

**CALL FOR APPLICATIONS
FOR THE ASSIGNMENT OF COLLEGE PLACEMENTS
FOR THE 2019/2020 ACADEMIC YEAR**





EDISU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

Table of contents

1. University residential units	3
2. General competition requirements	3
3. Requirements for inclusion in the college placement ranking list	4
3.1 Merit-based requirements	4
3.1.1 <i>Steadiness in academic progress</i> ¹	4
3.1.2 <i>Merit-based requirements for first-year students</i>	6
3.1.3 <i>Merit-based requirements for non first-year students</i>	6
3.1.4 <i>Merit-based requirements for students with disabilities</i>	7
3.2 Income-based requirements	7
3.2.1 <i>Students with income and assets in italy</i>	8
3.2.2 <i>Students with income and assets overseas</i>	10
4. Terms and conditions for submission of applications	13
5. Criteria by which scores are attributed and the ranking list is formed	15
7. Criteria by which college placements are assigned	18
8. Publication of the ranking lists	18
9. Assignment and acceptance of college placement	19
10. Supplementary ranking list	19
11. Annual re-confirmation of college placement	20
12. Income tiers	20
13. Accommodation fees	21
14. Renouncing college placement	23
15. Services provided by the edisu colleges in pavia	24
16. Services and type of accommodation provided by the residence hall in cremona	24
17. Operating period of residential units	25
18. Reserved college placements	25
19. Postgraduate placements	25
20. Placements reserved for iuss students	26
22. Financial status check (presidential decree 445/2000, art. 71)	27
23. Consequences ensuing the ascertained untruthfulness of a student's financial and/or merit status	27
24. Court of jurisdiction	28
25. Use of personal data and rights of the declaring party	28
26. Information concerning the call for applications	28



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

CALL FOR APPLICATIONS
FOR THE ASSIGNMENT OF COLLEGE PLACEMENTS
FOR THE 2019/2020 ACADEMIC YEAR

1. UNIVERSITY RESIDENTIAL UNITS

Official notice is hereby given of the Call for Applications for the assignment of placements for the 2019/2020 academic year within the following 11 residential units managed by EDiSU Pavia:

COLLEGE:	LOCATION (city):	TYPE:
- Fratelli Cairoli	Pavia	male ó merit based college
- Gerolamo Cardano	Pavia	mixed
- Castiglioni Brugnatelli	Pavia	female
- Giasone del Maino	Pavia	mixed
- Plinio Fraccaro	Pavia	male
- Camillo Golgi	Pavia	mixed
- Benvenuto Griziotti	Pavia	mixed
- Lazzaro Spallanzani	Pavia	male
- Lorenzo Valla	Pavia	mixed
- Alessandro Volta	Pavia	mixed
- Quartier Novo	Cremona	mixed

Room and facility services in the residential units will be ensured as defined in the present Call for Applications (articles 13 and 14).

In implementing the memorandum of understanding dated July 19th, 2010 between Lombardy Region and the MIUR, the present Call for Applications bases the assignment of the benefits to be awarded on criteria aiming to reward merit and excellence.

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 to be published on the EDiSU website (www.edisu.pv.it).

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, an implementation decree of Legislative Decree no. 286 dated July 25th, 1998.

To take part in the competition, students must declare their intention to apply to the University of Pavia or to the *Istituto di Alta Formazione Artistica e Musicale òFranco Vittadiniö* of Pavia for the 2019/2020 academic year:



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

1. for first-time enrolment in the first year of a Bachelor's degree (*laurea*), Master's degree (*laurea magistrale*) or a combined Bachelor + Master's single cycle degree (*laurea magistrale a ciclo unico*) programme;
2. for 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. for enrolment in a specialisation course (with the exception of courses pertaining to the field of medicine, as defined by Legislative Decree 368/99 - see article 13 below);
4. for enrolment in a PhD programme.

The competition is also open to **students with disabilities** whose level of disability is 66% or higher, enrolled in the second year beyond their course's regular duration (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 already hold a degree of the same level as, or superior to, the one for which college placement for the 2019/2020 academic year is being requested.

3. REQUIREMENTS FOR INCLUSION IN THE COLLEGE PLACEMENT RANKING LIST

Students requesting college placement who wish to benefit from financial aid provided by the Right to Higher Education (reduced accommodation fees) must meet the merit-based requirements, including steadiness in academic progress, and the income-based requirements detailed below. These students will be included in a "PRIMARY RANKING LIST" (access at discounted rates: 1° tier, 2° tier, 3° tier).

Students who DO NOT meet income-based requirements prescribed by the present Call for Applications (though fulfilling merit-based requirements/steadiness in academic progress), can still take part in the competition for the assignment of a placement in an EDiSU residential unit: they will be included in a "SUPPLEMENTARY RANKING LIST" (access at full price: 4° tier) defined in article 8 of the present Call for Applications, which may be drawn upon in the event that, after assigning a college placement to all the candidates included in the primary ranking list, who meet both merit-based and income-based requirements, there still remain college placements to be assigned.

Only students aged 18 years old or older can access the Edisu Colleges.

3.1 MERIT-BASED REQUIREMENTS

3.1.1 STEADINESS IN ACADEMIC PROGRESS¹

For there to be steadiness in academic progress, there must be no interruption in the student's prior years of study.

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.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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 are 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.

The abovementioned conditions for exclusion do not apply in the following cases:

- 1) when the student who meets the merit-based requirements for college placement as a subsequent-year student (i.e. not a first-year student), has had to repeat a year of his/her course after renewing enrolment following formal withdrawal from the course, and the course the student is enrolled in or wants to enrol in for the 2019/2020 academic year is subject to an admission test at local or national level.

Example: in 2018/2019 a student enrolled in the first year of a BA degree course in Biological Sciences and by August 10th, 2019 has earned 38 CFU/University Credits (the minimum number of credits to access college placement in 2019/2020 as a second-year student in Biological sciences = 35). If in 2019/2020 the student, after renouncing the Biological Sciences course, enrolls in the first year of a BA course in Physical Therapy or in the first year of a combined Bachelor + Master single cycle degree programme (*laurea magistrale a ciclo unico*) in Medicine and Surgery (admission to both courses is subject to entrance examinations at national level which are opened to all students who have a high school diploma) the student can be eligible for college placement.

- 2) when the student has had to repeat a year of his/her course, even after renewing enrolment following formal withdrawal from a course, and in any case has the number of credits necessary to access the ranking list, calculated 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 a year of enrolment to his/her degree course. This waiver does not apply to students enrolled in the first year of any degree course (BA, MA, or BA + MA single cycle course) and those enrolled in any year of a PhD programme or specialisation course.

*What is referred to as **every 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 admission/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.*



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

Example: in 2017/2018 a student attended the first year of a BA degree course in Biological Sciences. In 2018/2019, after renouncing the Biological Sciences course, the student enrolled in the regular first year of a BA course in Geological Sciences. If in 2019/2020 this student requests access to college placement as a regular second-year student in Geological Sciences, he/she will be deemed eligible for placement only if by August 10th, 2019 he/she will have earned the credits required for a third-year BA student. Three years in fact have passed since the student's first enrolment.

3.1.2 MERIT-BASED REQUIREMENTS FOR FIRST-YEAR STUDENTS

- a) for those enrolled for the first time as first-year students in BA degree or combined BA + MA single cycle degree courses: they must have graduated from **high school with a final exam mark no lower than 70/100²**;
- b) for those enrolled for the first time as first-year students in MA degree courses, specialisation courses (except for those in the medical field) and PhD programmes: they must have adequate qualifications allowing for their regular enrolment.

3.1.3 MERIT-BASED REQUIREMENTS FOR NON FIRST-YEAR STUDENTS

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

Students enrolled in further years (i.e. not first-year students) of BA and combined BA + MA 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.

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.

³ For the purpose of further checks, EDiSU, after having consulted with the University of Pavia, considers valid towards the achievement of the number credits shown in Table A (attached to the present Call for Applications) 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 also 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. EDiSU does not consider valid for the purpose of achieving the number of credits shown in Table A (attached to the present Call for Applications) credits earned by passing courses/exams that are supernumerary with regard to the student's "Student Booklet" (*Libretto dello Studente*). Just as well, credits referring to acknowledged exams (any credits the student may have had validated at the time of enrolment) resulting from previous courses of study attended without steadiness in academic progress are not considered valid.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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.

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 Attachment A of 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.

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

ISEE UNI 2019 Ö p 23,000.00

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**

ISPE UNI 2019 Ö p 50,000.00

an **equivalent asset situation indicator (ISPE = ISP of the family unit ÷ equivalence scale coefficient)** that **DOES NOT EXCEED p50,000.00**



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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*) 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 college placement, students, both Italian and foreign students residing in Italy and having an income and assets in Italy, must submit a DSU statement by and no later than August 5th, 2019, requesting an ISEE UNI statement.

To fill in and submit a DSU, students can contact the INPS directly (either by going to their local offices or via the INPS website www.inps.it using their PIN dispositivo 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 Sant'Agostino 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 University's Tax Assistance Helpdesk to have their ISEE UNI calculated for the purpose of applying for the EDiSU benefits.

It is responsibility of the student 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 (ISEE UNI). 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 ranking list is marked as **pending** for having submitted an ordinary ISEE 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, he/she will automatically be placed in the supplementary ranking list as per art. 8 of the present Call for Applications.
- **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 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 ranking list is marked as **pending** for having submitted an ISEE UNI containing notifications 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 automatically be placed in the supplementary ranking list as per art. 8 of the present Call for Applications. To perform



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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 as defined below), for the purpose of calculating the Equivalent Economic Situation Indicator for University Use (ISEE UNI) he/she must 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 the 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.

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.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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 other persons 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 submission date of the DSU).

Independent student

For the purpose of evaluating the financial status and calculating the 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 parents' 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 the student submits to EDiSU an ISEE UNI as independent student (not dependent on his/her family unit of origin), but does not meet the above requirements, he/she will be included in the Supplementary Ranking List on a par with those who, not having provided financial data or having submitted incorrect data, compete for the assignment of a college placement without access to the financial aid made available to support the right to higher education (college fees at full price: 4th tier). The student's status may be reviewed if by the established deadlines for submitting requests for review he/she transmits to EDiSU a new ISEE UNI protocol number referring to the family unit of reference in order to be able to access those benefits and services made available to support 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.

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 Equivalent Economic Situation Indicator abroad** statement calculated as the sum of overseas **income** of each member of the family unit



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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 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.

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).



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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, substitute statement, affidavit 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).

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.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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 help desk.

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.

N.B.

The foreign student residing with his/her family in Italy, without income or assets overseas, must submit only the ISEE UNI 2019 statement.

The foreign student whose family is entirely or in part abroad and who owns income and/or assets in Italy as well (even if he/she has only a bank account in Italy), besides the required foreign documents in original copy, will also have to submit an ISEE UNI 2019 statement in that, according to the Prime Minister's Decree no. 159 dated December 5th, 2013, he/she is in any case obliged to declare any income or assets owned in Italy through an ISEE UNI statement.

4. TERMS AND CONDITIONS FOR SUBMISSION OF 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 August 5th, 2019** to EDiSU Pavia.

N.B.

Students who wish to access Collegio Cairoli (male students only) or Collegio Volta (mixed student) when filling in the online application must express their first choice with the number one (=1).

Failure to do the above will entail assignment to a different Edisu College.

For the assignment of college placement, in the event that some be still available after fulfillment of procedures relative to applications submitted by August 5th, 2019, Edisu will proceed as illustrated in article 21 of the present Call for Applications "Assignment of college placement extra-ranking list" (*Assegnazione posti in alloggio extra bando*).



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

IMPORTANT NOTICE for students with income and assets 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, a CAF (*Centro Assistenza Fiscale/Tax Assistance Centre*) or other entity qualified to issue an **ISEE for University Useö (ISEE UNI) statement** by August 5th, 2019.

Immediately after submission of the application, or upon receiving the ISEE UNI statement, **all students must complete the Income ISEE 2019 / Reddito ISEE 2019ö section in their personal Online Student Servicesö area on the EDiSU website, with the INPS protocolö 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.

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**).

The same documents listed in article 3.2.2 (only in original copy) must be submitted to EDiSU by 12:00 pm of August 5th, 2019, either directly to the offices (via Calatafimi, 11 ö Pavia) or sent by the same date to: EDiSU - Ufficio Benefici Economici, via Calatafimi 11, 27100 Pavia, Italy.

EDiSU will not consider foreign documents submitted if delivered by the carrier after August 19th, 2019. Delivery of the abovementioned original documents is responsibility of the student.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA



For all students

Failure to include in the application any data required for the purpose of verifying the fulfilment of merit requirements prescribed by the present Call for Applications entails exclusion from the assignment of a college placement.

Failure to include any data required for verifying the fulfilment of income requirements or submission of incorrect data (e.g. submitting an ISEE UNI 2019 statement with an incorrect INPS protocol number) **and/or failure to present the original foreign documents** (as stated in article 3.2.2) entails placement in the Supplementary Ranking List.



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.).

**5. CRITERIA BY WHICH SCORES ARE ATTRIBUTED
AND THE RANKING LIST IS FORMED**

Placements will be assigned in the amount in which they will become available based on a ranking list drawn up according to the following criteria:

a) Students enrolled in the first year of any course

The formation of the ranking list is based on the **ISEE for University Use (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:

$$\left\{ 1000 - \frac{\text{I.S.E.E. for University Use}}{23,000.00} \right\} \times 1.000$$

b) Students enrolled in the second or a 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 student's average 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.

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



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

exam. The sum of these results is then divided by the overall number of credits considered. Exams/credits not expressed in thirtieths cannot therefore be considered. The ≥ 30 e lodeo mark is counted as 30.



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 passed (those included in the most recently approved study plan). It is likewise responsibility of the student, 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.

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:

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

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:

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

Please note that ≥ 30 e lodeo is counted as ≥ 30 and marks consisting in *idoneità* (passed) are not considered when calculating the student's average mark.

Drawing up the ranking list

Positioning within the ranking list depends on the score attributed to the applicant, shown from the highest to the lowest and determined by income and merit criteria.

Scores being equal, the student who is enrolled in a higher-level course will rank higher and then the student enrolled in the more advanced year of his/her course. In case there is still a tie, the final mark of the applicant's high school qualification will be considered, and finally the applicant's age, with the younger applicant ranking higher.

Students with disabilities having a level of disability of or above 66% take precedence over other candidates in the assignment of college placements and particularly, upon request, at the



EDISU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

Collegio Volta and Collegio del Maino, where adequately equipped rooms featuring domotics are available.

6. CRITERIA BY WHICH PLACEMENTS IN CAIROLI AND VOLTA COLLEGES ARE ASSIGNED

Students can compete for a placement in Collegio Cairoli (male students only) or in Collegio Volta (mixed students) only if:

- 1) when filling in the online application they indicate one of the above-mentioned Colleges as their first choice (marking with the number one =1);
and also
- 2) they result eligible in the ranking list for a College placement according to the criteria established in article 5;
- 3) they undertake to sign the Colleges' academic services agreement/*offerta formativa* if they are assigned a room in one of these Colleges;
- 4) (if enrolled for the 2019/2020 academic year in second or a subsequent year of all courses) an average mark greater than or equal to the one indicated in art. 4, paragraph 1, point IX, of the Prime Minister's Decree no. 672 dated September 8th, 2016.

Further selective and merit-based criteria will be applied to these students along with those prescribed by article 5 of the present Call for Applications.

For this reason students must peremptorily have an **interview** with the **Dean of the College** (which can take place even via skype). The interview may be replaced with a **questionnaire** (using the e-mail address provided by the student) which must be returned to the Dean within the given deadline.

Failure to go through with the interview or to return the completed questionnaire within the given deadline will result in the inability to evaluate the student according to the entrance requirements of Collegio Cairoli and Collegio Volta;

It is understood that these students can still compete for the assignment of a placement in another residential unit managed by Edisu Pavia.

Following the additional criteria of selection:

a) students enrolled in the first year of any course

To the points (expressed in thousandths) calculated by applying article 5 point A of the present Call for Applications, will be added:

- a maximum of 500 points based on the mark obtained on diploma or degree required by the course that the student intend to attend in the 2019/2020 academic year (e.g. High school diploma for BA or BA + MA single cycle course)
- a maximum of 500 points assigned by the dean based on the interview/questionnaire

b) student enrolled in second or a subsequent year of all courses

To the points (expressed in thousandths) calculated by applying article 5 point A of the present Call for Applications, will be added:

- a maximum of 500 points based on the ISEE UNI 2019 value
- a maximum of 500 points assigned by the Dean based on the interview/questionnaire



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

Based on the new score obtained, students will be assigned to these Colleges according to room availability for the 2019/2020 academic year.

N.B.

Students competing for a placement in Collegio Cairoli and Collegio Volta, in case they are not assigned to these Colleges, can still compete for placements in other Edisu residential unit.

7. CRITERIA BY WHICH COLLEGE PLACEMENTS ARE ASSIGNED

Placements in EDiSU residential units in Pavia (with the exception of Collegio Cairoli and Collegio Volta) will be assigned taking into consideration, whenever possible, the preferences expressed by candidates appearing in the ranking list and, in any case, depending on availability.

Eligible students interested in accessing the "Quartier Novo" residence hall in Cremona (where the department of Musicology and Cultural Heritage of the University of Pavia is located), will be assigned to this residential unit only to the extent of availability.

Admission to the "Quartier Novo" College can be sought also by students enrolled in courses held in the branch locations of the *Politecnico di Milano*, the *Università del Sacro Cuore* and the *Università degli Studi di Brescia* by submitting an application to the Administration of the Residential Unit for the assignment of any placements still available after re-confirmation and admission of those students to whom college placement is awarded through the present Call for Applications.

The assignment of residential placements to non-EU foreign students takes place in accordance with regional regulations as referred to in Decree of the General Director of Education, Training and Labour no. 21650 dated November 13th, 2002.

8. PUBLICATION OF THE RANKING LISTS

The "PRIMARY" and "SUPPLEMENTARY RANKING LISTS" (the ranking lists concerning placements in Pavia are distinct from those concerning placements in Cremona) will be made public by Tuesday September 3rd, 2019 and the placements will be assigned starting from Wednesday September 12th, 2019. The ranking lists will be posted on the EDiSU website www.edisu.pv.it and on the bulletin board in the Ufficio Benefici Economici e Financial Aid Office in via Calatafimi, 11 - Pavia.

To query the results of the ranking lists released, the student can submit by 12:00 p.m. of September 9th, 2019 to EDiSU **a request to review the ranking list, explained and provided with documentary evidence proving the reasons put forward, if:**

- the student is not assigned a college placement and believes to meet the merit and income requirements prescribed by the Call for Applications, having duly provided all required documents to EDiSU within the terms and conditions prescribed;
- the student is placed in the "supplementary ranking list" due to a missing or incorrect INPS protocol number in the ISEE UNI 2019 statement or to an ISEE UNI 2019 statement lacking the indicator for accessing benefits and services supporting the right to higher education or containing "annotations" referring to discrepancies/omissions. In these cases the student will have to attach to the request for review the correct ISEE UNI 2019 statement and insert the



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

protocol number of said statement in the "Income ISEE 2019/Reddito ISEE 2019" section in the "Online Student Services" area;

- the student is placed in the "supplementary ranking list" because the "foreign documents" submitted in original copy to EDiSU by August 5th, 2019 (relative to the financial/asset status and the student's family unit of reference) were not complete and/or correct. In these cases the student will have to attach to the request for review the perfected/completed document.

After this deadline (September 9th, 2019), it will still be possible to submit a request to review the student's income status for the sole purpose of determining his/her income tier, in order to define the fees of a possible college placement.

9. ASSIGNMENT AND ACCEPTANCE OF COLLEGE PLACEMENT

Students deemed eligible to access the Edisu colleges and automatically assigned to one of the residential units will receive a **communication announcing their admission**, the name of the College they have been assigned and the rules that discipline conduct in that college.

By that same communication the student will also be informed of **the deadline (within 4 days)** by which he/she will have to send a written statement declaring:

- **acceptance of said placement** for the entire academic year in the college to which he/she has been assigned. The acceptance is valid only if the student will prove **the payment of a confirmatory deposit of 250,00€** via bank transfer (transfer receipt must also be submitted);
- acceptance of all the rules of conduct in that college

Failure to accept placement, along with the proof of payment of 250,00 € within the deadline given in the abovementioned communication, will constitute, to all intents and purposes, formal renunciation of placement in any EDiSU college.

10. SUPPLEMENTARY RANKING LIST

In the event that all applicants entitled to college placement at reduced fees (1st, 2nd and 3rd income tiers) listed in the "PRIMARY RANKING LIST", based on their meeting the merit and income requirements as set out in art. 3 of the present Call for Applications, be assigned to a College, **if there still be placements available, these can be assigned to applicants listed in the "SUPPLEMENTARY RANKING LIST".**

Students listed in this ranking list are those:

- who meet the merit requirements stated at point 3.1 of the present Call for Applications
- who do NOT meet income requirements stated at point 3.2 of the present Call for Applications (and therefore with an Equivalent Economical Situation Indicator (ISEE UNI 2019) for accessing benefits supporting the right to higher education and/or Equivalent Assets Situation Indicator (ISPE) that exceeds the value indicated at point 3.2)

Students included in the supplementary ranking list, should they be assigned a college placement, will be required to pay an annual fee equal to that established for students in the fourth income tier.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

11. ANNUAL RE-CONFIRMATION OF COLLEGE PLACEMENT

All College placements are assigned for one academic year and can be confirmed year by year for the entire official duration of the course of study only on the condition that:

1. the student **continues to meet the merit requirements stated in Attachment A** of the present Call for Applications, which can always be viewed on the EDiSU website and in the Bursar's Office of each College.
2. **the student is on time in the payment of the College fees relative to the academic year underway.**

Students assigned to a college placement for the 2019/2020 academic year who meet the requirements outlined above and who wish to stay in the College also for the 2020/2021 academic year must submit the "Re-confirmation of college placement" in the online application of the "Online student services" by Friday, July 17th, 2020.

Students enrolled in the first year of a Master's degree course (*laurea magistrale*) "on condition" will have to complete enrolment by the terms and conditions prescribed by current regulations of the University of Pavia.

In regard to merit-based requirements and steadiness in academic progress, a waiver may be allowed only in the case the student was unable to regularly attend to his/her studies due to serious health or family issues, duly documented, or to the fact that he/she took part in university programmes abroad. In this case students must submit a request, duly documented, when they submit the re-confirmation application.

12. INCOME TIERS

The student must pay a fee, calculated in proportion to the ISEE UNI value, which differs according to three different income tiers.

The college fee is equal to the current average cost for students whose income lies below the third tier and is subject to a differentiated discount rate for students whose income lies in the first, second and third tier.

The income thresholds of the abovementioned tiers can vary yearly as defined by deliberation of the Regional Council.

The income thresholds for 2019/2020 academic year are as follows:

INCOME TIERS	ISEE UNI 2018 value
1 st tier	up to €14,420.31
2 nd tier	up to €17,709.34
3 rd tier	up to €23,000.00



EDISU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

13. ACCOMMODATION FEES

The College fee, unified and indivisible, is established by the competent administrative authority in accordance with rules regulating the subject.

Fees for the 2019/2020 academic year, diversified according to income tier and accommodation type, are the following:

	COLLEGES IN PAVIA¹¹	δVOLTAö AND δDE MAINOö COLLEGES	δGOLGIö COLLEGE (in Pavia)	δQUARTIER NOVOö COLLEGE (in Cremona)
1st tier	þ 2,400.00 in a single room	þ 2,500.00 in a single room	þ 1,900.00 in a single room	þ 1,650.00 in a single room
	þ 1,900.00 in a double room			þ 1,300.00 in a double room
2nd tier	þ 2,500.00 in a single room	þ 2,600.00 in a single room	þ 2,000.00 in a single room	þ 1,200.00 in a triple room
	þ 1,950.00 in a double room			þ 1,750.00 in a single room
3rd tier	þ 2,550.00 in a single room	þ 2,700.00 in a single room	þ 2,200.00 in a single room	þ 1,400.00 in a double room
	þ 2,200.00 in a double room			þ 1,300.00 in a triple room
beyond 3rd tier	þ 2,100.00 in a single room	þ 3,700.00 in a single room	þ 3,000.00 in a single room	þ 3,000.00 in a single room
	þ 3,600.00 in a single room			þ 1,800.00 in a double room
	þ 3,000.00 in a double room			þ 1,700.00 in a triple room
	þ 3,000.00 in a double room			þ 2,500.00 in a double room
				þ 2,200.00 in a triple room

Since the fees are related to costs, in accordance with current laws, they may be subject to variation after January 1st, 2020.

¹¹ The fees shown in this column refer to the Cairoli, Cardano, Castiglioni Brugnattelli, Fraccaro, Griziotti, Spallanzani, and Valla Colleges.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

College fees are to be paid in advance in three installments:

- the first installment has to be paid upon moving into the college (should students move into the college room after October 31st, for personal reasons, the first installment will in any case have to be paid not later than October 31st, 2019);
- the second installment has to be paid at the latest by January 31st, 2020;
- the third installment has to be paid at the latest by March 31st, 2020.

For payments made more than 14 days after the deadline, a default interest will be applied as prescribed in the current regulation of the Colleges.

Failure to pay the abovementioned installments after more than two (2) months entails the withdrawal of the placement assigned, the deduction of any amount paid and the payment of a fine in accordance with art. 14 of the present Call. The student must also clear out the room within one (1) month from receiving the annulment decree/ *decreto di revoca allo studente* (at the student's University e-mail address).

Students, when accepting the college placement assigned to them, will have to pay Edisu a confirmatory deposit of 250 € via bank transfer. Upon entering the college and after the payment of the first installment, this sum (250 €) will be retained as a security deposit to cover any damage caused even collectively. In the event that the security deposit be depleted, it will have to be newly paid. Any remaining amount will be refunded at the end of the student's stay.

IMPORTANT: for scholarship beneficiaries who qualify as off-site (offuori sede) students

Students who are scholarship beneficiaries for the 2019/2020 academic year and who qualify as off-site students can benefit from **free College placement**, since in this case a **flat-rate deduction will be made from the total sum provided by the scholarship**, as defined by the Lombardy Region in implementing article 9, paragraph 5 of Prime Minister's Decree dated April 9th, 2001, **to cover college fees**.

To scholarship beneficiaries who qualify as off-site students, the instalment paid in advance will be refunded at the time of payment of the sum provided by their scholarship if they are enrolled in years subsequent to the first (not first-year students) and at the time of confirmation of the scholarship (subject to the acquirement of the required credits within the given timeframe), as prescribed by the Call for Applications for the assignment of scholarships, if enrolled for the first time in the first year of their course of study.

IMPORTANT: for scholarship beneficiaries staying at an EDiSU College who qualify as off-site (offuori sede) students and who plan to take part in international mobility programmes during the 2019/2020 academic year

Students staying at an EDiSU College, benefiting from a scholarship in the 2019/2020 academic year as off-site students and planning to take part in international mobility programmes in the course of that same year, since they will not be occupying the college placement assigned to them for a period of at least 10 months, will receive the payment of their scholarship sum free from the flat-rate deduction normally applied to cover accommodation fees (because they will have to submit a statement certifying their participation in an international mobility programme for at least 10 months to be considered off-site student)



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

These students will be personally in charge of paying for the period of time in which they actually use their lodging.

14. RENOUNCING COLLEGE PLACEMENT

A student who receives notification of having been assigned a placement in an EDiSU residential unit and decides, within the deadline given by the Dean/Bursar of the College, to not accept it and therefore **RENOUNCE THE PLACEMENT ASSIGNED**, in case 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.

The student who accesses an EDiSU College, accepting the assigned placement, and at a later time decides to **RENOUNCE STAYING** at the College is required to pay the payment of a **FINE**, that will differ depending on whether the student was going to pay for his/her College stay or if he/she was going to benefit from a free college placement.

The fine does not apply to students who leave the college because of serious and proved health issues; in such circumstances, the fees will be calculated according to the period of time actually spent at the college.

Fine for students paying for their College stay:

Date of renunciation	Fine
Before one month has elapsed following the deadline for payment of the 1st instalment	€ 250 + 20% of total College fees
Before two months have elapsed following the deadline for payment of the 1st instalment	€ 250 + 40% of total College fees
Before three months have elapsed following the deadline for payment of the 1st instalment	€ 250 + 60% of total College fees
After three months have elapsed following the deadline for payment of the 1st instalment	€ 100% of College fees

Fine for students who would have benefited from a free College placement (in that they qualified as "off-site students awarded an EDiSU college placement"): regardless of the date of renunciation, the fine amounts to the flat-rate sum provided by the scholarship to cover accommodation fees for the 2019/2020 academic year to students qualifying as "off-site students staying at an EDiSU College".



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

15. SERVICES PROVIDED BY THE EDISU COLLEGES IN PAVIA

All the Colleges in Pavia are managed by a Dean (*Rettore*), a university professor often on the premises, who is in charge of managing the cultural and disciplinary aspects of college life and developing educational and training services, and promoting sports and recreational events among the students staying at College. Management of administrative and practical duties is carried out by a **Bursar** employed by EDiSU.

The Colleges offer an integrated type of service, yet diversified depending on the residential unit. Students are therefore guaranteed the following:

- tutelage services and assistance in exam preparation;
- supplementary courses;
- English courses;
- courses on study methods for university subjects
- educational/cultural activities in general;
- sports activities
- free wi-fi

Also available to students are a range of general community services (study halls, living rooms, libraries, sports facilities) designed to promote appropriate social interaction in everyday life within the residential unit. All Colleges, with the exception of *Collegio Golgi*, offer a breakfast service, bed linen supply, laundry service, and room cleaning. All residential units provide a safekeeping service, a reception desk, and daily cleaning of the areas in common. A laundromat service (washing and drying machines) is also available to College guests.

Canteen service in Pavia:

the student attending courses in Pavia can benefit from meals in canteens managed by EDiSU or operated as concessions at a cost based on their income tier, by using their canteen card (*õtessera mensaõ*). Kitchens/kitchenettes are available in the Colleges to allow students to prepare and consume their meals within the residential unit.

16. SERVICES AND TYPE OF ACCOMMODATION PROVIDED BY THE RESIDENCE HALL IN CREMONA

The *Collegio Quartier Novo* in Cremona is arranged in single and double rooms with bathroom. There are also 6 kitchens, a multi-purpose hall with vending machines and equipment for musical practice, a study hall, a laundromat and an area where bicycles can be kept. All the indoor areas have wi-fi coverage. The facilities made available by the College include a reception desk service and cleaning of the areas in common. Management of the administrative and practical duties of the College is performed by the Bursar employed by EDiSU.

Canteen service in Cremona:

Students attending courses at the University of Pavia's branch location in Cremona will be able to benefit from a self-service facility that, in agreement with EDiSU, provides them with meals at discounted prices which vary according to the student's income tier and for which meal coupons can be withdrawn/bought at the Bursar's Office within the College. The College has also several kitchens available to allow students to prepare their own meals.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

17. OPERATING PERIOD OF RESIDENTIAL UNITS

The period of college stay relative to the 2019/2020 academic year begins **Monday September 9th, 2019 and extends to July, 29th 2020**, with the exception of Christmas break that is to be determined in consideration of the academic calendar.

Students meeting the requirements for confirming their stay for the following academic year and who have **the proven need to continue residing in Pavia in the first days of the month of September 2020** will have to submit a request to the Bursar of their college by July 17th, 2020 and agree upon accommodation modalities for the said period of time, taking into consideration any requests on behalf of the University of Pavia to use the residential units for the purpose of organising conferences.

For **Christmas break**, students who cannot leave Pavia can ask to remain at their College by submitting **a duly substantiated request that must be presented by November 15th, 2019** to the Bursar of the College they are staying under the terms and conditions established by each College in accordance with EDiSU.

During **the summer holidays**, students who cannot leave Pavia can ask to remain at one of the Edisu colleges by submitting **a duly substantiated request that must be presented by June 30th, 2020** to the Bursar of the College where they are staying. To remain during said holidays students have to **pay 200,00 € in a single payment** (lump-sum payment).

If the request is accepted, the Bursar will notify the student where he/she is to stay and the student must pay upon entering the college.

College services (e.g. laundry, used of the kitchenette, etc.) during the summer holidays will differ from those stated in the present Call for Applications.

18. RESERVED COLLEGE PLACEMENTS

EDiSU Pavia (in accordance with associations and local bodies concerned, with the University of Pavia, with the IUSS or other Institutions managing services to support students' right to higher education) can reserve college placements for students in Pavia and in Cremona enrolled in BA degree courses, as well as for students coming from foreign universities, following agreements between these universities and the University of Pavia.

19. POSTGRADUATE PLACEMENTS

Each College in Pavia (where all courses in medicine and surgery are held) reserves placements for **postgraduate students in the medical field**. Students who are already residing at a College will take precedence over other candidates.

Applications, accompanied by the documents listed in the "Terms and conditions for submission of applications" section of the present Call for Applications, along with a certificate stating enrolment in their postgraduate course (or, for new graduates and those about to graduate, a personal statement in which the candidate specifies which postgraduate course he/she intends to enrol in), **must be presented to the Dean of the College** in which the student



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

intends to receive a postgraduate placement. Placements will be assigned taking into consideration the status of former student, his/her final mark, and the financial status of his/her family unit.

Placements are usually assigned for one year and can be confirmed for the entire duration of the postgraduate course, provided that the person benefiting from it passes the exams prescribed for postgraduate students and carries out tutelage activities within the College. The benefit is lost, even during the year, should the student entitled to it withdraw from University or begin to work as freelance professional or employee.

These placements will be subject to payment of a fee in proportion to the income tier of the student's family unit, as stated in the "Income-based requirements" section of the present Call for Applications.

20. PLACEMENTS RESERVED FOR IUSS STUDENTS

Founded in 1997, the **Istituto Universitario di Studi Superiori (IUSS) of Pavia** constitutes, together with other prestigious Italian Schools of Higher Education - the Scuola Normale Superiore of Pisa, the Scuola Superiore Sant'Anna of Pisa, and the Scuola Internazionale Superiore di Studi Avanzati of Trieste - one of the most solid and effective institutions for discovering young talents, for the recognition of human capital.

It is possible to access the Colleges and residential units of EDiSU Pavia even as students enrolled in regular courses of the IUSS of Pavia (www.iuss.unipv.it) following submission of the online application to EDiSU, as prescribed by the above point 4 of the present Call for Applications.

Students are admitted to regular courses of the IUSS upon passing a national exam whose Call for Applications is published on the website of the Institute.

According to agreements between IUSS and EDiSU for the 2019/2020 academic year, 4 winners of the IUSS competition for admission to the first year of a BA degree course or of a combined BA + MA single cycle degree course, one for each "academic class", will be able to access a placement reserved for them at the "Collegio Volta" and/or the Collegio Cairoli" in Pavia, regardless of the participation in the present Call for Applications.

21. ASSIGNMENT OF COLLEGE PLACEMENT "EXTRA-RANKING LIST"

For the assignment of college placements, in the event that some be still available after fulfillment of procedures relative to applications submitted by August 5th, 2018, EDiSU reserves the right to give the opportunity to the students enrolled or who declare their intention to apply to the University of Pavia to stay in an EDiSU residential unit following submission of the online application for "ASSIGNMENT OF COLLEGE PLACEMENT EXTRA-RANKING LIST/ *Assegnazione posti in alloggio extra bando*", available through the "Online Student Services" area on the EDiSU website.

The rates charged will be the same as for the "Accommodation Service", available on the EDiSU website.

The application for the "Assignment of College Placement Extra-ranking list" can be submitted by students who don't submit their application by the deadline of August 5th or are not considered eligible and still intend to request a placement, if available, in an EDiSU residential unit.



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

Upon completing their application, students must indicate the duration of their stay, which, if they are assigned a college placement, commits them to paying for the entire duration of the intended stay even if they should decide to renounce or stay for a shorter period of time, and possibly three other Edisu colleges of their choice. (If these choices are provided, any placement offered will be limited to the colleges indicated).

For the assignment of "extra-ranking list" college placement, priority will be given to the students who intend to stay for a longer period.

Further information about terms and conditions for submission of applications can be found on the EDiSU Pavia website (www.edisu.pv.it)

22. 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 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/Persone 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.

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



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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.

24. 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.

25. 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 ó 27100.

26. 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" service is also accessible in the student's personal area in the "Online Student Services" section of the EDiSU Pavia website.

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



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

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)

For any further information concerning the **residential units** and **for college placement re-confirmation**, it is possible to contact, during office hours, the **Bursar's Office** (*Ufficio Economato*) of each College:

Collegio Cairoli	P.zza Collegio Cairoli 1, Pavia	tel. 038223746	economato_cairoli@edisu.pv.it
Collegio Cardano	Viale Resistenza 15, Pavia	tel. 0382301271	economato_cardano@edisu.pv.it
Collegio Castiglioni	Via San Martino 20, Pavia	tel. 038233518	economato_castiglioni@edisu.pv.it
Collegio Fraccaro	P.zza L. da Vinci 2, Pavia	tel. 0382301371	economato_fraccaro@edisu.pv.it
Collegio Griziotti	Via Tavazzani 58, Pavia	tel. 0382472561	economato_griziotti@edisu.pv.it
Collegio Spallanzani	Via Ugo Foscolo 17, Pavia	tel. 0382530423	economato_spallanzani@edisu.pv.it
Collegio Valla	Viale Libertà 30, Pavia	tel. 038224784	economato_valla@edisu.pv.it
Collegio Volta	Via Ferrata, 17, Pavia	tel. 0382548511	economato_volta@edisu.pv.it
Collegio del Maino	Via Luino 4, Pavia	tel. 0382376511	economato_maino@edisu.pv.it
Collegio Golgi	Via Aselli 43, Pavia	tel. 0382510100	economato_golgi@edisu.pv.it
Collegio Quartier Novo Residence Hall	Via Santa Maria in Betlem, 7, Cremona	Tel. 0372 456888	economato_quartiernovo@edisu.pv.it

The person responsible for procedures, as far as the selection process is concerned, is Ms Lucia Nora, Manager of the *Ufficio Benefici Economici*/Financial Aid Office ó EDiSU Pavia.

Official announcements on behalf of EDiSU Pavia will be made through the DIRECT LINE / 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