

**CALL FOR SCHOLARSHIP APPLICATIONS
FOR THE 2019/2020 ACADEMIC YEAR**





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ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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1. NUMBER OF SCHOLARSHIPS

In accordance with regulations as set out in Legislative Decree no. 68 dated March 29, 2012 *Review of the existing legislation concerning the right to access education and the valorisation of officially recognised colleges* and specifically in article 8, paragraph 5, extending application of regulations contained in the Prime Minister's Decree dated April 9, 2001 to the adoption of implementation regulations reviewing the laws dealing with the right to study, in Lombardy Region Law no. 33/2004, in the Prime Minister's Decree dated April 9th, 2001, in the Deliberation of the Lombardy Regional Council of 2018, the present Call for Applications for the assignment of the following scholarships to students enrolled in courses at the University of Pavia in the 2019/2020 academic year is hereby officially announced.

The present Call for Applications will automatically adopt any subsequent ministerial and regional orders in matters concerning the right to higher education issued and applicable to the 2019/2020 academic year; the resulting modifications and changes will be specified in an additional note that will be published on the EDiSU website (www.edisu.pv.it).

The number of scholarships that will be assigned in the 2019/2020 academic year depends on the funding that EDiSU will receive from the Lombardy Region, from the Ministry of Education, University and Research, from the University of Pavia, and from any public or private Bodies.

The number of scholarships initially awarded, depending on the minimum regional funding projections for the 2019/2020 academic year, will be subdivided according to the following percentages:

30% to students enrolling for the first time in the 2019/2020 academic year in BA (*laurea*), MA (*laurea magistrale*), combined BA + MA (*laurea magistrale a ciclo unico*) single cycle degree courses, postgraduate/specialisation courses (*corsi di specializzazione*, with the exception of those in the medical field, as referred to in Legislative Decree 368/99), and PhD programmes (*dottorati di ricerca*), if not already benefiting from a scholarship, in accordance with Ministerial Decree no. 224/1999 or a research grant, as stated in Law no. 449 dated December 27th, 1997.

70% to students enrolling in subsequent years (i.e. not first-year students) of all courses running since the coming into force of Ministerial Decree no. 270/2004.

The total number of scholarships and scholarship supplements for international mobility initially established may be increased during the year depending on additional funds allocated at a later time, giving priority to students enrolled in subsequent years (i.e. not first-year students) in order to guarantee the continuity of their academic career.

In implementing the memorandum of understanding drawn up on July 19th, 2010 between the Lombardy Region and MIUR, the present Call for Applications, in assigning the benefits to be awarded, chooses to adopt criteria aiming to reward student merit and excellence.



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2. GENERAL COMPETITION REQUIREMENTS

The competition is open to Italian students, EU students, and foreign students, as defined by Presidential Decree no. 394 dated August 31st, 1999, implementation decree of Legislative Decree no. 286 dated July 25th, 1998.

To take part in the competition, students must have applied to or declare their intention to apply to the University of Pavia in the 2019/2020 academic year for:

1. first time enrolment in the first year of a Bachelor's degree, Master's degree or a combined Bachelor + Master's degree programme;
2. enrolment in an extra year (i.e. one year beyond the course's prescribed length) of a Bachelor's degree, Master's degree or a combined BA + MA single cycle degree course;
3. enrolment in a specialisation course (with the exception of those pertaining to the field of medicine as defined by Legislative Decree 368/99);
4. enrolment in a PhD programme (if not already a recipient of a scholarship, as defined in Ministerial Decree no. 224/1999, or a research grant, as defined by Law no. 449 dated December 27th, 1997).

The competition is also open to **students with disabilities** whose level of disability is 66% or higher, enrolled in their second year "overtime" (i.e. two years subsequent to the course's prescribed year of completion) of any Bachelor's degree, Master's degree or combined Bachelor + Master's single cycle degree programme.

Students must not:

1. already hold a **degree of the same level as, or superior to**, the one for which the scholarship is being requested for the 2019/2020 academic year;
2. **be benefiting in the same academic year from a scholarship awarded by other public or private bodies.**

3. REQUIREMENTS FOR INCLUSION IN THE SCHOLARSHIP CANDIDATE RANKING LIST

To be included in the final ranking list, applicants must:

- **be regularly enrolled in a programme for the 2019/2020 academic year at the University of Pavia as at November 30th, 2019,**
- **meet the merit-based requirements, including steadiness in academic progress and the income-based requirements** listed below.

Students that intend to enrol in the first year of a Master's degree programme, if they have not already completed enrolment, must result as "enrolled on condition" as by November 30th, 2019 and must complete enrolment procedures in compliance with the terms and conditions prescribed by the current regulations of the University of Pavia.



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3.1 MERIT-BASED REQUIREMENTS

3.1.1. STEADINESS IN ACADEMIC PROGRESS¹

In order to be considered eligible (*idoneo*) for the scholarship, there must be no interruption in the student's prior years of study.

Students who in the 2019/2020 academic year fall in one of the following categories are therefore excluded from the scholarship candidate ranking list:

1. those enrolling after having previously withdrawn from a course of study;
2. those who are enrolled and repeating a year of their course;
3. those who are transferring to a different degree course after having repeated a year of the course in which they were previously enrolled.
4. those who are transferring from another university and have to repeat enrolment to a year of their degree course previously completed at the university from which they transferred.

As a waiver to this requirement, in any case in which the student has had to repeat a year of his/her course, even after renewing enrolment after formal withdrawal from a course, the number of credits necessary to access the ranking list is determined with reference to the number of credits prescribed for each past year of study, starting from the **very first year of enrolment**, including all the academic years in which the student has had to repeat enrolment in any year of his/her degree course.

The waiver does not apply to students in their first year of a Bachelor's degree, Master's degree, or combined Bachelor + Master's single cycle degree programme and those enrolled in any year of a PhD or specialisation programme.

What is referred to as **very first enrolment** is any previous enrolment in any BA course (even one different from the one attended in the 2019/2020 academic year) at any Italian or Foreign University, requiring the same qualifications as those required for enrolment in the course attended in the 2019/2020 academic year, regardless of the results of that previous educational career (withdrawal from the course, university transfer, graduation, etc.) and the number of years that have elapsed since.

Example of the waiver: in 2017/2018 the student attends the first year of a three-year BA course in Biological Sciences. In 2018/2019, after renouncing the Biological Sciences course, the student enrolls in the regular first year of the Geological Sciences course. If this student requests in 2019/2020 the scholarship as student intending to enrol in the regular second year of Geological Sciences, he/she will be eligible for the assignment of the benefit only upon earning the number of credits required of students who enrol in the third year of a three-year BA degree course by August 10th, 2019. Three years have in fact elapsed since the student's very first enrolment which took place in 2017/2018.

¹ LEVEL OF PRE-UNIVERSITY EDUCATION COMPLETED ABROAD

The steadiness in academic progress mentioned at point 3.1.1 is subject to waiver for students enrolled in the first year of a BA degree or a combined BA + MA single cycle degree course and who have been awarded a diploma abroad upon completion of less than 12 years of schooling. These students, in order to apply to a University in the European Union, must necessarily bridge the gap between their completed studies and the required 12 years of schooling by attending, for the necessary number of years, university courses in their country of origin. Hence these years of university enrolment, if they equal the number of years needed to reach 12, ARE NOT taken into consideration when assessing the merit-based requirements mentioned at the previous point.



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3.1.2 MERIT-BASED REQUIREMENTS FOR FIRST-YEAR STUDENTS

In order to be included in the ranking list of candidates eligible for a scholarship, students must meet the following merit-based requirements:

- a) for those enrolled for the first time as first-year students on Bachelor's degree or combined Bachelor + Master's single cycle degree courses: they must have graduated from **high school with a final exam mark no lower than 70/100²** and must be regularly enrolled;
- b) for those enrolled for the first time as first-year students in Master's degree courses: they must be regularly registered or enrolled on condition;
- c) for those enrolled for the first time as first-year students in specialisation courses (with the exception of those pertaining to the medical field) and PhD programmes: they must be regularly enrolled;
- d) for those enrolled for the first time as first-year students in specialisation courses in the legal field: they must have obtained a score of at least 42/60 on the course's entry test.

Students considered eligible for a scholarship will have to earn in the course of the 2019/2020 academic year, by the deadline stated in the present Call for Applications, a minimum number of credits (shown in Attachment B) in order to maintain that eligibility.

More specifically, students enrolled in a BA, MA, or a combined BA + MA single cycle degree course deemed eligible for the scholarship fall in one of the following categories:

- scholarship beneficiaries: these students must earn the minimum number of credits required as illustrated in Attachment B by August 10th, 2020 in order to be acknowledged the right to receive the full scholarship (payment of the established sum and confirmation of the right to benefit from the services provided by the scholarship, covering cost of meals, accommodation - if the student is staying at an EDiSU College- and university fees);
- scholarship beneficiaries lacking as at August 10th, 2020 the minimum number of credits required to be entitled to receive the scholarship: these students must earn the minimum number of credits required as shown in Attachment B by November 30th, 2020 to confirm the right to benefit from the services provided by the scholarship, covering cost of meals, accommodation - if the student is staying at an EDiSU College- and university fees);
- students deemed eligible but not benefiting from a scholarship: these students must earn the minimum number of credits by November 30th, 2020 as illustrated in Attachment B to confirm their eligibility status (access for the entire year 2020 to one daily meal at first-tier rate and exemption from university fees).

N.B. - A student deemed eligible although not a scholarship beneficiary when final rankings are issued can become a beneficiary, should the number of scholarship recipients be increased; as beneficiary the student must earn the minimum number of credits required as illustrated in Attachment B by August 10th 2020 in order to receive the full scholarship.

The eligibility of students attending a PhD or postgraduate course will be confirmed upon verification of their being regularly registered as second-year students on their course.

² High school diplomas awarded abroad to foreign citizens will be evaluated applying the mathematical formulas provided by the MIUR by memorandum dated June 4th, 2007.



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3.1.3 MERIT-BASED REQUIREMENTS FOR NON FIRST-YEAR STUDENTS

- a) Students enrolled in the second or subsequent year of those courses whose activation is pursuant to Ministerial Decree no. 270 dated October 22nd, 2004: must fulfil **by August 10th, 2019** any compulsory training required at the time of admission to their course and have earned **the number of credits prescribed** by their most recently approved study plan, as illustrated in **Attachment A** of the present Call for Applications.³
- b) second and third-year PhD students: must be regularly enrolled;
- c) second-year post-graduate law school students: must have an average mark on their first-year exams, including final exams, of 21/30 or higher.



N.B. For the purpose of verifying the attainment of the minimum number of university credits (CFU) required, shown in attachments A and B of the present Call for Applications, the only exams that will be considered are those:

- registered on the student's Booklet (*Libretto*), viewable online in the student's Personal Area (*Area Riservata*) on the University of Pavia website,
- acknowledged for the course of study for which the student is requesting the benefit,
- included, not as supernumerary, in the most recently approved study plan,
- concluded with the attainment of university credits (CFU) and a final mark. (Exams with marks not expressed in thirtieths are considered valid as well).

In the case of exams consisting in several modules, the exams concluding the individual modules and any resulting mark that isn't officially registered in the student's online "Booklet" will not be considered valid.

Furthermore, university credits referring to exams that have been validated (whose validity may have been acknowledged at the time of enrolment), but resulting from previous courses of study lacking steadiness in academic progress, will not be considered.



It is responsibility of the candidate to check on his/her Student Booklet (*Libretto dello Studente*) that all exams passed (prescribed by the student's most recently approved study plan) are correctly registered. It is also responsibility of the candidate, in his/her own interests, to notify EDiSU, when the provisional ranking list is issued, of any unrecorded mark or any case of pending approval.

³ EDiSU, after having consulted with the University of Pavia, considers valid the results of final exams of internship programmes in the fields of Medicine, Pharmacy, and Psychology, depending on the university's academic system, dating after August 10th 2019, as long as the results of the aforementioned examinations are acquired by October 31st, 2019.

For students enrolled in Medicine and Surgery and Medicine and Surgery in English, EDiSU considers valid the exam results of the Physiology, Anatomy, Biochemistry, Living Molecules, and Structure of the Body courses held after August 10th, 2019, provided that these exam results are acquired by September 30th, 2019. Credits referring to acknowledged exams (even those acknowledged at the time of enrolment) resulting from previous courses of study without steadiness in academic progress will not be considered valid.



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BONUS

Students enrolled in further years (i.e. not first-year students) of BA and combined BA + MA single cycle degree courses can avail themselves of a **bonus** which can be acquired only once during the entire course of study to make up the difference between the minimum credits required and those actually earned. **The bonus stands for a number of credits that varies depending on which year of the course the student puts it to use for the first time.** The **bonus** can equal:

5 credits	if requested for the first time in the second year of the academic program
12 credits	if requested for the first time in the third year of the academic program
15 credits	if requested for the first time in the years subsequent to the third year of the academic program

The bonus is one and can be requested only once in the student's entire academic career, therefore bonuses cannot be "added up". However, any portion of the bonus that remains "left over" in the year it has been put to use can be used in the following years. Furthermore, a bonus accrued and not used during the entire BA course can be used when the student enrolls in an MA course. Students cannot use the bonus to reach the minimum number of university credits required in the first year of their MA degree course (credits earned during the 2019/2020 academic year).

3.1.4 MERIT-BASED REQUIREMENTS FOR STUDENTS WITH DISABILITIES

For students with disabilities whose level of disability is 66% or higher, **merit-based requirements can be defined and may differ up to 40% from the standard requirements listed in the charts attached to the present Call for Applications.** The merit-based requirements will be determined by a special committee, as well as by consulting with the professor appointed by the Dean (*Rettore*) to manage the integration of students with disabilities.

3.2 INCOME-BASED REQUIREMENTS

An evaluation of the student's financial status, in compliance with the Prime Minister's Decree no. 159 dated December 5th, 2013, as modified by Law 89/2016, and with decrees issued by the Ministry of Labour and Social Affairs dated November 7th, 2014 and December 29th, 2015, is made based on the **ISEE UNI Equivalent Financial Situation Indicator issued for assessing access to services and benefits made available to support the right to higher education (ISEE UNI)** and the **Equivalent Asset Situation Indicator (ISPE)** of the student's family unit as at the date of the student's application.



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Students applying for financial aid to access higher education in the year 2019 must have:

- **ISEE UNI 2019 Öb23,000.00**
an equivalent financial situation indicator issued for assessing access to services and benefits made available to support the right to higher education (ISEE UNI) that **DOES NOT EXCEED p23,000.00**
and also
- **ISPE UNI 2019 Öb50,000.00**
an equivalent asset situation indicator (ISPE = ISP of the family unit ÷ equivalence scale coefficient) that **DOES NOT EXCEED p50,000.00**

3.2.1 STUDENTS WITH INCOME AND ASSETS IN ITALY

The values of these indicators (ISEE UNI, ISP, and the equivalence coefficient) are found in the ISEE UNI 2019 statement that is issued by the INPS (*Istituto Nazionale Previdenza Sociale/Social Security Services*) within 7-10 business days following submission of the DSU (*Dichiarazione Sostitutiva Unica*) statement, completed and containing all the information needed to calculate the indicator for assessing access to benefits and services made available to support the right to higher education.

In order to apply to EDiSU for a scholarship, students, both Italian and foreign students residing in Italy and having an income and assets in Italy, **must submit a DSU by and no later than September 30th, 2019**, requesting an ISEE UNI statement.

To fill out and submit a DSU, the student can contact the INPS directly (either by going to their local offices or via the INPS website www.inps.it using his/her *öPIN dispositivoö code) or go to one of several Tax Assistance Centres (CAF) that offer this service to students at special rates or, on appointment, to a Tax Assistance Helpdesk (*Sportello fiscale*) that can be found at the Students Office (*Segreteria Studenti*) of the University of Pavia (via SantöAgostino and via Ferrata) and that, in agreement with several local CAF centres, offers this type of service to students at special rates. Students can also go to the Universityö Tax Assistance Helpdesk to have their ISEE UNI calculated for the purpose of applying for the EDiSU benefits.*

It is the studentö responsibility to ensure that the ISEE UNI 2019 statement submitted to EDiSU:

- contains the value of the **indicator necessary to assess access to benefits and services made available to support the right to higher education (hereafter referred to as ISEE UNI or ISEE for University Use)**. **In drawing up the final ranking list, EDiSU will not consider valid any indicators referring to the ordinary ISEE.** Therefore, if a student included in the provisional ranking list is marked as **öpendingö** for having submitted an ordinary ISEE statement does not submit to EDiSU, within the established terms for forwarding a request for review, a new INPS protocol (*Protocollo INPS*) referring to an ISEE UNI 2019 statement (containing the indicator necessary to assess access to benefits to support the right to higher education), he/she will be excluded from the competition.
- **does not contain notices referring to missing data or any discrepancies** detected by the INPS upon comparing the information declared in the DSU with the information contained in the INPS and Income Revenue Authority (*Agenzia delle Entrate*) databases (tax administration IT systems, archive of relations with financial operators). **In drawing the final ranking list, EDiSU will not hold valid ISEE UNI statements containing notifications of missing or inconsistent data.** Therefore, if a student included in the



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temporary ranking list is marked as **“pending”** because his/her ISEE UNI statement contains notifications and does not submit to EDiSU within the established terms for forwarding claims a new INPS protocol (*Protocollo INPS*) referring to an ISEE UNI 2019 statement with no notifications *or* presents suitable documents proving the thoroughness and truthfulness of the information submitted in the DSU, he/she will be excluded from the competition. To perform an inspection on the supporting documents, EDiSU can avail itself of parties specifically appointed to perform a tax audit.

The student’s family unit

The family unit considered in determining the student’s financial status is the one declared when submitting the DSU.

For the purpose of calculating the Equivalent Economic Situation Indicator for University Use (ISEE UNI), the family unit of the student attending university whilst residing with his/her parents, is the one made up of those members registered in the civil registry, as shown on the Family Status certificate, pursuant to art. 3 of the Prime Minister’s Decree no. 159 dated December 5th, 2013 and declared when submitting the DSU.⁴

If the student does not live with his/her parents but is not “independent” (i.e. is not financially autonomous in the manner defined below), for the purpose of calculating the Equivalent Economic Situation Indicator for University Use (ISEE UNI) he/she will be considered a member of his/her parents’ family unit.⁵

If the parents of the student applying for a scholarship do not live together, for the purpose of calculating the Equivalent Economic Situation Indicator for University Use (ISEE UNI), they are nevertheless members of the same family unit, except in those cases mentioned in art. 3, paragraph 3 of the Prime Minister’s Decree 159/2013 if they are married, or in those cases referred to in art. 7, paragraph 1 of the same decree if they are not married.⁶

⁴ For example, as at the date of submission of the application the family unit is made up of:

- the student applying for a scholarship;
- the parents of the student applying for a scholarship –if married and not legally separated or divorced, *or* if not married but cohabiting– and any other children legally in their care, even if not included in the Family Status certificate;
- the parent that receives the student’s support check, in case of divorce or separation, or the parent financially supporting the student in the year in which the income considered was made (and any other persons included in the parent’s Family Status certificate);
- all persons included in the Family Status certificate of the student upon submission of application, even in the absence of family ties. The only exception is in the case of students that are of age, unmarried and without children, financially supported by their parents 100%, with the latter being outside of the student’s registered family unit;
- any underage children given in pre-adoption custody to the student’s parents upon submission of application.

⁵ The university student not living with his/her parents and not “independent” (i.e. not financially autonomous), if married, for the purpose of the ISEE UNI calculation, will refer to the new family unit formed with the spouse, if the requirements for “independent student” stated in the present Call for Applications are met, taking the spouse’s income into consideration as well. Otherwise, the student will have to be included in the family unit of his family of origin (parents), without the inclusion of his/her spouse.



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Family unit of the PhD student

For the purpose of calculating the Equivalent Economic Situation Indicator for University Use (ISEE UNI), the family unit of the person applying for benefits for doctoral research is based solely on the applicant, his/her spouse, his/her children, both underage and of age (if the student supports them financially), even if they do not live together (limited unit: without any other person officially residing with the student), *or*, should it be of greater advantage to the applicant, the family unit structured according to ordinary regulations pursuant art. 3 of the Prime Minister's Decree no. 159 dated December 5th, 2013 (all persons included in the Family Status certificate as by the date of DSU submission).

Independent student

For the purpose of evaluating the financial status and calculating the ISEE for University Use (ISEE UNI), the student qualifies as "independent" (lives alone, can support himself/herself) if both of the following requirements are met:

- **domicile**, as resulting from the civil registry, outside of his/her parent's household for a period of at least **two years** prior to the date of submission of the application and in a lodging not owned by a member of his/her original family unit;
- **personal income** deriving from employment or similar, provided that the student is not employed by a family member, and that **income has been declared at least for the past two years** in the student's tax return and amounts to at least **€ 6,500.00** yearly.

In case the abovementioned requirements are not **both** met and duly documented for all the years of reference, upon request of EDiSU - it will not be possible for the applicant to qualify as "independent student".

N.B. If a student submits to EDiSU an ISEE UNI statement as independent student (i.e. not depending on the family unit of origin), but does not fulfil the abovementioned requirements, he/she will be excluded from the ranking list of scholarship candidates. The student's situation can be reviewed if by the given deadline for submitting requests for reviews he/she provides EDiSU with a new ISEE UNI protocol number referring to the family unit of reference for the purpose of being acknowledged the right to access benefits supporting the right to higher education.

The status of independent student is applicable even in the event of a married student: in this case the minimum income of € 6,500.00 refers to the total income, including that of the spouse.

⁶ The parent of the student applying for a scholarship who does not reside with the student, is not married with the other parent, and has legally recognised his/her son/daughter, is never included in the family unit of reference of the ISEE UNI statement:

- a. when he/she has been relieved of parental responsibility or has been ordered to stay away from the family home (Civil Code art. 333);
- b. when he/she is obliged by a judicial authority to pay maintenance checks to the student;
- c. when it is ascertained "by a court or by the competent public authority in matters concerning social services that there are no financial and emotional ties" existing between the parent and the student.

In case none of the situations described above (a – c) applies, the parent not living with the student's family unit of reference and not married to the other parent is considered an "additional" component of the student's family unit of reference if:

- d. he/she is married to a person other than the other parent and/or
- e. he/she has children resulting from a relationship with a person other than the other parent;

otherwise (if none of the situations a – e apply) the parent that does not live with the student and isn't married is aggregated (considered "in full") as member of the student's family unit of reference.



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3.2.2 EVALUATION OF THE FINANCIAL STATUS OF STUDENTS WITH INCOME AND ASSETS OVERSEAS (foreign students whose family unit resides abroad or Italian students residing abroad)

As stated in art. 8, paragraph 5 of the Prime Minister's Decree no. 159 dated December 5th, 2013 and in application of art. 5, paragraph 7 of the Prime Minister's Decree issued on April 9th, 2001, **the financial status of foreign students whose family unit resides abroad or of Italian students residing abroad is determined by the ISEE UNI Equivalent abroad** statement calculated as the sum of overseas **income** of each member of the family unit and 20% of the **assets** (movable and non-movable) owned by each component, and relating this result to the equivalence scale coefficient determined by the number of members of the family unit of reference.

Pursuant to Presidential Decree no. 31 issued on August 31st, 1999, evaluation of the financial and assets status of foreign students whose family unit resides abroad, as well as of Italian students residing abroad, is based on the average exchange rate of the year of reference⁷ adjusted to the value of the average national income with purchasing power being equal⁸, similarly to how the University of Pavia performs financial evaluations for the purpose of increasing overall equity of the tax system.

Correction factor values are shown in the chart attached to the present Call for Applications.

The information provided at point 3.2.1 concerning the identification of the family unit of a university or PhD student, as well as the status of independent student, hold true for students with income and assets located overseas as well.

All foreign students whose family unit is abroad and Italian students residing abroad, in order to allow EDiSU to calculate their ISEE UNI equivalent, must submit original documents stating officially:

- the composition of the family unit of origin, including the student, the family unit and any person officially residing with the family unit;
- the gross income received abroad in 2018 by each member of age of the family unit or an unemployment statement referring to 2018;
- any buildings owned abroad by each member of the family unit as at December 31st, 2018, including surface measurement in square meters, or a document stating that no member of the family unit owns any building at all;
- financial assets owned by the family unit as at December 31st, 2018.

The abovementioned documents must be issued by competent Authorities in the country in which the income was made and in which any buildings and financial assets are owned, legalised⁹ by the Italian Diplomatic Authorities acting in that country, together with an Italian translation certified by the same Authorities.

For countries that are members of the Hague Convention of October 5th, 1961, authentication can be performed by using an apostille.

⁷ The average exchange rate is not applicable to students with income and assets in EU member countries within the Euro Zone.

⁸ The adjustment is made by applying the correction factor described in Attachment C of the present Call for Applications.



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For those countries where it is particularly difficult to have documents certified by a local Italian Embassy, *as an alternative*, a Certificate issued by a Diplomatic or Consular officer representing in Italy the country in which the income and assets are owned, drawn up in Italian and legalised¹⁰ by a Prefecture in accordance with art. 33 of Presidential Decree no. 445 dated December 28th, 2000 can be submitted.

The Certificate issued by the Diplomatic or Consular officer in Italy must expressly refer to the documents originally issued in the country of origin and must include:

- the composition of the family unit of origin, including the student, the family unit and any person officially residing with the family unit;
- the gross income received abroad in 2018 by each member of age of the family unit or an unemployment statement referring to 2018;
- any buildings owned abroad by each member of the family unit as at December 31st, 2018, including surface measurement in square meters, or a document stating that no member of the family unit owns any building at all;
- financial assets owned by the family unit as at December 31st, 2018.

In NO case whatsoever will any form of self-certification, affidavit, substitute statement, or sworn declaration referring to income and/or assets abroad be accepted; if any of these be submitted, they will not be taken into consideration.

For foreign students coming from particularly poor countries (specified in Ministerial Decree no. 1455 dated June 9th, 2017 issued by the MIUR in agreement with the Minister of Foreign Affairs), evaluation of their financial status is performed based on a statement issued by an Italian consular agent in the country of origin, or by Diplomatic Authorities of the country of origin in Italy, certifying that the student does not belong to a family with notoriously high income and social status. This certification can be issued even by the university previously attended by the student abroad, if linked through agreements or contracts to Italian universities, or by Italian bodies authorised to guarantee financial coverage pursuant to regulations in force concerning the enrolment of foreign students in Italian universities. In the latter case, the certifying Body undertakes to cover College fees on behalf of the student if the student should fail to do so.

Students holding the status of stateless person or political refugee are treated as Italian citizens and, for the purpose of evaluating their financial condition, are exempt from submitting statements issued by Embassies and Consulates, because the only elements that will be considered are any income and assets possessed in Italy, which must be certified in the same manner as for Italian students (ISEE UNI statement).

⁹ Legalisation of signatures is not necessary for documents issued by administrative authorities of the following countries: Belgium, Denmark, France, Ireland, Latvia (Brussels Convention, May 25, 1987), Germany (Rome Convention, June 7, 1969), Hungary (Budapest Convention, May 26, 1977).

¹⁰ Legalisation of signatures is not necessary for documents issued by foreign diplomatic or consular authorities in Italy for the following member states adhering to the London Convention of June 7th, 1968 or to the Brussels Convention of May 25th, 1987: Austria, Belgium, Cyprus, Denmark, Estonia, France, Germany, Great Britain, Greece, Ireland, Latvia, Liechtenstein, Luxembourg, Moldavia, Norway, Holland, Poland, Portugal, Czech Republic, Romania, Spain, Sweden, Switzerland, Turkey.



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The stateless person or political refugee status must be substantiated by evidence provided by applicants through official documents in their possession issued by, respectively, the Civil Court for stateless students and a special Committee created within the Ministry of Internal Affairs for political refugees. These documents must be attached (uploaded) in electronic document format to the online application and later handed in at the EDiSU offices

In any case, any income made abroad and declared by foreign students must amount to no less than € 5,953.87, which is the established minimum amount of resources required for supporting oneself. The existence of the abovementioned resources must be proved in order to request a visa to enter Italy for study purposes. This amount represents the threshold for evaluating if financial requirements are met.

The foreign student must however declare any income and assets held in Italy in accordance with the **Prime Minister's Decree no. 159 dated December 5th, 2013 via the ISEE UNI statement.**



N.B.

- The foreign student residing with his/her family in Italy, without income or assets overseas, is to submit only the ISEE UNI 2019 statement.
- The foreign student with his/her family unit entirely or in part abroad and who has income or assets in Italy as well (even if he/she has only a bank account in Italy), besides the original foreign documents, will have to submit an ISEE UNI 2019 statement, since according to the Prime Minister's Decree no.159 dated December 5th, 2013 he/she must nevertheless declare any income or assets in Italy through an ISEE UNI statement.

**4. TERMS AND CONDITIONS FOR SUBMISSION
OF SCHOLARSHIP APPLICATIONS**

Application to participate in the competition is to be submitted only online by following a computer-managed procedure that can be accessed on the EDiSU Pavia website (www.edisu.pv.it) in the "Online Student Services" section, following the instructions available at the following link:

<http://www.edisu.pv.it/index.php?page=richiesta-benefici>

After having correctly filled in all the required fields, **CONFIRMATION of the online application must be given by and no later than Monday September 30th, 2019** to EDiSU Pavia.

EDiSU Pavia will not consider acceptable any application submitted following procedures differing from the one specified in the Call for Applications and, in any case, those "confirmed" online after the given deadline.



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IMPORTANT NOTICE for students with income and assets held in Italy who are required to submit an ISEE UNI statement:

All students who are required to submit an ISEE UNI 2019 statement (Italian and foreign students with income and/or assets in Italy), in order to submit to EDiSU their application to participate in the competition must peremptorily provide:

- number of the **“INPS protocolö found in the ISEE UNI 2019 statement** of the applicant, *or*
- number of the **“CAF Protocolö found in the receipt proving submission of the applicant’s DSU 2019 to the INPS, CAF or other entity qualified to issue an ISEE UNI statement by September 30th, 2019.**

Immediately after submission of the application, or upon receiving the ISEE UNI statement, **all students must complete the “ISEE Income 2019 / Reddito ISEE 2019ö section in their personal “Online Student Servicesö area on the EDiSU website, with the INPS protocol number included in the ISEE UNI 2019 statement** (as well as with data concerning any scholarships received in previous years).

Via the **“INPS Protocolö of the ISEE UNI 2019 statement EDiSU will proceed to retrieve online the ISEE data from the INPS database.**

Failure to include in the admission application or in the “ISEE Income 2019/Reddito ISEE 2019ö section the information needed to verify that the merit and/or income requirements specified in the present Call for Applications are met, including the correct INPS protocol number in the ISEE UNI 2019 statement entails exclusion from the ranking lists for scholarship assignment. Students excluded from the provisional ranking list can request a review within the deadline given in the present Call for Applications, attaching their ISEE UNI 2019 statement to their appeal, and providing the correct protocol number in the **“ISEE Income 2019/Reddito ISEE 2019ö section within the “Online Student Servicesö area.** Should the given period of time elapse without submission of the required information, the student will be excluded from the competition.



IMPORTANT NOTICE for students with income and assets overseas

Foreign students whose family unit resides abroad and Italian students residing abroad **will be able to “confirmö their application online only after attaching in electronic file format all the documents listed in article 3.2.2 of the present Call for Applications** required to assess the financial status (i.e. must upload all the required documents concerning the status of their family unit abroad and any income made and/or assets owned overseas **in the “Foreign documents/Documentazione esteraö section in the “Online Student Servicesö area on the EDiSU website).**

The same documents listed at point 3.2.2 (only in original copy) must be submitted to EDiSU by 12:00 pm of Tuesday October 1st, 2019, either directly to the offices (via Calatafimi, 11 - Pavia) or sent by the same date to: EDiSU - Ufficio Benefici Economici, via Calatafimi 11, 27100 Pavia, Italy.

Delivery of the abovementioned original documents is responsibility of the student.



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Omission to submit all the certificates listed at point 3.2.2 (only original documents) entails exclusion from the ranking list due to the impossibility to ascertain the income and asset status required for admission.

Should the original foreign documents, even if submitted by October 1nd, 2019, result incomplete or incorrect with respect to instructions given at point 3.2.2 of the present Call for Applications, the student will be excluded from the provisional ranking list, but he/she will be able to request a review within the terms stated in the present Call for Applications by submitting, so as to complete the documents previously presented, the additional original certificates that were missing and/or the perfected documents previously incorrect.

Should the period of time allowed for submitting requests for review elapse without submission of the completed and/or perfected foreign documents, the student will be excluded from the competition.



All students are supposed to promptly inform EDiSU in written form if any changes occur following the date of submission of their application (transfer to another University, start of employment, impossibility to continue one's studies, withdrawal from enrolment, change in marital status, change in financial status, benefiting from another unaccruable scholarship, etc.).

Failure to submit a document within the given timeframe or submission of an irregular document (one that is invalid, incomplete, etc.) entails exclusion of the student from the competition.

5. VALUE OF THE SCHOLARSHIP

The value of the scholarship is differentiated according to both income level, which is determined by the ISEE UNI value, and the student's geographical location of residence.

INCOME TIERS:

ISEE Tiers	ISEE Value	
1° income tier	from p 0.00	to p 14,420.31
2° income tier	from p 14,420.32	to p 17,709.34
3° income tier	from p 17,709.35	to p 23,000.00

GEOGRAPHICAL LOCATION:

- **On-site students (*in sede* = IS):** students residing in the municipality in which the course is held or in a neighboring municipality, i.e. a municipality classified as urban area under art. 2, paragraph 3, letter b of Lombardy Regional Law 6/2012. The list of local municipalities is found in Attachment D of the present Call for Applications.
- **Commuting students (*pendolare* = PE):** students residing in municipalities from which the location of the course can be reached via public transport within 90 minutes of travel time.

To identify the municipality acting as point of departure for "commuting" students, EDiSU Pavia relied on the Lombardia Region website <http://www.muoversi.regione.lombardia.it>, calculating, upon date of approval of the Call




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for Applications, the travel time at 7:00-9:00 a.m. between the town hall of the municipality in which the student resides and the town hall of the municipality in which the course is held (Pavia or Cremona). The list of the *off-site* municipalities is found in Attachment E of the present Call for Applications.

- **Off-site students (*fuori sede* = FS):** students residing in municipalities from which it is impossible to reach course location via public transport in less than 90 minutes and that can provide EDiSU with evidence that for this reason he/she must face expenses for accommodation in the vicinity of course location, using public accommodation facilities or other accommodation options made available by private citizens or agencies for a period of at least 10 months.

To have to *face* expenses for accommodation means that there must be (and therefore must be presented to EDiSU):

- a lease contract in the student's name or that of one of his/her parents, for a tenancy of at least 10 months in the 2019/2020 academic year, and registration of the said contract at the Income Revenue Office (*Agenzia delle Entrate*) *or*
- certification issued by a college or private boarder (for colleges not managed by EDiSU Pavia) showing that the student is paying to reside in that facility in the 2019/2020 academic year.

 **All students arriving from *off-site* municipalities will appear in the final ranking list marked as *off-site* (*fuori sede*) only if they submit to EDiSU by and no later than November 15th, 2019 documents certifying that they are relying on paid accommodation for the 2019/2020 academic year.**

 **Submission to EDiSU of the lease contract and the relative registration at the Income Revenue Office (*Agenzia delle Entrate*) or of certification issued by the private college must be carried out by uploading the required documents in electronic file format in the *Submit files/Invio documenti elettronici* section within the *Online Student Services* area (website: www.edisu.pv.it).**

In failing to submit the abovementioned documents by November 15th, 2019, students, although residing in municipalities classified as *off-site* (*fuori sede*), will be considered *commuting* students.

N.B. A student who has received notification of admission to an EDiSU residential unit for the 2019/2020 academic year and decides within the timeframe allowed by the Bursar of the College to renounce the assigned placement, in the event that he/she should be a scholarship beneficiary in the 2019/2020 academic year as *off-site* student, the benefit will instead be assigned to the student as *commuting* student, regardless of any documents submitted certifying that he/she relies on a different form of paid accommodation.

Foreign students will in all cases be considered *off-site* regardless of where they reside in Italy, except in the following cases:

- the student's family unit also resides in Italy



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- the foreign student creates an autonomous family unit, separate and financially independent from the one of origin.

In the above cases, foreign students are treated as Italian students and will have to submit documents showing that they rely on paid accommodation in the vicinity of the location of the course (different from the one in which the student's family resides in Italy).

Students enrolled at the University of Pavia for the 2019/2020 academic year who are abroad for the purpose of taking part in an international mobility programme will be considered "off-site" in the final ranking list if:

- reside in Italy, in a municipality classified "off site" compared to the location where the course is held;
- submit to EDiSU by November 15th, 2019 (uploading the file in the "Lease Contract/Contratto di Locazione" section of the Online Student Service area of the EDiSU website) a self-declaration certifying their participation for the 2019/2020 academic year in an international mobility programme approved by the University, of a period of no less than 10 months. The self-declaration will be verified with the University of Pavia's International Exchange Office.

Should the duration of the programme be less than 10 months, the student will also have to submit (uploading the file in the "Lease Contract/Contratto di Locazione" section of the Online Student Service area of the EDiSU website) the self-declaration (showing the length and over which period of time it will run) and a copy of the lease contract stipulated in Italy/Pavia (or a similar document) as evidence of the fact that he/she relies on paid accommodation for a total of ten months in the 2019/2020 academic.

If the student going abroad -to take part in programmes acknowledged by the University of Pavia- stays during the 2019/2020 academic year in an EDiSU College for less than 10 months, by November 15th, 2019 he/she will have to provide documentary evidence (**self-declaration**) only of his/her participation in an international mobility programme.

VALUE OF THE SCHOLARSHIPS

The amount assigned through the scholarship, including reimbursement of the regional tax for equal access to higher education, is determined by combining the income tiers and the student's geographical location of residence.

on-site student:

1° income tier	€ 1,997.00 + a free meal per day for a total of € 2,705.00
2° income tier	€ 1,536.00 + a free meal per day for a total of € 2,244.00
3° income tier	€ 1,214.00 + a free meal per day for a total of € 1,922.00

commuting student:

1° income tier	€ 2,202.00 + a free meal per day for a total of € 2,910.00
2° income tier	€ 1,739.00 + a free meal per day for a total of € 2,447.00
3° income tier	€ 1,414.00 + a free meal per day for a total of € 2,122.00

off-site student: residing in "off-site" municipalities and staying in a residence hall or other private or public accommodation for at least 10 months during the 2019/2020 academic year

1° income tier	€ 4,544.00 + a free meal per day for a total of € 5,252.00
2° income tier	€ 3,961.00 + a free meal per day for a total of € 4,669.00
3° income tier	€ 3,401.00 + un free meal per day for a total of € 4,109.00



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off-site student who is awarded a placement in a college or residence hall managed by EdiSU Pavia: residing in an off-site municipality and staying in an EDiSU college for at least 10 months in the 2019/2020 academic year

1° income tier	€ 2,152.00 + college placement and a free meal per day for a total of € 5,252.00
2° income tier	€ 1,569.00 + college placement and a free meal per day for a total of € 4,669.00
3° income tier	€ 1,009.00 + college placement and a free meal per day for a total of € 4,109.00 .

All the **above-listed sums** are to be considered **halved**, as well as the related free services, for students enrolled in courses that have started running after the coming into force of Ministerial Decree 270/2004 and **who are benefiting from a scholarship for the first year ensuing the courses prescribed final year with reference to the first year of enrolment** (i.e. a student enrolled in the 2019/2020 academic year as a repeating student for the first time in what would otherwise have been the final year of study, i.e. **first year overtime / primo anno fuori corso**).

CANTEEN SERVICE

Students enrolled in years subsequent to the first year of their course, eligible for receiving a scholarship in that they meet both income and merit requirements and who do not receive any benefit due to depletion of financial resources, **can benefit from one free daily meal from January 1st to December 31st, 2020** in all EDiSU canteens according to their regular opening days and hours.

Students enrolled in the first year of all courses who have been deemed eligible (*idonei*), but who are not **scholarship beneficiaries** due to depletion of funds, **will benefit from a daily minimum-rate meal** (corresponding to the 1st income tier rate), regardless of the student's actual income tier, from January 1st to December 31st, 2020 in all EDiSU canteens according to their regular opening days and hours.

Students benefiting from a scholarship who do not use the canteen have no right to any type of refund. A refund can instead be requested by and no later than January 31st, 2021 only by students staying at private residence halls whose fees include meals, as well as by students who have spent a period of time abroad, duly acknowledged by the University of Pavia, for study purposes.

There is instead no refund for meals not benefited from by eligible students who are not scholarship beneficiaries.



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6. SCHOLARSHIP SUPPLEMENTS

a) students with disabilities

If a scholarship beneficiary falls into one of the categories mentioned in art. 2 of Law no. 118 dated March 30th, 1971 or other category of disabled person protected by Law, with a level of certified disability of or exceeding 66%, the annual scholarship sum can be raised, based on the student's income tier, to a maximum of **€2,807.00** for on-site students, **€3,994.00** for commuting students, and **€7,316.00** for off-site students. This additional sum, assigned upon justified request of the student, can be used to provide the student with special equipment or learning material, residential facilities, a chaperon, assistant or interpreter or any other appropriate means of overcoming the student's particular limits.

b) international mobility

Application for additional funds designed for supporting international mobility must be submitted together with the application for scholarship.

Students awarded a scholarship for the 2019/2020 academic year and those deemed eligible who are not beneficiaries (including students enrolled in PhD courses) can compete for the assignment of the international mobility fund and for internships.

The sum amounts to **€550.00 monthly for the period spent abroad, up to a maximum of 10 months**. The study abroad programme must be certified by the University of Pavia's international exchange office. Any contributions made with EU funds, following bilateral agreements, (even from outside EU), and with funds made available by public or private parties are deducted from the sum dispensed by EDiSU.

Students also have the right to be **refunded of travel expenses** (round-trip costs) for a total of **€150.00** for European countries and up to **€500.00** for countries outside Europe.

This right extends, upon student request, to graduates involved in the European mobility programme Leonardo (or similar initiatives) as long as they have attained their degree less than a year before the start of the internship and that they have been deemed eligible for a scholarship in their last year of study.

It must be specified that the abovementioned sums are to be considered halved for students enrolled in the year subsequent to the expected final year of their course with reference to the first year of enrolment (a student that in the 2019/2020 academic year is *repeating* the final year of his/her course for the first time, i.e. *first year overtime*).

The additional sums for international mobility will be assigned at the end of the 2019/2020 academic year and, in any case, after the University of Pavia's International Exchange Office has transmitted to EDiSU the final list of students involved in the study/internship programmes abroad who have complied with the obligations deriving from their participation in said programmes.



Grants for international mobility programmes and internships are assigned to those entitled to benefit from them only once throughout the course of study.



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7. PROCEDURE BY WHICH RANKING LISTS ARE FORMED

The ranking lists are drawn up according to the following criteria:

a) Students enrolled in the first year of any course

The drawing up of the ranking list is based on the **ISEE UNI 2019 statement** referring to the student's family unit scaled to the ISEE limit of **€23,000.00** for a maximum of 1000 points assigned through the following formula:

$$\left\{ 10 \frac{\text{I.S.E.E. for University Use}}{23,000.00} \right\} \times 1.000$$

Positioning within the ranking list depends on the score attributed, shown from the highest to the lowest. Scores being equal, the student who is enrolled in a higher-level course will rank higher. Should scores be again equal, the student with the higher mark on his/her previous qualifications will rank higher and, thereafter, the younger student.

b) Students enrolled in the second or subsequent year of all courses

Positioning in the ranking list depends on the total score resulting from the sum of the score based on the number of credits achieved by **August 10th, 2019** and the score determined by the average (weighted average) of the student's exam marks, shown from the highest to the lowest. The total number of assignable points is 1000, distributed in the following way:

- 600 based on the number of credits attained,
- 400 based on the average mark (weighted average) of the exams the student has passed.

Scores being the same, the student who hasn't made use of his/her bonus will rank higher and, following, the student with the higher income score. In case there still exists a tie, the student enrolled in the more advanced year of his/her course will rank higher and, thereafter, the youngest student.

Students with a level of disability equal to or over 66%, if included in a ranking list of eligible applicants, have the right to receive a scholarship even if this means exceeding the total number of assignable scholarships stated in the present Call for Applications.

Please note that it is responsibility of the student to ascertain that his/her Student Booklet, which can be accessed through his/her Personal Area (*Area Riservata*) of the University of Pavia website, contains records of each and every exam the student has sat (those included in the most recently approved study plan). It is likewise the student's responsibility, and in his own interests, to notify EDiSU if, when the provisional ranking list is issued, there are any missing records or cases of pending approval.



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Method by which the merit-based score is determined

The score based on *credits* earned by **August 10th, 2019** for completing courses implemented in compliance with Ministerial Decree 270/2004 is calculated using the following formula:

$$(\text{Student credits } \acute{o} \text{ Minimum credits}) \times \frac{600}{(\text{Maximum credits } \acute{o} \text{ Minimum credits})}$$

N.B.

The above "Student credits" are the credits earned by the student not counting the bonus which, nevertheless, is necessary to make up the difference between the minimum credits required and those actually earned to be considered eligible.

The score based on the **average mark** (weighted average) of exams the student has passed is calculated using the following formula:

$$(\text{Student average mark } \acute{o} \text{ Minimum mark}) \times \frac{400}{(\text{Maximum mark } \acute{o} \text{ Minimum mark})}$$

Please note that in order to calculate the weighted average it is necessary to multiply each mark obtained (expressed in thirtieths) by the value in terms of credits (CFU) earned upon passing the exam. The sum of these results is then divided by the overall number of credits considered. Exams/credits (CFU) not expressed in thirtieths cannot therefore be considered. The 30 e lodeo mark is counted as 30.

**8. RELEASE OF THE PROVISIONAL RANKING LISTS
AND SUBMISSION OF ANY REQUESTS FOR REVIEW -
RELEASE OF THE FINAL RANKING LISTS**

Provisional ranking lists are made public by October 31st, 2019 through an official announcement on the EDiSU website (www.edisu.pv.it) and will be available at the EDiSU Financial Aid Office (*Ufficio Benefici Economici*) in via Calatafimi, 11 in Pavia.

Any requests to review the provisional ranking lists must be submitted in written form to the EDiSU offices in Pavia by and no later than 15 days following publication of the ranking lists. The request for review must address any assessment errors that may have been made by the EDiSU Financial Aid Office (*Ufficio Benefici Economici*) and must be accompanied, under penalty of inadmissibility, by adequate documents legitimising the reasons put forward.

The request for review can even consist in an appeal to EDiSU on behalf of the student to review a new and different ISEE UNI 2019 statement (containing the indicator for assessing access to benefits supporting the right to higher education, with no notifications of



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inconsistencies/omissions, referred to the student's family unit of reference). In this case, the student will have to attach to the request for review the correct ISEE UNI 2019 statement and insert the related protocol number in the "ISEE Income 2019 / Reddito ISEE 2019" section in the "Online Student Services" area.

The student held to submit "foreign documents" (art. 3.2.2 of the present Call) can, within the given deadline for presenting requests for review, perfect/complete the "foreign documents" previously submitted in original copy to EDiSU by October 1st, 2019 which were found to be incomplete/incorrect.

Claimants will receive notification of the outcome of their request to review the provisional ranking list by e-mail at the address provided upon submission of the request, as well as at the university e-mail address and, should the claim be accepted, will have effect on the final ranking list.

The final ranking lists will be made public by December 31st, 2019 through an official announcement on the EDiSU website (www.edisu.pv.it) and published on the notice board at the EDiSU Office for Financial Benefits (*Ufficio Beni Economici*) in via Calatafimi, 11 in Pavia.

The final decision to not assign a scholarship can be queried by addressing the authoritative bodies (TAR, Council of State) within the terms stated under current laws.

**9. SCHOLARSHIP ASSIGNMENT AND PAYMENT METHOD -
WITHDRAWAL OF SCHOLARSHIP**

Scholarships will be assigned until reaching the number determined in the present Call for Applications.

Should there be a lack of beneficiary students in one ranking list, the remaining scholarships will be assigned to students ranking high enough in the other ranking list.

Assignment of scholarships to foreign students from countries outside the European Union takes place following regional regulations as set out in Decree of the Director General for Education, Training and Labor no. 21650 dated November 13th, 2002.

a) For students enrolled in the first year of their course

To students who are scholarship beneficiaries enrolled in the first year of all courses:

- the **first instalment of the scholarship will be disbursed in services** (free access to the canteens from January 1st to December 31st, 2020 and free accommodation for the 2019/2020 academic year, should the student be assigned a placement in an EDiSU College and is considered an "off-site" student).
- the **second instalment, which corresponds to the sum in money provided by the scholarship**, will be disbursed when and if **the student will have earned no later than August 10th, 2020 the number of credits stated in Attachment B** of the present Call for Applications and, along with this, fulfilled the requirements stated in the following paragraph, "Important notice concerning the disbursement of the second instalment of the scholarship".



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The scholarship will be withdrawn from first-year students of all courses (except for PhD and graduate courses) if by November 30th, 2020 they have not earned at least 30 acknowledged credits for the course in which the students are enrolled in the year they are assigned the scholarship or for the course in which they enrol the following year, even if different from the previous one.

In case the scholarship is withdrawn, the sum corresponding to the services the student already benefited from must be returned. To this end, agreements may be stipulated to define procedures for returning the total amount, even in instalments.

To students with disabilities having a level of disability equal to or over 66%, regulations concerning withdrawal of the scholarship and payment of the second instalment do not apply.

b) For students enrolled in years subsequent to the first year of all courses:

Payment of the scholarship is carried out in two instalments:

- the **first instalment of the scholarship will be disbursed in services** (free access to the canteens from January 1st to December 31st, 2020 and free accommodation if the student is assigned a placement in an EDiSU College and is considered an off-site student). The first instalment must be disbursed by December 31st, 2019.
- the **second instalment, which corresponds to the sum in money provided by the scholarship**, will be disbursed as soon as the scholarship beneficiary fulfils the requirements stated in the following paragraph, *Important notice concerning the disbursement of the second instalment of the scholarship*.

c) Scholarship supplements for international mobility and travel cost reimbursement will be granted to students included in the merit-based ranking lists for scholarship benefits, until reaching the total number of supplements available as detailed in the present Call for Applications, following a check on behalf of relevant bodies in charge of international exchange programmes within the University of Pavia to ensure the fulfilment of obligations deriving from participation in mobility programmes.

IMPORTANT NOTICE CONCERNING THE DISBURSAL OF THE SECOND INSTALMENT OF THE SCHOLARSHIP

In order to receive disbursement of the second instalment of their scholarship (sum in money), beneficiaries must, via their personal area in the "Online Student Services" section of the EDiSU website:

1. **insert online their IBAN code** and other data relative to their bank account (the specific "IBAN" section can be found in the "USER PROFILE/PROFILO UTENTE")
2. **confirm online that they are NOT benefiting from other scholarships that are incompatible with the one awarded by EDiSU, as defined by art. 10 below.** This confirmation, given in the specific section called INCOMPATIBILITY STATEMENT (*DICHIARAZIONE INCOMPATIBILITÀ*) in the USER PROFILE, holds the status of a substitute statement made pursuant to art. 46 and 47 of the Prime Minister's Decree 445/2000.

Only after having fulfilled both of the above-listed requirements will students be able to receive payment of the second instalment of their scholarship.



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10. INCOMPATIBILITY & FORFEITURE

The scholarship is not accruable to other similar forms of financial aid disbursed by EDiSU or from other public or private agencies, to scholarships assigned by the University as defined in art. 12 of the Prime Minister's Decree dated April 9th, 2001, to scholarships reserved for foreign students awarded by the Ministry of Foreign Affairs, to cost-free or partly cost-free placements in residence halls, dormitories, accommodation facilities not managed by EDiSU: in these cases the student can choose whether to benefit from one type of financial aid or the other.

The scholarship is, instead, compatible with:

- scholarships awarded by national or foreign organisations for the purpose of integrating educational or research activities of scholarship beneficiaries with trips abroad;
- contributions assigned as awards by university bodies to students enrolled in programmes of excellence;
- scholarships supporting inter-regional mobility pursuant Ministerial Decree no. 755 dated September 4th, 2013;
- tutelage activities financed with funds provided by IUR pursuant Ministerial Decree no. 198 dated October 23rd, 2003.

The right to benefit from the scholarship ceases when:

- 1) the student is subject to disciplinary penalties that go beyond a written reprimand for infringements against EDiSU or the Athenaeum;
- 2) the student fails to submit to EDiSU within the prescribed terms any original documents required for the purpose of checking the truthfulness of all self-certifications submitted;
- 3) the student fails to collect by December 31st, 2020 the sum provided by the scholarship, thus losing the chance to receive the sum, but maintaining the benefits deriving from being a scholarship beneficiary (services and exemption from university fees);
- 4) EDiSU ascertains the untruthfulness of the information submitted by the student via self-certification when this reveals failure to meet the prescribed merit and/or income requirements;
- 5) the student submits a formal withdrawal from his/her course of study or transfers to another University during the 2019/2020 academic year;
The abovementioned regulation does not apply in the case of students enrolled in the first year of BA, MA and combined BA + MA degree courses if merit-based requirements were fulfilled before withdrawal or transferal.
- 6) after the final ranking lists are issued the student turns out to be registered in the 2019/2020 academic year as a student repeating the year;
- 7) the student enrolled in the first year of a BA, MA, combined BA + MA single cycle degree course, PhD or specialisation programme fails to meet by November 30th 2020 the minimum merit requirements established in the present Call for Applications.

Discontinuance and loss of eligibility will entail the obligation of returning any sum already collected and payment of services already benefited from, besides payment, in certain cases, of a fine, as well as payment of university taxes/fees in the amount established according to the student's income tier.



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11. TRANSFERALS

In case the student transfers to another University after the start of the academic year, the scholarship application submitted to EDiSU will be sent, **upon written request of the student**, by EDiSU to the Body/University to which the student has requested a transferal, thus the student will lose any benefit which he/she might have been awarded by EDiSU (and in time will have to return any sum collected). Students enrolled in the first year of university courses who have already fulfilled during the academic year the merit requirements contained in the Call for Applications can continue to benefit from the scholarship.

Students who transfer from another University to the University of Pavia after the start of the academic year will have to require the transmission of their application from the regional body supporting the right to higher education of the University from which they are transferring, provided that it is submitted before the deadline given in the Call for Applications. Regularisation of the student's transfer must be completed by November 30th, 2019, before the final ranking list is issued.

12. FINANCIAL STATUS CHECK (Presidential Decree 445/2000, art. 71)

EDiSU, for the purpose of ascertaining financial status, will avail itself of the authority granted by current laws, particularly art. 11 of the Prime Minister's Decree no. 159 dated December 5th, 2013, art. 10 of Legislative Decree no. 68 dated March 29, 2012, art. 71 of Presidential Decree no. 445 dated December 28th, 2000, requesting also any documents that may be useful towards ascertaining the truthfulness of the statements submitted (Mod.730, Mod. Unico/Personale Fisiche, Dichiarazione IVA, etc.).

EDiSU, in agreement with the Income Revenue Authority (Agenzia delle Entrate), Lombardy Regional Commission (Direzione Regionale della Lombardia), Ministry of Finance, as well as with the Italian Finance Police (Guardia di Finanza), performs thorough checks to ascertain truthfulness of the self-certifications submitted by students to whom financial aid or services have been awarded through an open competition. EDiSU will perform the abovementioned checks on a sample of at least 20% of the students deemed eligible to receive financial aid, availing itself of current laws and, particularly, of art. 71 of Presidential Decree 445/2000 and of art. 38, paragraph 2 of Decree Law no. 78 dated May 31, 2010, converted, through modifications, from Law no. 122 dated July 30th, 2010.

For further information, please contact the EDiSU Office for Financial Aid (Ufficio Benefici Economici).

In compliance with art. 2947 of the Civil Code, checks will be performed within the 5 years following any case of undeserved fruition of benefits related to and resulting from untruthful self-certifications.

13. CONSEQUENCES ENSUING THE ASCERTAINED UNTRUTHFULNESS OF A STUDENT'S FINANCIAL AND/OR MERIT STATUS

In case EDiSU ascertains any untruthful statements contained within the self-certifications submitted by students eligible for financial aid or services awarded by means of a competition, as well as services offered at special rates, the penalties prescribed in art. no. 75



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and no. 76 of Presidential Decree 445/2000, as well as sanctions prescribed in art. 10 of Legislative Decree 68/2012 will be applied.

The student will therefore have to pay:

- a) in case of total loss of benefits, the sum indicated in art. 10 of Legislative Decree 68/2012, i.e. payment of triple the amount of the sum received or of the value of the services he/she undeservingly benefited from;
- b) in case of partial loss of benefits, triple of the amount corresponding to the difference between that which was disbursed to the student and or from which he/she benefited at special rates and the amount entitled to.

Furthermore, the student will also lose the right to receive any other financial aid for the entire duration of his/her course of study.

Should any violation be detected, there shall be no prejudice in adopting disciplinary penalties and reporting to judicial authorities.

14. COURT OF JURISDICTION

Should any controversy arise in matters concerning the present Call for Applications, or resulting from its implementation, administrative jurisdiction will be exercised by the Court of Milan, while ordinary jurisdiction will be exercised by the Court of Pavia excluding any other court of jurisdiction.

15. USE OF PERSONAL DATA AND RIGHTS OF THE DECLARING PARTY pursuant to art. 13 of EU regulations 2016/679 (GDPR) and art. 13 of Legislative Decree no. 196 dated June 30th, 2003

In accordance with the abovementioned regulations, notice is hereby given that EDiSU will process the personal data acquired by substitute statement as established and set out in attachment F of the present Call for Applications, of which it constitutes an integral part.

The Data Processor is the *Ente per il Diritto allo Studio Universitario* (EDiSU) in Pavia (C.F./P.IVA 02205710185), with legal offices on via Sant'Ennodio, 26 - 27100.

16. TAX INFORMATION

The scholarship is exempt from Income Tax in compliance with the principles stated in Law no. 390 dated December 1991 (art. 4 of Law no. 276 dated August 13th, 1984) and its subsequent modifications, and as prescribed in Circular no. 109/E dated April 6, 1995 issued by the Minister of Finance.

The scholarship is considered an "income" for the purposes of the new ISEE regulations. For this purpose EDiSU will send to scholarship beneficiaries 2019/2020 a CU statement (*Certificazione Unica*) in which the benefits received in the year 2018 will be shown. The abovementioned CU must be presented in case the student need request an ISEE UNI statement again in the future.



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17. INFORMATION CONCERNING THE CALL FOR APPLICATIONS

Further information can be requested by accessing the **DIRECT LINE (LINEA DIRETTA)** available through the **“Online Student Services”** area on the EDiSU website: www.edisu.pv.it

- **“access with University credentials”**: if the person seeking information is a student of the University of Pavia who has received his/her credentials via e-mail following enrolment.
- **“access with EdiSU credentials”**: if the person seeking information does not have University credentials.

The **“DIRECT LINE/LINEA DIRETTA”** service is also accessible from the student’s Personal Area (*Area Riservata*) in the **“Online Student Services”** section of the EDiSU Pavia website.

For further information you may also contact:
Ufficio Benefici Economici dell’EDiSU
Via Calatafimi 11, 27100 Pavia ó c.p. (P.O. Box) 225
Tel. 0382 3050205 ó 0382 3050206

Offices hours are the following:
9:30 a.m. - 12:00 p.m. (Monday through Friday)
2:00 p.m. - 3:00 p.m. (Monday through Thursday)

The person in charge of procedures is Ms Lucia Nora, Manager of the Financial Aid Office (*Ufficio Benefici Economici*) - EDiSU Pavia.

Official announcements on behalf of EDiSU Pavia will be made through **LINEA DIRETTA** (www.edisu.pv.it, Online Student Services / Linea Diretta) or by e-mail, using the e-mail address submitted when registering to access the student online services on the EDiSU website and the e-mail address given by the University of Pavia (í @universitadipavia.it). Students are therefore responsible for reporting to EDiSU any changes in their address and checking their mailbox periodically (including any spam folder).

Pavia, June 25th 2019

THE PRESIDENT

Prof. Paolo Benazzo