



**EDiSU  
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO  
PAVIA**

**CALL FOR APPLICATIONS FOR THE ASSIGNMENT OF COLLEGE  
PLACEMENTS  
FOR THE 2024/2025 ACADEMIC YEAR**



**APPROVED with deliberation of the CDA of June 6, 2024**



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**CALL FOR APPLICATIONS**  
**FOR THE ASSIGNMENT OF COLLEGE PLACEMENTS FOR**  
**THE 2024/2025 ACADEMIC YEAR**

**1. UNIVERSITY COLLEGES**

Official notice is hereby given of the Call for Applications for the assignment of placements for the 2024/2025 academic year within the following 12 colleges managed by EDiSU Pavia:

<b>COLLEGE:</b>	<b>LOCATION (city):</b>	<b>TYPE:</b>
- Don Bosco	Pavia	mixed
- Fratelli Cairoli	Pavia	male – 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	mixed
- Lorenzo Valla	Pavia	mixed
- Alessandro Volta	Pavia	mixed – merit based college
- Quartier Novo	Cremona	mixed

*Colleges will provide the services that are defined in the present Call for Applications (articles 15 and 16).*

As the result of an agreement established by EDiSU, a number of places may be made available in private residential facilities in Pavia and can be allocated to applicants, by EDiSU, through this call for applications.

The present Call for Applications will automatically adopt any possible subsequent ministerial and regional orders in matters concerning the right to higher education issued and applicable to the 2024/2025 academic year. Any resulting modifications or changes will be specified in additional notes published on the EDiSU website ([www.edisu.pv.it](http://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 31<sup>st</sup>, 1999, an implementation decree of Legislative Decree no. 286 dated July 25<sup>th</sup>, 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 “Franco Vittadini” of Pavia for the 2024/2025 academic year in one of the following conditions:**

1. for first-time enrolment in the first year of a bachelor’s degree (*laurea*), master’s degree (*laurea magistrale*) or a single cycle master’s degree (*laurea magistrale a ciclo unico*);
2. for enrolment in an extra year (i.e., one year beyond the standard course length) of a bachelor’s degree, master’s degree or a single cycle master’s degree;




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3. for enrolment in a specialisation course (with the exception of courses in 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** – students with recognised disabilities as defined by law n. 104 dated February 5<sup>th</sup>, 1993, art. 3, 1 (e) 3 and whose level of disability is 66% or higher – enrolled in the second or further year beyond the standard duration of their course (i.e., two years after the expected year of completion) of any bachelor's degree, master's degree or a single cycle master's degree.

**In order to be eligible to apply students must not already hold a degree which is at the same level as, or higher than,** the course for which a college placement for the 2024/2025 academic year is being requested.

-  Prior enrolment at the University of Pavia for the academic year 2024/2025 is NOT required to apply for admission to the competition, however all enrolment procedures must be completed by November 15<sup>th</sup>, 2024 (apart from the exceptions listed in art. 4 - Announcement for the allocation of academic scholarships for the academic year 2024/2025).

### **3. REQUIREMENTS FOR INCLUSION IN THE COLLEGE PLACEMENT RANKING LIST**

All students, under the age of 32, who meet the merit requirements set out in Article 3.1 below may participate in this call for applications and be eligible for including in the rankings for access to college places.

Students who meet the merit and income requirements specified below will be placed on the “PRIMARY” ranking list (access at subsidised rates).

Students who meet the merit requirements but not the income requirements set out in Article 3.2 will be placed on the “SUPPLEMENTARY” ranking (access at full rate) which is defined in Article 10, below, and used only after placements have been allocated to those in the primary ranking.

Students who are under 18 may also participate in the selection process and, if eligible, will be admitted to the college only on the presentation of by a release of liability waiver signed by their parents by those exercising parental authority.



### 3.1 MERIT-BASED REQUIREMENTS

#### 3.1.1 STEADINESS IN ACADEMIC PROGRESS<sup>1</sup>

**In order to be eligible to apply students must have completed their academic course regularly, without any interruption or break in studies, in line with the standard annual progression points.**

Students who in the 2024/2025 academic year fall in one of the following categories **are therefore excluded** from the ranking lists:

1. those enrolling after having previously withdrawn from a course of study (at the University of Pavia or another university) prior to the 2024/2025 academic year;
2. those who are enrolled and are repeating a year of their course;
3. those who are transferring to a different degree course, or who are transferring from another university, after having repeated a year of the course in which they were previously enrolled (at the University of Pavia or another university);

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 2024/2025 academic year is subject to an admission via a national level examination process.

*Example: In 2023/2024 the student attended the first year of a Bachelor of Biological Sciences degree course and by August 10<sup>th</sup>, 2024, had acquired 38 CFU (the minimum CFU for admission to a college in 2024/2025 as a second-year Biological Sciences student = 35 CFU). If in 2024/2025, after withdrawing from the Biological Sciences course, the enrolls in the first year of the Physiotherapy degree course or in the first year of the single-cycle degree course in Medicine and Surgery (both courses with national, competitive admissions processes) and possesses with a high school diploma, the student may be eligible for a place in the college.*

2. when the student who has had to repeat a year of his/her course, even after renewing enrolment following formal withdrawal from a course, but who has completed the number of credits necessary to access the ranking list according to attachment A of this call for applications for the assignment of college placements (N.B. The credits valid for accessing the ranking are those provided for in art.3.1.3). The calculation of the minimum credits required for eligibility is made with reference to each elapsed year, starting from the year of **definitive or absolute first enrolment**, including the academic years in which the student has had to repeat the same year of enrolment. This waiver does not apply to students enrolled in the first year of any degree course or to

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<sup>1</sup> **LEVEL OF PRE-UNIVERSITY EDUCATION COMPLETED ABROAD.** The academic progress requirement mentioned in 3.1.1 is waived for students enrolled in the first year of a bachelor’s degree, master’s degree or a single cycle master’s 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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those enrolled in any year of a PhD programme or specialisation course.

The year of the **definitive or absolute first enrolment** means the first academic year in any degree course (even other than the one attended in the academic year 2024/2025) which has the same admission requirements, in terms of qualification and by level of study, as the course in which student is enrolled in the 2024/2025 academic year, in any Italian or other university and regardless of the outcome of that programme of study (withdrawal, transfer, graduation, etc.)

*Example of the waiver: in 2022/2023 the student attends the first year of a three-year bachelor's course in Biological Sciences. In 2023/2024, after withdrawing from the Biological Sciences course, the student enrolls in the regular first year of the Geological Sciences course. If this student requests, in 2024/2025, the scholarship as a student intending to enrol in the regular second year of Geological Sciences bachelor's degree, he/she will be eligible for the assignment of the benefit only if they have completed the number of credits required for students who are enrolling in the third year of a three-year bachelor's degree course by August 10<sup>th</sup>, 2024. Three years have in fact elapsed since the student's very first enrolment, which took place in 2022/2023.*

### 3.1.2 MERIT-BASED REQUIREMENTS FOR FIRST-YEAR STUDENTS

- a) For those enrolled for the first time as first-year students in bachelor's degree, master's degree or a single cycle master's degree course: the requirement is to have **Secondary School with a final exam mark no lower than 70/100.**<sup>2</sup>
- b) For those enrolled for the first time as first-year students in master's degree courses, specialisation courses (except for those in the medical field) and PhD programmes: the requirement is for applicants to **have adequate qualifications allowing for their regular enrolment.**

### 3.1.3 MERIT-BASED REQUIREMENTS FOR NON-FIRST-YEAR STUDENTS

- a) Students enrolled in the second or subsequent year of a bachelor's degree, master's degree or a single cycle master's degree programme: applicants are required to have completed, **by August 10<sup>th</sup> 2024**, any compulsory credits required at the time of admission to their course and to have completed **the number of credits prescribed** by their most recently approved study plan, as illustrated in **Attachment A** of the present Call for Applications.<sup>3</sup>

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<sup>2</sup> High school diplomas awarded abroad to foreign citizens will be evaluated applying the mathematical formulas provided by the MIUR by memorandum dated June 4<sup>th</sup>, 2007. The evaluation of the secondary school's mark does not apply to students with disabilities.

<sup>3</sup> 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 10<sup>th</sup> 2024, as long as the results of the examinations are known **by October 31<sup>st</sup> 2024**. EDiSU also considers valid the exam results of **Fisiologia, Anatomia, Biochimica** (for students enrolled in "Medicina e Chirurgia"), **Living Molecules, and Structure of the Body** (for students enrolled in Medicine and Surgery in English), and for students enrolled in Nursing and Midwifery Sciences, the exam results of the **Research methodology**, even if they are taken after August 10<sup>th</sup>, 2024, but **ONLY** if the exam results are received **by September 30<sup>th</sup>, 2024**.





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- b) Second and third-year PhD students and students enrolled in the second or subsequent
- c) year of specialization courses (except for those pertaining to the medical field): meet the requirement established by the University to be enrolled in the following year.



EDiSU **DOES NOT CONSIDER** the following credits as eligible for the purpose of achieving the number of credits (CFU) shown in Table A (attached to the present Call for Applications):

- **credits earned by passing courses/exams that are additional or elective with regard to the student's "Student Booklet"** (Libretto dello Studente);
- **credits gained as a result of transfer/course change**, renewal of enrolment in a course year already attended or credits gained from **single courses** taken in the previous academic year;
- **the result of any individual exams**, from integrated courses which contain a number of modules, which have not been registered in the "Student Booklet").



**PROPORTIONAL CRITERION:** If the course of study, chosen by the student, has a total number of credits which is fewer than 60, the merit requirements listed in attachment A are redefined in proportion to the total possible number of achievable credits.

### **BONUS**

Students enrolled in further years (i.e., not first-year students) of bachelor's degree, master's degree or a single cycle master's degree course can avail themselves of a **bonus ("credit bonus")** which can be used to make up the difference between the minimum number of credits required to enter the competition and the actual number of credits that have been completed. The amount of '**bonus credits**' varies according to the year of enrolment in which the student decides to use them for the first time and **cannot be accumulated** in subsequent years.

Specifically, the **bonus** amounts to a total of:

- 5 credits** if requested for the first time in the second year of an academic programme;
- 12 credits** if requested for the first time in the third year of an academic programme;
- 15 credits** if requested for the first time in the years subsequent to the third year of an academic programme.

"Bonus credits" which are not used in the academic year in which the student first requests their use may be used in subsequent years.

"Bonus credits" which have accrued, and which were not used in the bachelor's degree course, may be used if the student enrolls in a master's degree course.

*Example of "bonus" use: A student, enrolled for the first time in the academic year 2022/2023 in a single-cycle degree course applies in the academic year 2024/2025 for a scholarship as a third-year student. The student has only completed 75 CFU and decides, for the first time in their university studies, to apply for/use the "bonus credits" to reach the minimum established by the merit requirements of 80 CFU. The bonus available in the third year is 12 credits. In the academic year 2024/2025 the student uses 5 "bonus credits". The remaining 7 "bonus credits" can be used in subsequent years as the "bonus*



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*credit package” was “opened” in the year in which it contained 12 credits (the same year in which “opening” was requested) or, if any remain, in subsequent years. However, from the moment a student decides to 'open the bonus credit package', it is no longer 'exchangeable'/cumulative with others.*

### 3.1.4 MERIT-BASED REQUIREMENTS FOR STUDENTS WITH DISABILITIES

**In the case of students with disabilities** – students with recognised disabilities as defined by law n. 104 dated February 5<sup>th</sup>, 1993, art. 3, 1 (e) 3 and whose level of disability is 66% or higher (to be documented by means of a specific certificate, to be attached as an electronic document in the reserved area “On-line Student Services”/Upload Documents) – the **merit-based requirements are defined on an individual basis and may differ by 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, in consultation with the professor appointed by the Dean (*Rettore*) to lead on the support of students with disabilities.

### 3.2 INCOME-BASED REQUIREMENTS

An evaluation of the student’s financial status, in compliance with the Law<sup>4</sup>, is 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 2024** must have:

- **ISEE UNI 2024 ≤ € 24,335.11**  
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 € 24,335.11
- **ISPE UNI 2024 ≤ € 52,902.43**  
an equivalent asset situation indicator (ISPE = ISP of the family unit ÷ equivalence scale coefficient) that DOES NOT EXCEED € 52,902.43

**The ISEE UNI and the ISPE UNI requirements must, both, be satisfied: if even one of these indicators is exceeded applicants will be judged to be in non-compliance with the income requirement and eligible for inclusion only in the ‘supplementary’ ranking (see Art. 10).**

#### 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 2024 statement that is issued by the INPS (Istituto Nazionale Previdenza**

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<sup>4</sup> Prime Minister’s Decree no. 159 dated December 5<sup>th</sup>, 2013, as modified by Law 89/2016, and with decrees issued by the Ministry of Labour and Social Affairs dated November 7<sup>th</sup>, 2014 and December 29<sup>th</sup>, 2015, D.M. 146 of 1 June 2016 and D.M. 138 of 13 April 2017, Legislative Decree 15 September 2017, n. 147, D.L. 28 January 2019, n. 4 converted with L. 28 March 2019, n. 26, decree-law 30 April 2019, n. 34 coordinated with the conversion law no. 58, decree-law 3 September 2019, n. 101, coordinated with the conversion law 2 November 2019, n. 128; D.M. August 9 2019 (published in the Official Gazette no. 233 of 4 October 2019) implementing article 10 of the Legislative Decree of 15 September 2017, n. 147 on pre-filled ISEE certification.





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*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 at a reduced rate** and be included in the “primary” ranking list, Italian or foreign **students** residing in Italy, with income and assets in Italy **must apply to INPS, directly or through a CAF, no later than JULY 29<sup>TH</sup>, 2024 for the issue of the ISEE 2024 Certificate for the right to university study** applicable to the student requesting the benefit by filling out and submitting the **Dichiarazione Sostitutiva Unica (DSU)**.

As proof that the request was submitted to INPS no later than July 29<sup>th</sup>, 2024, the official receipt issued following the presentation of the Single Substitute Declaration (Dichiarazione Sostitutiva Unica, DSU) will be accepted.

**EDiSU**, as authorised by the applicant when completing the online application, will retrieve from the ISEE database of INPS **the latest ISEE 2024 Certificate issued in the name of the student requesting the benefit (research carried out based on the Tax Code of the student) and requested no later than JULY 29<sup>th</sup>, 2024**.

**Failure to submit the request to INPS for the issuance of the ISEE 2024 Certificate by July 29<sup>th</sup>, 2024, entails the inclusion of the student in the supplementary ranking** referred to in art. 10 of this call for applications (i.e., on the grounds of the absence of economic parameters to assess income requirements).

To fill in and submit a DSU, students may contact INPS directly (either by going to their local offices or via the INPS website [www.inps.it](http://www.inps.it) using their “PIN device” code) or go to one of several Tax Assistance Centres (CAF) affiliated with INPS.

The data on **income and assets** used for the (DSU) and the ISEE **statement refer to the two previous calendar years (therefore 2022 for the ISEE 2024 Statement)**.

In some situations, in the presence of adverse events (for example, the loss of a job, the interruption of a social security, welfare and indemnity treatment) or a significant variation in the income of the household (over 25 percent), these incomes do not reflect the real economic situation of the family unit. As a result, it is possible to submit a **CURRENT ISEE<sup>5</sup>** by and no later than **July 29<sup>th</sup>, 2024**.

**The student, within his/her User Profile “On-line students services” on the EDiSU Pavia website ([www.edisu.pv.it](http://www.edisu.pv.it)), will be able to view, in real time, the processing of the ISEE 2024 Certificate for the requested benefit.**

**It is responsibility of the student to ensure** that the ISEE UNI 2024 statement submitted to EDiSU:

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<sup>5</sup> The **CURRENT ISEE** is calculated on the income of the last twelve months (or even only of the last two months - to be compared to the entire year - in the case of a permanent employee for whom there has been a loss, suspension or reduction of employment, or in the case of a household member for whom there has been an interruption of social security, welfare and allowance treatments that are not included in the total income for IRPEF purposes). Before requesting the calculation of the CURRENT ISEE, the student must already be in possession of an ISEE 2024 Certificate. The CURRENT ISEE is valid for six months from the moment of presentation, unless there are changes in the employment situation or in the use of treatments, in which case the CURRENT ISEE must be updated within two months of the change.



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- 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) or is a CURRENT ISEE. In drawing up the final ranking list, EDiSU will not consider any indicators referring to the ordinary ISEE.
- does not contain notices referring to missing data or any discrepancies detected by 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).

**For the purposes of drawing the final ranking list EDiSU will disregard indicators from the ordinary ISEE** (this is not valid for subsidised benefits for the right to university study) **or from submissions with annotations** (for omissions or discrepancies). **Students with non-compliant ISEE indicators will be placed in the supplementary ranking** unless requested, no later than the established deadlines for the presentation of revision requests, the issue of a new ISEE 2024 certification for the right to university study and the same, available before the approval of the final ranking, complies with the provisions of the call for applications.

**In the case of non-compliant ISEE certifications, EDiSU will automatically proceed to extract the new ISEE certificate from the INPS ISEE database and will use it for the purpose of assessing the student's economic condition.**

**Students with an ISEE 2024 certificate** for the right to university study with annotations may submit to EDiSU (no later than the deadline for submitting applications for revision), as an alternative to asking INPS to issue of a new correct ISEE Attestazione, appropriate ISEE documentation to demonstrate the completeness and truthfulness of the data indicated in the DSU (Dichiarazione Sostitutiva Unica). EDiSU may avail itself of the tax inspectors for the appropriate checks on the supplementary documentation submitted.

### **THE STUDENT'S FAMILY UNIT**

The family unit considered in determining the student's financial status is the one declared when submitting the DSU (Dichiarazione Sostitutiva Unica).

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 5<sup>th</sup>, 2013 and declared when submitting the DSU.<sup>6</sup>

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<sup>6</sup> By way of example, the household is composed, with reference to the date of submission of the application, of:

- the student applicant
- the applicant's parents - if married to each other and not legally separated or divorced, or if not married to each other but cohabiting - and the children dependent on them for tax purposes, even if they are not listed in the family status;
- the parent who receives the student's maintenance payments in cases of divorce or separation, or who had 100% tax dependency of the student in the year in which the income under consideration was generated (and any other persons in the parent's family status)
- all those who are in the student's family status on the date of submission of the application, even if they are not related. The only exception is for unmarried, childless adults who are 100% dependent on their parents, the latter being outside the student's household;
- any minors in pre-adoptive foster care to the student's parents on the date of application.



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If the student does not live with his/her parents but is not “independent” (i.e., is not financially autonomous, as defined below), they must be considered a member of their parents’ family unit for the purpose of calculating the Equivalent Economic Situation Indicator for University Use (ISEE UNI).<sup>7</sup>

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.<sup>8</sup>

### **FAMILY UNIT OF THE PHD STUDENT**

To calculate the Equivalent Economic Situation Indicator for University Use (ISEE UNI), the family unit of the person applying for benefits for doctoral research is based on the following format:

- exclusively by the applicant himself/herself, his/her spouse, minor and adult children, if dependent and even if not cohabiting (“restricted nucleus”, with no other persons cohabiting)  

or, if more favourable to the applicant
- by that constructed according to the ordinary rules set forth in art. 3 of the Prime Ministerial Decree no. 159 of 5 December 2013 (i.e., all persons present in the family status on the date of submission of the Dichiarazione Sostitutiva Unica).

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<sup>7</sup> 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.

<sup>8</sup> The parent of the student applicant, who is not co-habiting with and not married to the other parent and who has recognised the child, is NOT included as a part of the nuclear family unit for the purposes of the ISEE certification for subsidised benefits for the right to study if the following applies:

- a. Their right to exercise parental authority has been removed or they have left the family residence (Art. 333 of the Civil Code)
- b. They are required to pay periodic child maintenance allowances established by a court or law
- c. It has been established, in court or by the public authorities responsible for social services, that they are estranged from the family unit in terms of emotional and economic terms.

If one of the above conditions (a. - c.) does not apply, the parent who is not cohabiting in the student's household of reference and is not married to the other parent, may be considered as an “additional” component of the family unit of the student if:

- d. one parent is married to a person other than the other parent, and/or
- e. the other is married to a person other than the other parent;

If none of these conditions apply (a. - e.), the unmarried non-cohabiting parent is aggregated (or considered “in full”) as a member of the reference household of the student.



### **INDEPENDENT STUDENT**

To evaluate the financial status of and calculating the ISEE UNI, the student qualifies as “independent” (lives alone, can support himself/herself) if both of the following requirements are met:

- that the student **has been domiciled**, as registered in the civil registry, **away from the parental household for a period of at least two years** prior to the date of submission of the application and has been residing in accommodation which is not owned by a member of his/her original family unit;
- that the student has **personal income** deriving from employment or similar, provided that the student is not employed by a family member and that income that has been **declared, for at least for the past two years, in the student’s tax return amounts to at least € 9,000.00 per annum.**

**If both of the above-mentioned conditions are not satisfied**, and/or are not duly documented for all the years of reference at the time of application to EDiSU, the student cannot be considered independent and **will be automatically included in the supplementary ranking list**, as per art. 10 below, unless he/she requests, within the deadline for submitting revision requests, the issue of a new ISEE 2024 Attestazione per il diritto allo studio universitario (ISEE 2024 Certification for the right to university study) in which he/she is treated as a member of his/her original family unit. This Attestation, which must be obtained two days prior to the approval of the final ranking list, must comply with the provisions of the notice.

The status of independent student is also applicable to legally married students or students in a “de facto state of cohabitation” (art. 1, paragraph 36, of Law 76/2016) registered with the Municipality of residence. In this case the minimum income of € 9,000.00 refers to the total income, including that of the spouse/de facto cohabitant.

### **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 5<sup>th</sup>, 2013 and in application of art. 5, paragraph 7 of the Prime Minister’s Decree issued on April 9<sup>th</sup>, 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** (l’Indicatore della Situazione Economica Equivalente all’estero, ISEE parificato) 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. 394 of 31 August 1999, the economic and asset status of foreign students **whose family unit resides abroad or of Italian students residing abroad** is assessed on the basis of the average exchange rate for the reference year<sup>9</sup>.

The information provided in 3.2.1 concerning the identification of the family unit of a student or a PhD student, as well as the status of “independent” students, applies equally to students

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<sup>9</sup> The average exchange rate does not apply to students with income and assets in EU countries belonging to the Eurozone.




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with income and assets located overseas.

**If the student does not live in the same household as their parents residing abroad but is not “independent”** (i.e., does not have economic autonomy, as specified in the “Independent Student” section above), the student will be considered as a member of their parents’ household, for the purposes of calculating ISEE for subsidised benefits for the right to university study, and must therefore present foreign documentation relating to their household.

 **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 hard copy 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 (indicating date of birth and the nature of the relationship);*
- *the gross income received abroad in 2023 by each member of age of the family unit or an unemployment statement referring to 2023 for each adult household member;*
- *any buildings owned abroad by each adult member of the family unit as of December 31st, 2023, including surface measurement in square meters, or a document stating that no member of the family unit owns any building at all;*
- *any financial assets (bank balance, shares, bonds...) owned by each adult member of age of the family unit as of December 31st, 2023.*

 **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, legalised<sup>10</sup> 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 5<sup>th</sup>, 1961, authentication can be performed by using an apostille.**

**For those countries (ascertained by EDiSU Pavia / University of Pavia) where it is particularly difficult to have documents certified by a local Italian Embassy, as an alternative an original certification of income and assets owned can be submitted, in the Italian language, by the diplomatic or consular representation in Italy of the foreign country.**

**The certification issued by the diplomatic or consular representation in Italy must be legalised<sup>11</sup> by a Prefecture in accordance with art. 33 of Presidential Decree no. 445 dated December 28<sup>th</sup>, 2000, and 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 (indicating date of birth and the nature of the relationship);*
- *the gross income received abroad in 2023 by each adult member of the family unit or*

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<sup>10</sup> Legalization 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).

<sup>11</sup> Legalization 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 7<sup>th</sup>, 1968 or to the Brussels Convention of May 25<sup>th</sup>, 1987: Austria, Belgium, Cyprus, Denmark, Estonia, France, Germany, Great Britain, Greece, Ireland, Latvia, Liechtenstein, Luxembourg, Moldavia, Norway, Holland, Poland, Portugal, Czech Republic, Romania, Russia, Spain, Sweden, Switzerland, Turkey, Ukraine (from 6 April 2023)





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*an unemployment statement referring to 2023;*

- *any buildings owned abroad by each adult member of the family unit as of December 31st, 2023, including surface measurement in square meters, or a document stating that no member of the family unit owns any building at all;*
- *financial assets (bank balance, shares, bonds...) owned by each adult member of the family unit as of December 31st, 2023.*

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

**Failure to submit the original hard copy of the required documentation, necessary for the calculation of the Indicator of Equivalent Economic Situation abroad (ISEE parificato), within the deadlines set out in the notice, will result in the student's inclusion in the "supplementary" ranking for the allocation of a place at a college.**

For foreign students from particularly poor countries (specified annually by decree of the MUR in agreement with the Minister for Foreign Affairs), the evaluation of their financial status is 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 known high income and social status. This certification may also be issued by the foreign university of enrolment, if linked by agreements or conventions with the universities or by Italian bodies authorised to provide the financial guarantees referred to in the current provisions on the enrolment of foreign students in Italian universities.

Students holding the status of stateless person or political refugee or holders of subsidiary or special protection 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).

The stateless/political refugee/holder of subsidiary or special protection status must be substantiated by evidence provided by applicants through official documents, in date and valid, 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 € 6.947,33 (the 2024 annual social allowance amount) which is the established minimum amount required for supporting oneself. The existence of the abovementioned resource 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 2024 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), must present the original foreign documentation in addition to the ISEE UNI 2024 certificate,





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as under Prime Ministerial Decree 159 of 5 December 2013 he is in any case obliged to declare any income and assets held in Italy by means of the ISEE UNI certificate.

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

**Applications to participate in the competition are to be submitted online only** by following a computer-managed procedure that can be accessed on the EDiSU Pavia website ([www.edisu.pv.it](http://www.edisu.pv.it)) in the “Online Student Services” section, following the instructions available at the following link: <https://edisupv-sol.dirittoallostudio.it/apps/V3.1/sol/public/>

After having correctly filled in all the required fields, **CONFIRMATION of the ONLINE APPLICATION must be given by and no later than JULY 29<sup>TH</sup>, 2024, at 12 pm** to EDiSU Pavia.

EDiSU Pavia will not consider applications received in a different manner than the one defined in the present Call and in any case “confirmed” in the online procedure beyond the deadline indicated.

**NB. Prior enrolment at the University of Pavia in the various degree courses for the 2024/2025 academic year is not required in order to submit the online application (it must in any case be carried out by November 15<sup>th</sup>, 2024).**

#### **IMPORTANT NOTICE for students with income and assets overseas**


Foreign students whose family unit resides abroad and Italian students residing abroad who have applied for college access at a subsidised rate, (and/or have applied for other benefits granted subject to an assessment of the student’s financial condition) **after confirming their online application, must attach in electronic file format (pdf) 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 “Upload Documents” - “Foreign Documentation” section in the “Online Student Services” EDiSU area**). The uploaded documents must be clearly legible.


**Original copies of these documents (listed in article 3.2.2) must be submitted to EDiSU by and not later than Monday, JULY 29<sup>th</sup>, 2024 at 12 pm**, either directly to the offices (via Calatafimi, 11 – Pavia) or sent by postal service (the shipping costs have to be paid by the student) but must arrive by the same, previously indicated, date to: EDiSU Pavia - via Sant’Ennodio 26, 27100 Pavia, Italy.

Delivery of the abovementioned original documents is responsibility of the student. We recommend that you keep any document/receipt as evidence in case of later problems with the shipment. EDiSU will not collect any package/envelope for which a payment is due by the Institution.

**N.B. FOR THE SUBMISSION OF FOREIGN DOCUMENTS IT IS ONLY POSSIBLE TO ACCESS THE EDISU COUNTERS BY APPOINTMENT**, in the manner indicated on the website, always specifying if you intend to deliver foreign documentation relating to your situation or also for other students, indicating the number and names if relevant.

#### **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 will result in 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 2024 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 required to promptly inform EDiSU in written form of any changes following the date of submission of their application (transfer to another University, start of employment, inability to continue studies, withdrawal from enrolment, change in marital status, change in financial status, 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 score deriving from the **Equivalent Economic Situation Indicator (ISEE 2024) for subsidised benefits for the right to university study** of the student’s family unit compared to the limit of € 24,335.11 for a maximum of 1000 points assigned through the following formula:


$$\left\{ 1 - \frac{\text{I.S.E.E. for University Use}}{24,335.11} \right\} \times 1.000$$

### 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 10<sup>th</sup>, 2024**, 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 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 lode” 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 10<sup>th</sup>, 2024**, for completing courses implemented in compliance with Ministerial Decree 270/2004 is calculated using the following formula:

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

**NB** 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:

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

**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 being ranked 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 “Collegio Volta” and “Collegio del Maino”, where adequately equipped rooms are available.

**6. CRITERIA BY WHICH PLACEMENTS IN CAIROLI AND VOLTA COLLEGES ARE ASSIGNED (merit-based colleges)**

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

1. applicants have selected one of the above-mentioned Colleges as their first choice (marking with the number one =1) when filling in the online application;
2. applicants have completed the cognitive / motivational questionnaire (available on the EDiSU website, “Bandi” section, and linked in the online application) and promptly submitted it, and in any no later than the deadline of the call, which is July 29<sup>th</sup>, 2024, to EDiSU Pavia. This form should be uploaded as an electronic document (pdf format) in the “Upload documents” - “Cairoli/Volta questionnaire” section, available in the “Student online services” area;

*and also*

3. applicants are eligible, in the ranking list, for a college placement according to the



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- criteria established in article 5;
4. applicants agree to sign up to and comply with the College's "academic services agreement/*offerta formativa*" if they are assigned a room in one of these Colleges;
  5. (If enrolled for the 2024/2025 academic year in second or a subsequent year of all courses) applicants have 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 criteria will be applied to these students in addition to those already provided for in Article 5 above: to the score obtained in application of Article 5 above (maximum 1,000 points) will be added a further score, with maximum 2,000 points, awarded according to the type of student, as indicated above.

**a) Students enrolled in the first year of any course**

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


- a maximum of 1000 points based on the mark obtained on diploma or degree required by the course that the student intends to study in the 2024/2025 academic year (e.g., High school diploma for bachelor's or single cycle master's degree course)
- a maximum of 1000 points assigned by the Dean and based on the questionnaire and interview, if required.

**b) Students 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 1000 points based on the ISEE UNI 2024 value.
- a maximum of 1000 points assigned by the Dean and based on the questionnaire and interview, if required.

The Rectors of the Cairoli and Volta Colleges, or their delegates, may invite the candidate for an interview. The purpose of these interviews is to discuss the information provided by the candidate in the cognitive/motivational questionnaire. The interview may also be held remotely.

 **Students who do not send in the questionnaire by the deadline or who fail to attend an interview will NOT be admitted to Cairoli college or Volta college.** This does not imply exclusion from a place at other colleges.

Based on the new total score, students will be assigned to these Colleges according to room availability for the 2024/2025 academic year. Any students in the ranking list to access the Cairoli College or the Volta College and no longer assignable to these facilities due to exhaustion of places, may be assigned to other colleges based on the scrolling of the ranking lists which are made according to articles 3 and 5.



## 7. PUBLICATION OF THE RANKING LISTS

**THE PROVISIONAL “PRIMARY” and “SUPPLEMENTARY” RANKING LISTS** (the ranking lists concerning placements in Pavia are distinct from those concerning placements in Cremona, and the EU-students are distinct from non-EU students) will be made public by **AUGUST 21<sup>ST</sup>, 2024<sup>12</sup>**.

The ranking lists will be posted on the “Online Student Services” area only for students who participate in the competition.

To query the results of the ranking lists, the student can submit a request to review the ranking list to EDiSU in the “Online Student Services area / Ranking results” within three days of publication. The request must be submitted online only.

The request must refer to any possible incorrect assessments made by the competent EDiSU office and must be motivated and accompanied, under penalty of inadmissibility, by adequate documents to justify the reasons given.

As indicated in art. 3.2.1 of this announcement, **students** in the provisional ranking were **excluded as in possession of a non-compliant ISEE 2024** (in case of the possession of an: ISEE which is not valid for the right to university study for the applicant student, ISEE with annotations, ISEE that demonstrates the lack of income requirements of “student independent”) may NOT submit a request for review but must request, and **no later than 3 days from the publication of the provisional rankings**, the issue of a new ISEE 2024 Certification for the right to university study in compliance with the provisions of the announcement.

EDiSU will automatically proceed to extract from the INPS database, in substitution of the non-compliant ISEE 2024 Certificates, the new ISEE Certificates requested within the deadlines for the presentation of the revision requests, and in any case available before the approval of the final ranking. EDiSU will use these documents for the evaluation of the student’s economic condition. If they are still non-compliant, the student will be automatically included in the “supplementary” ranking.

The student required to submit “foreign documentation” (art. 3.2.2 of this notice) may, by the deadline for submitting applications for revision by 12.00 on Monday 26 August, improve/supplement the “foreign documentation” already submitted in original to EDiSU by July 29<sup>th</sup>, 2024, and found to be incomplete, as noted by the competent office.

The outcome of the request for review of the provisional ranking lists will be announced to the interested parties directly in the “Online Student Services area / Ranking results” section and, if accepted, will produce effects in the final ranking.

**THE FINAL RANKING LISTS will be made public by AUGUST 29<sup>th</sup>, 2024<sup>13</sup>**, in the “Online Student Services” area only for students who participate in the competition.

*For students included in the “supplementary” ranking as eligible for admission to college and also requesting a scholarship for the academic year 2024/2025 it will be possible to review the financial situation within the deadlines set by the Call for scholarship applications for the 2024/2025 academic year; any new financial condition will be considered valid in order to determine the income bracket and therefore to define the amount of the college accommodation fee (in the event that a place is allocated).*

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<sup>12</sup> except for any extensions made known on the Institution website

<sup>13</sup> except for any extensions made known on the Institution website



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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.

**NB: STUDENTS INCLUDED IN THE RANKING LISTS AS ELIGIBLE FOR ADMISSION TO COLLEGE DO NOT AUTOMATICALLY GAIN A PLACE IN COLLEGE.**

Eligible status on the ranking list indicates that the applicant is eligible but may be allocated a place (see Art. 8 and Art. 18 below), depending on availability.

## **8. CRITERIA BY WHICH COLLEGE PLACEMENTS ARE ASSIGNED**

**PLACEMENTS WILL BE ASSIGNED starting from Friday AUGUST 30<sup>th</sup>, 2024<sup>14</sup>. Entry into the college (for “new entry” students) will take place starting from September 16<sup>th</sup>, 2024 and in any case subject to agreement with the Bursar of the College**

Placements in EDiSU colleges in Pavia (except for Cairoli and Volta) will be assigned respecting the reserved placements as specified in the following article 18 and taking into consideration, whenever possible, the preferences expressed by candidates in the ranking list and, in any case, depending on availability.

Eligible students interested in places at the “Quartier Novo” hall of residence in Cremona (the location of the department of Musicology and Cultural Heritage of the University of Pavia), will be assigned to this residential unit depending on availability.

Full rate Admission to the “Collegio Quartier Novo” in Cremona may also be sought 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 hall of residence for the assignment of any placements still available after re-confirmation and admission of those students to whom college placements were 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 13<sup>th</sup>, 2002. Therefore, residential placements will be assigned to non-EU foreign students in compliance with an established **proportion between EU and non-EU students**.

## **9. ASSIGNMENT AND ACCEPTANCE OF COLLEGE PLACEMENT**

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

The student, in same communication the student will also be given a deadline **of two (2) 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);

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<sup>14</sup> except for any extensions made known on the Institution website





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- acceptance of all the rules of conduct in that college.

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

Students who will be enrolling onto a course for the academic year 2024/2025 where entry depends on the results of national or local examinations, the results of which are not yet known, are not required to pay the deposit upon acceptance of their place.

Students under the age of 18 will only be admitted on presentation of a release of liability signed by those exercising parental authority.

### 10. SUPPLEMENTARY RANKING LIST

In the event that will remain available additional places, after all applicants who are entitled to a college place at reduced fees (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> income tiers) and those who are listed in the “**PRIMARY RANKING LIST**” have been allocated a place, these **can be assigned to applicants listed in the “SUPPLEMENTARY RANKING LIST”**.

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** (see art. 12,13).

### 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 **possesses the merit requirements indicated in Attachment A** of this notice, which can be consulted on the Institution’s website and at the College Bursars’ Offices. These requirements may also be met by using the bonus points (the total or remaining bonus points, as indicated in Article 3.1.2 above).
2. the student is **on time with the payment of the College fees** relative to the academic year underway.

Students who are provisionally enrolled in the first year of a master’s degree course (*laurea magistrale*), “**on condition**”, are required to finalise their enrolment according to the terms and conditions prescribed by current regulations of the University of Pavia.

Regarding merit-based requirements and steadiness in academic progress, a waiver or exemption may be allowed only in cases where students were unable to regularly attend their studies due to serious health or family issues, duly documented, or to the fact that they 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 is required to pay a fee, defined in proportion to the ISEE 2024 value for subsidised benefits for the right to university study, differentiated according to three income brackets.

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.



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The income thresholds for 2024/2025 academic year are as follows:

Income Tiers	ISEE Value	
1 <sup>st</sup> tier	from € 0,00	to € 12.167,56
2 <sup>nd</sup> tier	from € 12.167,57	to € 16.223,41
3 <sup>rd</sup> tier	from € 16.223,42	to € 24.335,11

### 13. ACCOMMODATION FEES

The College fee is established by the competent administrative authority. Fees for the 2024/2025 academic year, diversified according to income tier and accommodation type, are the following:

	COLLEGI a PAVIA <sup>15</sup>	COLLEGI “DEL MAINO”, “VOLTA” (Pavia)	COLLEGIO “DON BOSCO” (Pavia)	COLLEGIO “GOLGI” (Pavia)	COLLEGIO “SPALLANZANI”	RESIDENZA “QUARTIER NOVO” (Cremona)
1 <sup>st</sup> tier	€ 2.400,00 in a single room	€ 2.500,00 in a single room	€ 2.500,00 in a single room	€ 2.300,00 in a single room	€ 2.500,00 in a single room	€ 2000,00 in a single room
	€ 1.900,00 in a double room		€ 2.000,00 in a double room		€ 2.000,00 in a double room	€ 1.650,00 in a double room
						€ 1.550,00 in a triple room
2 <sup>nd</sup> tier	€ 2.500,00 in a single room	€ 2.600,00 in a single room	€ 2.600,00 in a single room	€ 2.400,00 in a single room	€ 2.600,00 in a single room	€ 2.100,00 in a single room
	€ 1.950,00 in a double room		€ 2.100,00 in a double room		€ 2.100,00 in a double room	€ 1.750,00 in a double room
						€ 1.650,00 in a triple room

<sup>15</sup> The line shown in the column refers to the Colleges 'Cairoli', 'Cardano', 'Castiglioni Brugnatelli', 'Fraccaro', 'Griziotti' and 'Valla'.



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3 <sup>rd</sup> tier	€ 2.550,00 in a single room	€ 2.700,00 in a single room	€ 2.700,00 in a	€ 2.550,00 in a single room	€ 2.700,00 in a single room	€ 2.500,00 in a single room
	€ 2.200,00 in a double room		€ 2.300,00 in a double room		€ 2.300,00 in a double room	€ 2.300,00 in a double room
	€ 3.000,00 in a double room		€ 2.300,00 in a double room		€ 2.000,00 in a triple room	€ 2.000,00 in a triple room
Above 3 <sup>rd</sup> tier	€ 3.600,00 in a single room	€ 4.000,00 in a single room	€ 4.000,00 in a single room	€ 3.500,00 in a single room	€ 4.000,00 in a single room	€ 4.000,00 in a single room
	€ 3.000,00 in a double room		€ 3.300,00 in a double room		€ 3.300,00 in a double room	€ 3.300,00 in a double room
	€ 3.000,00 in a double room		€ 3.300,00 in a double room		€ 2.800,00 in a triple room	€ 2.800,00 in a triple room

Since the fees are related to costs, in accordance with current laws, they may be subject to variation after January 1<sup>st</sup>, 2025.

**College fees are to be paid in advance in three instalments:**

- **the first instalment** (700,00 €) has to be paid by December 31<sup>st</sup>, 2024;
- **the second instalment** has to be paid at the latest by March 31<sup>st</sup>, 2025;
- **the third instalment** has to be paid at the latest by June 30<sup>th</sup>, 2025.

Failure to pay the first instalment entails the withdrawal of the placement, 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 their room within one (1) month from receiving the “annulment decree/ *decreto di revoca allo studente*” (at the student’s University e-mail address).

The security deposit paid upon acceptance of the assigned place will be retained 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” (“fuori sede”) students**

Students who are scholarship beneficiaries for the 2024/2025 academic year and who qualify as “off-site” students can benefit from **free college placements**, 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, 5 DPCM 9 April 2001 and DM 1320/2021, **to cover college fees**.

For this reason, the following applies to students benefiting from the scholarship for the



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academic year 2024/2025 as “off-site” students:

- if enrolled in years subsequent to the first, they are NOT REQUIRED to pay the 3 instalments of the college fee;
- if enrolled in the first year of all courses are suspended from the payment of the 3 instalments of college fee pending the achievement, no later than 30 November 2025, of the number of credits stated in Attachment B of the Call for scholarship applications. Failure to achieve the number of credits required by 30 November 2025 will result in the withdrawal of the scholarship benefit and the consequent payment of the entire college fee.

### **IMPORTANT: for scholarship beneficiaries staying at an EDiSU College who qualify as “off-site” (“fuori sede”) students and who plan to take part in INTERNATIONAL MOBILITY PROGRAMMES during the 2024/2025 academic year**

Students staying at an EDiSU College, benefiting from a scholarship in the 2024/2025 academic year as “off-site” students and planning to take part in international mobility programmes in the course of that same year will, since they will not be occupying the college placement assigned to them for a period of at least 10 months, 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). 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**

Students who decide for personal reasons to renounce their college accommodation **by November 15<sup>th</sup>, 2024**, are required to pay for the period of time actually spent at the college and the deposit will not be refunded. The deposit will be refunded in the case of students who leave the college because of serious and proved health issues. Students who decide to give an allocated place in college **after November 15<sup>th</sup>, 2024**, are required to pay the entire fee for the 2024/2025 academic year.

### **15. SERVICES PROVIDED BY THE EDISU COLLEGES IN PAVIA**

**All the Colleges in Pavia, with the exclusion of affiliated structures, are managed by a Dean (*Rettore*)**, a university professor, who is often on the premises and who is in charge of managing the cultural and academic aspects of college life and for developing educational and training services and promoting sporting and recreational events for students staying at college. The management of the administrative and practical duties is carried out by a **Bursar** employed by EDiSU.

The Colleges offer a full range of **services**, depending on the college, and students are **guaranteed** the following:

- tutoring services and assistance in exam preparation;
- foreign language courses;
- educational/cultural activities in general (“University in colleges” project)
- sporting activities



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- free wi-fi

A range of general community services (study halls, living rooms, libraries, sports facilities) are also available and are designed to promote social interaction in everyday life within the residential unit. All colleges offer bed linen, a laundry service and weekly room cleaning. All colleges provide a porter service, a reception desk, room cleaning and daily cleaning of the areas in common. A laundry service (washing and drying machines) is also available.

### **Canteen service in Pavia**

Students attending courses in Pavia can benefit from meals in canteens managed by EDiSU or operated as concessions at a cost which is based on their income tier. Access to the canteens must take place by presenting the Qr Code generated through the EDiSU-Pavia.EAT App.

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 laundry 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.

## **17. OPERATING PERIOD OF COLLEGES**

In the 2024/2025 academic year college accommodation opens on **Tuesday September 16<sup>th</sup>, 2024, and extends to Thursday July 25<sup>th</sup>, 2025**, with the exception of Christmas break, to be determined in consideration of the academic calendar.

Students meeting the requirements for confirming their placement for the following academic year and who have demonstrated that they continue residing in Pavia in the first days of the month of September 2025 are required to submit a request to the Bursar of their college by July 15<sup>th</sup>, 2025 and to agree accommodation practicalities for this period of time, taking into consideration any requests on behalf of the University of Pavia to use the colleges for the purpose of organising conferences.

For the **Christmas holiday period**, students who cannot leave Pavia can ask to remain at their college by submitting a duly substantiated request that must be presented by November 15<sup>th</sup>, 2024, to the Bursar of their college under the terms and conditions established by each college in accordance with EDiSU.

For the period of the 2025 **summer holidays**, students/guests of the colleges located in Pavia who are unable to leave the university premises may request to remain in college by presenting a suitably motivated request by 15 June 2025 to the Bursar of their college. Accommodation for the summer period will be offered at Golgi or at other designated facility upon payment of the flat-rate, non-fractional fee of € 300,00 (it is not possible to stay, in August, for fractions of a month but for the whole month).



### **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 bachelor's degree courses, as well as for students coming from foreign universities, following agreements between these universities and the University of Pavia.

**For the academic year 2024/2025 EDiSU has elected to reserve n. 90 places for female students enrolled in STEM (Science, Technology, Engineering and Mathematics) degree courses, of which 15 at Castiglioni Brugnatelli College.**

### **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 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 for postgraduate students and carries out tutoring activities within the College. The placements are forfeited, even during the year, in the event that the student withdraws from the university or begins to work as freelance professional or an 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. ASSIGNMENT OF COLLEGE PLACEMENT "EXTRA-RANKING LIST"**

For the allocation of any places still available at the colleges after the completion of the competition procedures relating to applications received by JULY 29<sup>TH</sup>, 2024, EDiSU reserves the right to give students enrolled or to be enrolled at the University of Pavia to stay in an EDiSU college 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. In the allocation process, priority to those who intend to occupy the place for the entire academic year and will take into account any accommodation preferences expressed by students.

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





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**21. FINANCIAL STATUS CHECK**  
**(Presidential Decree, D.P.R. , 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 5<sup>th</sup>, 2013, art. 10 of Legislative Decree no. 68 dated March 29, 2012, art. 71 of Presidential Decree no. 445 dated December 28<sup>th</sup>, 2000, to request any documents that may be useful to 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 the 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 30<sup>th</sup>, 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 made within the 5 years following any case of undeserved use of funding related to and resulting from untruthful self-certifications.

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

In the event that EDiSU ascertains the presence of 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.

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 or intention to deceive be detected, there shall be no prejudice in adopting disciplinary penalties and reporting to judicial authorities.



### 23. 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.

### 24. 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 30<sup>th</sup>, 2003

The processing of personal data is carried out in compliance with the provisions of EU Regulation of 27 April 2016, no. 679 (General Data Protection Regulation, GDPR) and with the Legislative Decree no. 196. The full policy is available online by consulting the relevant webpage of the application form.

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.

### 25. 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](http://www.edisu.pv.it)

The “DIRECT LINE” service is also accessible in the student’s personal area in the “Online Student Services” section of the EDiSU Pavia website.


Further information may also be requested from:

**Ufficio Benefici Economici dell’EDiSU / EDiSU Financial Aid Office**

**Via Calatafimi 11, 27100 Pavia**

**Tel. +39 0382 3050205 / +39 0382 3050206 (the office answers Monday to Thursday from 8.30 a.m. to 9.30 a.m. and 3 p.m. to 4 p.m.; Fridays from 8.30 a.m. to 10 a.m.)**

**Offices hours are the following: 9:30 a.m. - 12:00 p.m. (Monday, Wednesday Friday), 2:00 p.m. - 3:00 p.m. (Tuesday and Thursday) and also by appointment.**

 Please note that:

- **for the submission of foreign documentation, it is only possible to access the offices by appointment which must be booked** according to the methods indicated on the EDiSU website, always specifying if you intend to submit foreign documentation relating to your own situation or even for other students, indicating their number and names of applicants if relevant.
- **in case of shipment of foreign documents, the postal address is: EDiSU Pavia, via Sant’Ennodio, 26, 27100 Pavia - Italy.**

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



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Collegio Cairoli	P.zza Collegio Cairoli 1, Pavia	tel. +39 038223746	economato_cairoli@edisu.pv.it
Collegio Cardano	Viale Resistenza 15, Pavia	tel. +39 0382301271	economato_cardano@edisu.pv.it
Collegio Castiglioni	Via San Martino 20, Pavia	tel. +39 038233518	economato_castiglioni@edisu.pv.it
Collegio Don Bosco	Via S. Giovanni Bosco, 4, Pavia	tel. +39 03821571028	direzione_donbosco@edisu.pv.it
Collegio Fraccaro	P.zza L. da Vinci 2, Pavia	tel. +39 0382301371	economato_fraccaro@edisu.pv.it
Collegio Griziotti	Via Tavazzani 58, Pavia	tel. +39 0382472561	economato_griziotti@edisu.pv.it
Collegio Spallanzani	Via Ugo Foscolo 17, Pavia	tel. +39 0382530423	economato_spallanzani@edisu.pv.it
Collegio Valla	Viale Libertà 30, Pavia	tel. +39 038224784	economato_valla@edisu.pv.it
Collegio Volta	Via Ferrata, 17, Pavia	tel. +39 0382548511	economato_volta@edisu.pv.it
Collegio del Maino	Via Luino 4, Pavia	tel. +39 0382376511	economato_maino@edisu.pv.it
Collegio Golgi	Via Aselli 43, Pavia	tel. +39 0382510100	economato_golgi@edisu.pv.it
“Collegio Quartier Novo” Residence Hall	Via Santa Maria in Betlem, 7, Cremona	tel. +39 0372 456888	economato_quartiernovo@edisu.pv.it
Affiliated Residence Hall		tel. +39 03823050201	fcasu@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* – EDiSU Pavia.

Official announcements on behalf of EDiSU Pavia will be made through the DIRECT LINE / LINEA DIRETTA ([www.edisu.pv.it](http://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 (...@universitadipavia.it). Students are therefore responsible for reporting to EDiSU any changes in their address and checking their mailbox periodically (including any spam folder).

***NB This Call has been translated into English for informational purposes only.***

***For application purposes, for the resolution of any disputes and for all legal purposes, only the Italian version is valid and effective between parties.***

Pavia, June 6<sup>th</sup>, 2024

THE PRESIDENT  
Prof. Francesco Rigano