/collaboration relationship with the entity itself.

4) Privacy policy consent to the collection and processing of data, duly signed (Annex 1).

**Art. 8 Fees**

1) The fees in force for the education year are indicated below:

A) The fee due from female students, PhD students and research fellows, subject to submitting in advance the Equivalent Economic Situation Indicator by the start of the new educational year (31/08/2021) will be covered in full by the Polytechnic Equal Opportunities programme to facilitate their participation in study and research. The cost relating to any penalties for meals is excluded.

For female students, PhD students and research fellows, the Polytechnic Equal Opportunities programme will also cover any membership fees to the pre-school service in September. This support is provided only for weekly (not daily) membership fees in the Equivalent Economic Situation Indicator Band I.

B) For children of employees, collaborators in any capacity and students of Politecnico, the fees are differentiated based upon the Equivalent Economic Situation Indicator income band:

<table>
<thead>
<tr>
<th>Band</th>
<th>Equivalent Economic Situation Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band I</td>
<td>≤ €27,000</td>
</tr>
<tr>
<td>Band II</td>
<td>€27,001 &lt; Equivalent Economic Situation Indicator ≤ €45,000</td>
</tr>
<tr>
<td>Band III</td>
<td>Equivalent Economic Situation Indicator &gt; €45,001</td>
</tr>
</tbody>
</table>

Table 2: monthly fees for employees, research fellows, PhD students, students and collaborators

<table>
<thead>
<tr>
<th></th>
<th>Band I</th>
<th>Band II</th>
<th>Band III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>€280</td>
<td>€400</td>
<td>€500</td>
</tr>
<tr>
<td>Part-time</td>
<td>€190</td>
<td>€270</td>
<td>€340</td>
</tr>
</tbody>
</table>

For the determination of the fee, the Equivalent Economic Situation Indicator certification may be delivered at the same time as registration, if not previously sent together with the application form for the call, and in any case by and not beyond 31/08/2021. In the absence of the Equivalent Economic Situation Indicator certification, the fee corresponding to Band III will be assigned.

If the collaboration relationship between Politecnico and the research fellow, the PhD student, the adjunct professor or, in the case of a student, the study relationship ceases during the educational year, the monthly fees assigned according to Table 2 are considered valid until the end of the educational year.

If two or more children are attending at the same time, the fee for the second and any subsequent children will be reduced by 20%.

C) Monthly fee for children of employees of Entities affiliated with Politecnico, children of immediate relatives (1st degree) of employees of Politecnico di Milano and parties external to Politecnico:
Table 3: monthly fee for children of employees of Entities affiliated with Politecnico, for children of immediate family (1st degree) of employees of Politecnico di Milano and external parties

<table>
<thead>
<tr>
<th></th>
<th>MONTHLY FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>€680</td>
</tr>
<tr>
<td>Part-time</td>
<td>€480</td>
</tr>
</tbody>
</table>

2) The fee must be paid from September to June inclusive, and it must be considered as a monthly fee, regardless of the number of days that the nursery opens or the actual attendance of the child.

For all users, the fee includes snacks, meals, nappies, hygiene and sanitary supplies, educational materials, and insurance.

Users are required to pay the actual cost of the meal, for an amount in any case not exceeding €4, based upon the actual meals and in the event of absences not communicated within the terms defined by the document on the functioning of the nurseries of Politecnico di Milano, attached to this call (Annex 2).

3) If, during the month, the child has attended the nursery from 0 to 5 days, the family will pay 50% of the fee. That reduction in fee is applied to full-time or part-time attendances.

4) For the month of July only, it is possible to attend for the entire month, or to choose the first or second half of the month. If attending just one of the two periods, half of the fee must be paid.

5) During the settling-in period, the entire monthly fee must be paid for children placed in the first 15 days of the month, and the reduced fee of 50% is payable for children placed after the 15th day of the month.

6) If the family asks to postpone the settling-in date, with respect to that planned by the nursery, the fee for the settling-in period must, in any case, be duly paid in order to retain the child's place at the nursery.

Art. 9 Payment of fees

1) Upon registration, all persons registered must pay a monthly fee, in the sum established by Article 8, as a security deposit that can be settled only in the last month of attendance at the nursery. The security deposit must be paid to Politecnico di Milano by way of the PagoPA procedure, and subject to communication by Politecnico – Administration and Finance Area.

2) The payment of the fee, as well as any charge for meals for absence not communicated within the terms established by Art. 8, will be made monthly by the methods described in paragraphs 3, 4 and 5 below of this article.

3) For employees and full professors of Politecnico, the payment of the fee may be made, at the user’s discretion, by the following methods:

- deduction directly from the salary, taken from the pay for the month after that of attendance
- PagoPA procedure, subject to communication by Politecnico di Milano (the communications will be sent in the month after that of attendance, to which the sums will refer).

4) For research fellows, scholarship holders, PhD students, students, collaborators in any capacity of Politecnico, the payment of the fee will take place using the PagoPA procedure, subject to communication by Politecnico di Milano (the communications will be sent in the month after that of attendance, to which the sums will refer).
5) For the users referred to in Art. 5, at letter b) - employees of Entities affiliated with Politecnico di Milano, as well as the users referred to in Art. 5, letter c) immediate relatives (1st degree) of employees - and at point 2 - external parties - the payment of the fee will take place using the PagoPA procedure, subject to communication by Politecnico di Milano (the communications will be sent in the month after that of attendance, to which the sums will refer).

6) In the event of delayed payment of monthly fees for a period of two months (even if not consecutive), Politecnico di Milano may unilaterally assess the immediate loss of the right for children to attend the Nursery/Crèche of Politecnico di Milano.

Art. 10 Additional and/or optional services

1) Any additional and/or optional services, such as, by way of example, the pre-school service to accommodate, in September, children who have attended the nursery and will move to pre-school, will be activated according to the procedures and timescales defined by the manager, also in relation, where necessary, to the needs of users.

2) The cost of additional services is established by the manager in agreement with Politecnico di Milano, and will be paid by users directly to the manager, with the methods and timescales envisaged for this service.

Art. 11 Deadlines and application procedure for participation in the allocation of places

1) Applications on unstamped paper (based upon the relevant category Annex 3, Annex 4, Annex 5, Annex 6), addressed to the Head of the Procedure, Martina Bongini Pettinari, must be sent by email, by 30 April 2021, at 6pm, to protocollo@polimi.it indicating in the subject "Nursery Application". Applications may be submitted from the date of publication of this Call. Only applications received through the methods indicated above will be assessed.

2) Applications must be accompanied by the necessary documentation in order to be assessed.

3) For applications for more than one child, each application must be submitted individually.

Art. 12 Submission of applications after the deadline of the Call

If, when the educational year has begun, there are places still available, an application may be made for a place, by submitting the documents indicated in Art. 7 and according to the methods specified in Art. 5. The acceptance of the applications, carried out by the Equal Opportunities service, will be subject to a positive assessment by the service manager, in relation to the possibility of inserting the child into the educational project that has already begun.

Art. 13 Selection Committee

1) At the expiry of the deadline for submitting applications, the designated Selection Committee will create two different rankings for the two age groups (young infants and medium-older infants) and for the two nurseries, according to the criteria indicated in Art. 14 below, defining the allocation of children
based upon the availability of hours indicated in the annexes (first and second choice) and until all available places are taken. If it is impossible to satisfy the first and second choices, the children will be allocated any other places available, even with different hours from those indicated in the application phase. For external parties, priority will be given to applications for full-time registration.

2) The Selection Committee will be appointed by the Director General of Politecnico di Milano.

Art. 14 Criteria for formulating the ranking

1) Each application will be assessed based on the score attributed on the basis of the criteria and scores indicated in point 2 below.

CRITERION 1a - Family unit (the child for whom the application is made, the parents and any siblings of the child are considered to be family members):

a) family unit that includes a parent with disabling physical and/or mental conditions (equal to or greater than 66%) recognised by the Local Health Authority’s Disability Commission - 3 points

b) number of children (including the one being registered):

- children in the age group 0-3 years (*) - 2 points for each child
- children in the age group 4-6 years (*) - 1 point for each child
- children older than 6 years (*) - 0.5 points for each child
- children not yet born for which it is sufficient to indicate the expected due date - 1 point (*) the age of the child in September (start of the new educational year) will be considered

(*) if the number of days of the date of birth is greater than 15 they will be rounded up to the month

c) child with disability, for whom registration is requested (Local Health Authority certification required) - 3 points

d) family unit with other minors with disabilities - 1 point for each child

e) family unit that includes sisters/brothers who already attend and/or will attend, in the educational year for which registration is requested, the Politecnico nursery - 1 point

f) children on the waiting list in the previous educational year - 2 points

CRITERION 1b - Employment situation of parents:

a) single-parent household - 3 points

b) with both parents in full-time employment - 2 points

c) with one parent working full-time and one parent working part-time - 1.5 points

d) with both parents in part-time employment - 1 point

e) with one parent working part-time or full-time, and one parent unemployed - 0.5 points

For the purposes of the scores in criteria 1b, research fellows, PhD students and students are considered as full-time workers, while adjunct professors are considered as part-time workers.
CRITERION 1c – Economic band

In the event of the same score being obtained for criteria 1a and 1b, priority will be given to families with a lower Equivalent Economic Situation Indicator certification.

If the scores are still tied, priority will be given to the youngest child.

Art. 15 Publication of the Ranking/Acceptance of the place

1) The ranking related to the allocation of places at the Politecnico di Milano nursery will be published on the University Register by 2pm on 18 March 2021.

2) The place must be accepted by and not beyond 25 May 2021 at 6pm with simultaneous payment of the security deposit (in accordance with Art. 9, paragraph 1) and confirmation of the chosen time bracket.

3) Failure to complete the registration according to the procedures and deadlines indicated above will result in the place being forfeited.

Art. 16 Cancellation of the service

1) If the place is cancelled before the start of the child’s attendance at the nursery, the deposit paid at the time of registration will be retained.

2) If the service is cancelled, the family is required to submit a written statement by the first day of the last month of attendance; under this condition, the deposit for the last month of attendance will be refunded. Otherwise, the family will have to pay the full monthly fee.

3) Payment of the monthly fee is also due if the child’s attendance is cancelled during the settling-in period, and the deposit will not be refunded.

4) The declaration of cancellation must be signed by a parent or, in special and duly documented cases, by someone acting in their place (guardian, foster parent, etc.).

5) Cancellation of the service and relative termination of payment of the fee is only permitted until the month of April.

Art. 17 Contacts for submitting questions

For any questions concerning the organisation of the nursery service or participation in this call for applications, write to the Equal Opportunities Service: equalopportunities@polimi.it - tel. 02 23992616/2617.

Art. 18 Information on the use of personal data and on the rights of the person making the declaration

With regard to the processing of personal data, see the Privacy Policy attached to this call.

Art. 19 Head of the procedure

In accordance with Articles 4 et seq. of Law 07.08.1990, no. 241 "New rules on administrative procedure and right of access to administrative documents", and subsequent amendments, the Head of the Procedure is Martina Bongini Pettinari of the Human Resources and Organisation Area - email martina.pettinari@polimi.it.
LIST OF ANNEXES:

ANNEX 1: Privacy policy
ANNEX 2: Document on the functioning of the nurseries
ANNEX 3: Registration application for internal staff;
ANNEX 4: Registration application for employees of entities affiliated with Politecnico;
ANNEX 5: Registration applications for immediate family (1st degree);
ANNEX 6: Registration application for external staff.

THE DIRECTOR GENERAL
Dr. Graziano Dragoni
Signed digitally in accordance with the Digital Administration Code