



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



**Finanziato  
dall'Unione europea**  
NextGenerationEU

**CALL FOR SCHOLARSHIP APPLICATIONS  
FOR THE 2024/2025 ACADEMIC YEAR**



**APPROVED with deliberation of the CDA of June 6, 2024**  
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## **CALL FOR SCHOLARSHIP APPLICATIONS FOR THE 2024/2025 ACADEMIC YEAR**

In accordance with regulations as set out in Legislative Decree no. 68 dated March 29, 2012 “*Review of the existing legislation concerning the right to access education and the valorisation of officially recognised colleges*” and specifically in article 8, 5, extending application of regulations contained in the Prime Minister’s Decree dated April 9, 2001 to the adoption of implementation regulations reviewing the laws dealing with the right to study, in the Lombardy Region Law no. 33/2004, in the Prime Minister’s Decree dated April 9<sup>th</sup>, 2001, in the Deliberation of the Lombardy Regional Council of 2018, the present Call for Applications for the assignment of the following scholarships to students enrolled in courses at the University of Pavia in the 2023/2024 academic year is hereby officially announced.

In execution of the Memorandum of Understanding of 19 July 2010 between the Lombardy Region and MIUR, this call for applications incorporates the criteria aimed at a greater enhancement of merit e of excellence for the assignment of benefits in competition.

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 2023/2024 academic year; the resulting modifications and changes will be specified in an additional note that will be published on the EDiSU website ([www.edisu.pv.it](http://www.edisu.pv.it)).

### **1. SUBJECT OF THE CALL FOR SCHOLARSHIP APPLICATIONS**

This announcement is aimed at identifying students enrolled at the University of Pavia for the academic year 2024/2025 who are eligible for receiving a Scholarship. The Scholarship is a form of economic support consisting of a cash payment and the provision of services provided free of charge to the student. Services consist, for all students, in the restaurant service (see art. 6) and, for students classified as off-site, accommodation in an EDiSU college for the academic year 2024/2025. The Scholarship may provide for some additional funding (Article 7) for activities such as international mobility and to support students with disabilities.

The scholarship is granted for the achievement of the qualifications for the first time in higher education in the following ways:

- for students enrolled in bachelor’s degree courses, for a period of seven semesters, starting from the year of first registration (first “absolute registration” in the university system);
- for students enrolled in single-cycle master's degree courses, for a period equal to the programme expected of the respective teaching systems plus one semester, starting from the year of first enrolment (first “absolute registration” in the university system);
- for those enrolled in master's degree courses, for a period of five semesters, starting from the academic year of first enrolment (to any master's degree programme);
- for research students enrolled in PhD programmes, for a period equal to the normal duration of course, provided for by the respective didactic regulations, starting from the previous year enrolment (to any PhD course);
- for those enrolled in specialisation schools, for a period equal to the normal duration of the course, provided for by the respective didactic regulations, starting from the previous year enrolment (in any non-medical specialization course).



## **2. FUNDING OF SCHOLARSHIPS – NUMBER OF SCHOLARSHIPS**

The scholarships to be awarded for the 2024/2025 academic year are financed by the European Union - Next Generation EU (PNRR), the Ministry of University and Research and the Lombardy Region and other public or private bodies.

The number of scholarships for the 2024/2025 academic year depends on the overall funding received by EDiSU Pavia and funds will be allocated in the following proportions:

- **35%** of the scholarship will be awarded to eligible students **enrolled for the first time in the first year** of their undergraduate, master, single-cycle master, specialisation (excluding those programmes in the medical area, as per D.Lgs.368/99) or PhD (excluding recipients of a scholarship, as per Ministerial Decree no. 224/1999, or a research grant, as per Law no. 449 of 27 December 1997)
- **65%** of the scholarship will be awarded to eligible students **enrolled in years subsequent to the first year** of all courses.

Depending on their position in the relevant ranking list (i.e., the list of students enrolled in the first year of their programme or the list of students enrolled in subsequent years) there may be students who are:

- **BENEFICIARIES** of scholarships (the value and number of scholarships is determined by the funding received)
- students who are only **IDENTIFIED** as **ELIGIBLE** but who will **NOT** be **BENEFICIARIES** of scholarships (due to a lack of funding).

The number of scholarships, initially granted on the basis of minimum funding forecasts, may be increased during the course of the year on due to additional allocations that become available and will be distributed according to the proportions indicated above.

A student who was initially identified as **ELIGIBLE** but **NOT** as a **BENEFICIARY** may then be awarded a scholarship (i.e., become a **BENEFICIARY**) during the course of the year as a result of an increase in the number of recipients.

## **3. GENERAL COMPETITION REQUIREMENT**

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, implementation decree of Legislative Decree no. 286 dated July 25<sup>th</sup>, 1998.

**To take part in the competition, students must have applied to (or have declared their intention to apply to) the University of Pavia in the 2024/2025 academic year for:**

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



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

**Students must not:**

1. already hold a **degree of the same level as, or superior to**, the one for which the scholarship is being requested for the 2024/2025 academic year;
2. **be the recipient, in the same academic year, of a scholarship awarded by another public or private body.**



In order to apply for admission to the competition, prior enrolment at the University of Pavia in the various degree courses for the 2024/2025 academic year is NOT required (the enrolment process must be completed by the deadline set out in article 4 below).



It is possible to apply for a study grant only from one “Institution for the right to study” (this one is EDiSU - Ente per il Diritto allo Studio Universitario)



In the case of simultaneous enrolment in more than one course (pursuant to Law no. 33 of 12 April 2022)

- in different Universities/Institutions, an application must be submitted to the Right to University Study Management Body of the University of first enrolment or the “primary” institution if enrolment took place in the same academic year,
- at the same University, the student must submit an application for the course of first enrolment; if started at the same time, the student must choose the course to which to link the benefits provided for the right to study, by the regulations in force.

#### **4. REQUIREMENTS FOR INCLUSION IN THE SCHOLARSHIP CANDIDATE RANKING LIST**

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

1. **be duly enrolled at the University of Pavia for the 2024/2025 academic year on 15<sup>th</sup> of November 2024.**  
Students that intend to enrol in the first year of a master's degree programme (if they have not already obtained a bachelor's degree), can be registered as “enrolled under condition” by November 15<sup>th</sup>, 2024, but they have to complete enrolment procedures in compliance with the terms and conditions prescribed by the current regulations of the University of Pavia.
2. **meet the merit-based requirements, including steadiness in academic progress and the income-based requirements listed below.**



## 4.1 MERIT-BASED REQUIREMENTS

### 4.1.1. STEADINESS IN ACADEMIC PROGRESS<sup>1</sup>

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

As a consequence, students who, in the 2024/2025 academic year, fall in one of the following categories **will be excluded from the scholarship candidate ranking list**:

1. those enrolling after having previously withdrawn from a course of study;
2. those who are enrolled and repeating an intermediate 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 following situation is an exception to this principle.** A student who, during academic career, has been required to repeat the same year of a course, even after renewing his enrolment, **but possesses the number of credits required to access the ranking**, as indicated in the attachment A, can apply for the scholarship (NB. The credits that are considered valid to have access to the ranking list are the one specified by art. 4.1.3). The calculation of the minimum credits required for eligibility is made with reference to each year that has elapsed since the year of the **very first or absolute enrolment**, also including the academic years in which the student has had to repeat the same year of enrolment.

The **waiver does not apply** to students in their first year of a bachelor's degree, master's degree or a single cycle master's degree programme degree course or to those enrolled in any year of a PhD or specialisation programme.

The phrase "**absolute enrolment**" refers to any previous enrolment in any BA course (even one different from the one attended in the 2024/2025 academic year) at any Italian or Foreign University, requiring the same qualifications as those required for enrolment in the course attended in the 2024/2025 academic year, regardless of the results of previous study (withdrawal from the course, university transfer, graduation, etc.) and the number of years that have elapsed since.

*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-*

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#### <sup>1</sup> 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 bachelor's degree, master's degree or a single cycle master's degree programme 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.





*year bachelor's degree course by August 10<sup>th</sup>, 2024. Three years have in fact elapsed since the student's very first/absolute enrolment, which took place in 2022/2023.*

#### **4.1.2. MERIT-BASED REQUIREMENT FOR FIRST-YEAR STUDENTS**

Students who are enrolled for the first time in the first year of any degree course and who meet the “academic regularity” requirements are subject to an additional assessment to ensure that they meet the merit requirements. The first evaluation is to assess eligibility for the list of those eligible for a study grant. The second evaluation is to assess the maintenance of eligibility and the use, partial or total, of any scholarship or funding.

##### **FIRST EVALUATION**

In order to be **eligible** for inclusion in the ranking, **student applicants must meet the following merit requirements:**

- a) For those enrolled for the first time as first-year students in bachelor's degree or a single cycle master's degree course: the requirement is to have completed **secondary school with a final exam mark no lower than 70/100<sup>2</sup>** and to be regularly enrolled.
- b) for those enrolled for the first time as first-year students in master's degree courses: the requirement is that they must be fully or conditionally (“on condition”) enrolled.
- c) for those enrolled for the first time as first-year students in specialisation courses (with the exception of those in the medical field) and PhD programmes: the condition is that they must be regularly enrolled.

##### **SECOND EVALUATION**

Students enrolled in the first year of a bachelor's degree, master's degree or a single cycle master's degree course, who are eligible for inclusion in the final ranking, **must complete a minimum number of credits (as per Attachment B of this notice) during the 2024/2025 academic year, and within the deadlines set out in this notice**, in order to maintain their eligibility and to continue to receive the scholarship or funding.

In detail:

- A) A **student** enrolled for the first time in the first year of any degree course is entitled to become a **BENEFICIARY of a scholarship** under the following conditions:
  - if the student has completed the minimum number of university credits (provided in Annex B of this notice) by 10 August 2025, they will be confirmed as fully eligible for the scholarship and will be able to access 100% of the scholarship (full-service fee, full monetary fee, exemption of all university fees);
  - if the student passes the minimum number of educational credits (provided in Annex B of this notice) after 10 August 2025 but before 30 November 2025, their eligibility for the Scholarship will be confirmed but they will only be able to access 50% of the value of the scholarship (with the exception that the all fees, even if of a value greater than 50% of the total amount of the scholarship, may be covered and that the student is exempt from the payment of all university contributions)

- B) a **student** enrolled for the first time in the first year of any degree course who is determined

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<sup>2</sup> Academic qualifications obtained abroad by foreign citizens will be assessed by applying the mathematical formulas provided by the MIUR in its note of 4 June 2007. The evaluation of the secondary school's mark does not apply to students with disabilities.



as **ELIGIBLE for but NOT as the BENEFICIARY** of a scholarship (due to lack of funding):

- if the student completes the minimum number of credits (as per Annex B of this notice) by 30 November 2025, they will be confirmed as entitled to a 1<sup>st</sup> tier meal rate and exemption from tuition fees.


***N.B.** A student who is initially “eligible but not a beneficiary” of the grant may eventually become a “beneficiary” during the year. To be eligible, they must meet the merit conditions set out in paragraph A) above.*

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

#### **4.1.3. MERIT-BASED REQUIREMENT FOR NON-FIRST-YEAR STUDENTS**

Students enrolled in years after the first year of any course are subject only to verification that they meet the merit requirements.

- a) Students enrolled in the second or subsequent year of courses whose activation is pursuant to Ministerial Decree no. 270 dated October 22nd, 2004, must completed by **August 10<sup>th</sup>, 2024**, any compulsory training required at the time of admission to their course and **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>
- b) second and third-year PhD students: must be regularly enrolled.

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

- those that are **registered on the student’s Booklet (Libretto)**, viewable online in the student’s Personal Area (*Area Riservata*) on the University of Pavia website
- those **acknowledged for the course of study for which the student is requesting the benefit**,
- those that are concluded with the achievement of university credits (CFU) and a final mark (exams with marks not expressed in thirtieths are considered valid).
- validated following a transfer, only if they derive from courses attended in previous years, which meet the requirement of academic regularity.

For the purpose of verifying the achievement of the minimum number of university credits (CFU) required, shown in attachments A and B of the present Call for Applications, the following credits **will NOT be considered valid:**


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<sup>3</sup> EDiSU, having consulted the University, will consider the results of the final examinations of internships in the medical, pharmaceutical and psychological areas carried out, according to the university teaching organisation, after August 10th, 2024, on the condition that their results are recorded in the “Libretto” by **October 31st, 2024**. EDiSU also considers valid the exam results of **Fisiologia, Anatomia, Biochimica** (for students enrolled in “Medicina e Chirurgia”), **Living Molecules, Structure of the Body and Functions 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 10th, 2024, but **ONLY** if the exam results are received by **September 30th, 2024**.





- the CFU deriving from **exams included as SUPERNUMERARY** in the most recently approved study plan
- the **CFU registered**, after a course transfer/change, with enrolment renewal to a course year already attended or CFU deriving from **single courses**, obtained in the previous academic year
- the results of **individual exams, from integrated courses which contain a number of modules**, if they have not already been registered in the online “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.**

 It is responsibility of the candidate to check in his/her Student Booklet (*Libretto dello Studente*) that all exams passed (as included in the student’s most recently approved study plan) are correctly registered. It is also responsibility of the candidate, and is in his/her own interests, to notify EDiSU, when the provisional ranking list is issued, of any unrecorded marks or any cases of marks which are “pending approval” by Pavia University.

### **BONUS**

Students enrolled in further years (i.e., not first-year students) of a bachelor’s degree, master’s degree or a single cycle master’s degree course can avail themselves of a **bonus (“crediti bonus”)** which can be used to make up the difference between the minimum credits required to enter the competition and the actual number of completed credits. 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 the academic programme;
- 12 credits** if requested for the first time in the third year of the academic programme;
- 15 credits** if requested for the first time in the years subsequent to the third year of the 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” accrued and not used in the bachelor’s degree course may be used if the student enrolls in a master's degree course.

“Bonus credits” cannot be used to meet merit-requirements (CFU obtained during a.y. 2024/2025) for students enrolled in a first-year 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 his/her university studies, to apply for/use the “bonus credits” to reach the minimum of 80 CFU established by the merit requirements. 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 year. (The “bonus credit package” was “opened” in the year in which it contained 12 credits, the student can decide use all of them or just some; in this last case, the remaining bonus credits can be used in subsequent years. However, from the moment a student decides to 'open the bonus credit package', it is no longer 'exchangeable'/cumulative with others).*



#### **4.1.4. MERIT-BASED REQUIREMENTS FOR STUDENTS WITH DISABILITIES**

**In the case of students with disabilities** - students with a recognised disability as defined by the law n. 104 dated February 5<sup>th</sup>, 1993, art. 3, subsection 1 and 3 - 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 can be defined individually 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, as well as by consulting with the professor appointed by the Dean (*Rettore*) to manage the academic support of students with disabilities.

#### **4.2. INCOME-BASED REQUIREMENTS**

The financial status is evaluated, in compliance with the Law<sup>4</sup>, **on the basis of 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 application.

Students **applying for financial aid to access higher education for the year 2024** must have:

- **ISEE UNI 2024  $\leq$  € 26.306,25**  
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 € 26.306,25**
- **ISPE UNI 2024  $\leq$  € 57.187,53**  
an equivalent asset situation indicator (ISPE = ISP of the family unit  $\div$  equivalence scale coefficient) that **DOES NOT EXCEED € 57.187,53**
- **The ISEE UNI and ISPE UNI must be both fulfilled: if even one of these indicators is exceeded applicants do not meet the income-based requirement.**

##### **4.2.1 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 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 the scholarship**, 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 September 16<sup>th</sup>, 2024, for the issue of the ISEE 2024 Certificate for the right to university**

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<sup>4</sup> 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, 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.



**study** applicable to the student requesting the benefit by filling out and submitting the **Dichiarazione Sostitutiva Unica (DSU)**.

The protocol issued following the presentation of the **Dichiarazione Sostitutiva Unica (DSU)**, dated no later than September 16<sup>th</sup>, 2024, will be accepted as proof of application to INPS.

**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 on the basis of the Tax Code of the student) and requested no later than September 16<sup>th</sup>, 2024.**

**Failure to submit the request to INPS for the issuance of the ISEE 2024 Certificate by September 16<sup>th</sup>, 2024**, entails the inclusion of the student in the ranking list of this call for applications (i.e., the absence of economic parameters to assess income requirements).

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](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 2024 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 social security payment, 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. The possibility is therefore given to submit a **CURRENT ISEE<sup>5</sup>** by and no later than September 16<sup>th</sup>, 2024.

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

**It is responsibility of the student** to ensure that the ISEE UNI 2024 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) or is a CURRENT ISEE. In drawing up the final ranking list, EDiSU will not consider valid any indicators referring to the ordinary ISEE.
- does not contain notes 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 (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**

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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.



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 for the right to university study with annotations may submit to EDiSU (no later than the deadline for submitting revision requests and as an alternative to the request submitted to INPS for the issuance of a new corrected ISEE Attestazione ISEE), appropriate documentation to demonstrate the completeness and truthfulness of the data indicated in the DSU (Dichiarazione Sostitutiva Unica). EDiSU may avail itself of the use of 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>

If the student does not live with his/her parents but is not "independent" (i.e., is not financially autonomous, as defined below) then, 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.<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, 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>

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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.

<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)



### **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 study is based on the following:

- 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 and according to the ordinary rules set forth in art. 3 of Prime Ministerial Decree no. 159 of 5 December 2013, all persons present in the family status on the date of submission of the Dichiarazione Sostitutiva Unica.

### **INDEPENDENT STUDENT**

For the purpose of evaluating 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 **has been declared to the tax office for at least the past two years and** amounts to at least **€ 9,000.00 per annum**.

**If both the above-mentioned conditions are not satisfied** and 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 excluded from the scholarship ranking list** 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.

The status of independent student is also applicable to legally married students or students in a “de facto state of cohabitation” (art. 1, subsection 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.

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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.






#### **4.2.2. 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, subsection 5 of Prime Minister's Decree no. 159 dated December 5<sup>th</sup>, 2013 and in application of art. 5, subsection 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 at point 4.2.1 concerning the identification of the family unit of a student/ PhD student, as well as the "independent" student status conditions, applies equally to students 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) he/she 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 all Italian students residing abroad must submit original hard copy documents**, in order to allow EDiSU to calculate their ISEE equivalent, **stating officially that:**

- *the composition of the family unit, including the student, other family members 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, or an unemployment statement referring to 2023, for each adult member of the family unit;*
- *the number of any buildings owned abroad by each adult member of the family unit as of December 31<sup>st</sup> 2023, including surface measurement in square meters, or a document stating that no member of the family unit owns no property;*
- *the amount of any movable assets (bank balance, shares, bonds...) owned by each adult member of the family unit as of December 31<sup>st</sup>, 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.**

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

<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).






**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, or an unemployment statement referring to 2023, for each adult member of the family unit;*
- *the number of 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 no property;*
- *the amount of any movable assets (bank balance, shares, bonds...) owned by each adult member of the family unit as of December 31st, 2023.*

 **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 types of documents are submitted, they will not be taken into consideration.**

**Failure to submit the original hard copy of the required documentation, i.e., those necessary for the calculation of the Indicator of Equivalent Economic Situation abroad (ISEE parificato), within the deadlines set out in this notice, will result in the exclusion of the student from the ranking list for the allocation of the study grant.**

For **foreign students coming from particularly poor countries** (specified in Ministerial Decree D.M. 28/02/2023 n. 115 issued by the MIUR in agreement with the Minister of 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 person/political refugee/holder of subsidiary or special protection status must be substantiated by evidence provided by applicants through official documents, in date and valid. These

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<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, Malta, Moldavia, Norway, Holland, Poland, Portugal, Czech Republic, Romania, Russia, Spain, Sweden, Switzerland, Turkey Ukraine (from April 6<sup>th</sup>, 2023).



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.**

The foreign student is in any case obliged to declare any income and assets held in Italy in accordance with **Prime Ministerial Decree 159 of 5 December 2013 by means of an ISEE certificate for subsidised benefits for the right to university study.**



**NB.**

- Foreign students residing with their families in Italy, with no income or assets abroad, are only required to submit the ISEE UNI 2024 certificate.
- Foreign students whose immediate family unit is wholly or partly abroad and who also have income and/or assets in Italy (even if they only have a current account in Italy) are also required to present, in addition to the original foreign documentation, the ISEE UNI 2024 Attestazione ISEE, in accordance with D.P.C.M. 159 of 5 December 2013 and are obliged to declare any income and assets held in Italy through an ISEE UNI statement.

## **5. TERMS AND CONDITIONS FOR SUBMISSION OF SCHOLARSHIP APPLICATIONS**

**Application to participate in the competition is to be submitted only online** by following a computer-managed procedure that can be accessed on the EDiSU Pavia website ([www.edisu.pv.it](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 made by no later than Monday, September 16<sup>th</sup>, 2024, at 12 pm** at EDiSU Pavia.

**EDiSU Pavia will not consider applications submitted in a manner different from the one indicated in the present Call, and marked as “confirmed” in the online procedure after the deadline.**



**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 although enrolment procedures must be completed within the deadlines indicated in art. 4.



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

After confirming their online application, foreign students whose family unit resides abroad and Italian students residing abroad confirmed their online application **must attach in electronic file format (pdf) copies of all of the documents** listed in article 4.2.2 in the “Upload documents” - “foreign documentation” section in the “Student online services” area. The PDF documents must be clearly legible.

**Original hard copies of the same documents (listed in article 4.2.2) must be submitted to EDiSU by and not later than Monday, September 16<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) by the same deadline previously indicated, 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 proof of dispatch documents/receipts as evidence in case of later problems with the shipment.



**NB. FOR THE SUBMISSION OF FOREIGN DOCUMENTS IT IS ONLY POSSIBLE TO ACCESS THE EDISU COUNTERS BY APPOINTMENT** and 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.

**Failure to submit the original copies of all the certifications referred to in point 4.2.2 shall result in exclusion** from the ranking list due to the impossibility of verifying the income and assets requirements for admission.

**In the event that the original foreign documentation**, submitted by September 16<sup>th</sup>, 2024, **prove to be incomplete/incorrect**, with respect to what is indicated in point 3.2.2 of this call for applications, the student shall be excluded from the provisional ranking. Applicants may, however and within the terms prescribed by this call for applications, **apply to revise their application and to present additional original certifications, in addition to the previous documentation, to replace incomplete/missing documents**. Once the deadline for submitting a request to revise or amend an application has expired, students who have failed to complete and/or update the foreign documentation they will be excluded from the competition.

- **All students** are required to notify EDiSU, promptly and in writing, of any event occurring after the application is submitted (transfer to another university, new employment, inability to continue studies, withdrawal of enrolment, change in marital status, change in economic/financial status, receipt of another non-cumulative study grant, etc.).

**Failure to present the required documentation by the prescribed deadline or the presentation of an irregular document will result in the student's exclusion from this competition.**

## **6. VALUE OF THE SCHOLARSHIP**

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

### **INCOME TIERS:**

ISEE TIERS	ISEE VALUE	
1° income tier	from € 0.00	to € 13.153,13
2° income tier	from € 13.153,14	to € 17.537,50
3° income tier	from € 17.537,51	to € 26.306,25



## GEOGRAPHICAL LOCATION:

- **On-site students (*in sede*):** students residing in the municipality in which the course is held or in a neighbouring municipality, pursuant to art. 4 paragraph 8 of the Prime Ministerial Decree of 9 April 2001, and which requires, by public transport, up to 60 minutes for the daily transfer to reach the course location. The list of “local” municipalities is included in Attachment C of the present Call for Applications.
- **Commuting students (*pendolare*):** student residing in municipalities from which it is possible to reach the location of the course attended by public transport, with travel times between 60 and 90 minutes. The list of "commuter" municipalities constitutes Attachment D of this notice. To identify the "local" and "commuter" municipalities, EDiSU Pavia used the Lombardy Region website <http://www.movorsi.regione.lombardia.it>, calculating, at the date of approval of DGR 2745/2024, travel times between the municipal offices of the municipality of residence and the municipality where the course attended (Pavia or Cremona) in the morning time slot 7.00/9.00.
- **Off-site students (*fuori sede*):** students residing in municipalities (or foreign countries) from which it is impossible to reach course location via public transport in less than 90 minutes and who can provide EDiSU with evidence that, for this reason, they are **obliged to incur expenses** for accommodation in the vicinity of course location, using public accommodation facilities or other accommodation options made available by private citizens or agencies for a period of at least 10 months. An 'independent student' is also considered to be an 'off-campus student', regardless of his city of residence, provided that he has secured and confirmed paid accommodation near the place of study.

**To be “secured and confirmed paid accommodation”** means that the student must have (and therefore must be presented to EDiSU):

- a **rental contract** in the name of the student or one of his parents, for a tenancy of at least 10 months in the 2024/2025 academic year and registration of the said contract at the **Income Revenue Office** (*Agenzia delle Entrate*)

or

certification issued by a college or private institution (for colleges not managed by EDiSU Pavia) showing that the student is paying to reside in that facility in the 2024/2025 academic year.



**Students from “off-site” municipalities or from foreign countries will only be registered as “off-site” (*fuori sede*) in the final ranking list if they submit, by and no later than November 4<sup>th</sup>, 2024, documents to EDiSU certifying that they have secured paid accommodation for the 2024/2025 academic year.**



**The rental contract and the relative registration at the Income Revenue Office (*Agenzia delle Entrate*) or the certification issued by the private college must be submitted to EDiSU by uploading the required documents in electronic file format in the “Lease contract/Contratto di locazione” section within the “Online Student Services” area (website: [www.edisu.pv.it](http://www.edisu.pv.it)).**



**If these documents are not submitted to EDiSU by November 4<sup>th</sup>, 2024, the applicant, even if he resides in municipalities classified as “off-site” (*fuori sede*), will be registered as a “commuting” student.**

- **If, during the 2024/2025 academic year, the student is resident in an EDiSU college (for at least 10 months), he/she DOES NOT HAVE to submit to EDiSU documents certifying that he/she is relying on paid accommodation for the entire 2024/2025 academic year**

**Students, enrolled in the University of Pavia for the 2024/2025 academic year, who are abroad for the purpose of taking part in an international mobility programme (for no less than 10 months) will be considered “off-site” in the final ranking list if:**

- they are resident in Italy in a municipality classified as “off-site” with respect to the course location or they come from a foreign country and;
- they submit to EDiSU by November 4<sup>th</sup>, 2024 (uploading the file in the “Lease Contract/*Contratto di Locazione*” section of the Online Student Service area of the EDiSU website) a declaration or a self-declaration certifying their attendance, during the 2024/2025 academic year, to a university approved international mobility programme, for no less than 10 months. The self-declaration will be verified with the University of Pavia International Exchange Office.

**If the mobility period lasts less than 10 months**, the student must present (upload in the “Rental contract” section in the “Student online services” area) a declaration or a self-declaration certifying his participation for the 2024/2025 academic year in a university approved international mobility programme, with an indication of the period of time spent abroad, and also a copy of his rental contract (or private college certificate) for accommodation in Italy, at the course location, demonstrating the availability of accommodation for a total of 10 months for the academic year 2024/2025. If the student who is going abroad on projects recognised by the University of Pavia is resident, during the 2024/2025 academic year, in an EDiSU residential facility for a period of less than 10 months, he/she must submit, by November 4<sup>th</sup>, 2024, a self-certification relating to his/her participation in an international mobility programme, indicating the period of the mobility programme (this is to be uploaded in the “Rental contract” section in the “Student online services” area of the EDiSU website).

## **VALUE OF THE SCHOLARSHIPS**

**The amount assigned through the scholarship**, including reimbursement of the regional tax for equal access to higher education, is determined by combining the income tiers and the student’s geographical location of residence. The following amounts include the increases provided for by art.3, subsections 2 and 3 of the D.M. 1320/2021 (financed by PNRR funds).

### **On-site students (in sede):**

1° income tier	€ 2.545,00 + a free meal per day for a total of € 3.357,00
2° income tier	€ 2.115,00 + a free meal per day for a total of € 2.927,00
3° income tier	€ 1.286,00 + a free meal per day for a total of € 2.098,00

### **Commuting students (pendolare):**

1° income tier	€ 3.905,00 + a free meal per day for a total of € 4.717,00
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2° income tier	€ 3.290,00 + a free meal per day for a total of € 4.102,00
3° income tier	€ 2.417,00 + a free meal per day for a total of € 3.229,00

**Off-site students (fuori sede) residing in “off-site” municipalities and staying in a residence hall or other private or public accommodation for at least 10 months during the 2024/2025 academic year:**

1° income tier	€ 7.258,00 + a free meal per day for a total of € 8.070,00
2° income tier	€ 6.205,00 + a free meal per day for a total of € 7.017,00
3° income tier	€ 4.919,00 + a free meal per day for a total of € 5.731,00

**Off-site students who are awarded a placement in a college or residence hall managed by EDiSU Pavia: residing in an “off-site” municipality and staying in an EDiSU college for at least 10 months in the 2024/2025 academic year**

1° income tier	€ 4.472,00 + college placement and a free meal per day for a total of € 8.070,00
2° income tier	€ 3.419,00 + college placement and a free meal per day for a total of € 7.017,00
3° income tier	€ 2.133,00 + college placement and a free meal per day for a total of € 5.731,00.

All the **above-listed amounts**, as well as the related services provided free of charge, are **halved** for students enrolled in courses that began before the Ministerial Decree 270/2004 came into force and **who are in receipt of a scholarship** for the year following the last year of a regular course with reference to the year of enrolment (i.e., students enrolled in the year 2024/2025 as repeaters for the first time in the last year of a regular course, “**first year overtime / primo anno fuori corso**”).

### **INCREASES IN THE SCHOLARSHIP EX D.M. 1320/2021**

**For female students enrolled in degree courses in S.T.E.M.** (Science, Technology, Engineering and Mathematics) subjects, the amount of the scholarship is increased by 20% (art. 3, c. 5 of the DM 1320/2021). This increase cannot be combined with the increase expected for students with an ISEE level below 50% of the limit maximum reference (Article 3, paragraph 3, of the Ministerial Decree 1320/2021) and is, therefore, applied to female students belonging to both the 1<sup>st</sup> and 2<sup>nd</sup> income brackets, taking as a benchmark the value of the scholarship in the 2<sup>nd</sup> tier, and, for those students in the 3<sup>rd</sup> income tier, the value of the scholarship in the 3<sup>rd</sup> band.

In implementation of art. 6, 3 of Ministerial Decree 1320/2021, **students who are enrolled**, in accordance with the regulations in force, **in more than one study course** at the same time are allowed to obtain and maintain the grant, increased by 20%, if they meet and maintain the merit requirements for the grant for the entire duration of the courses. The increase is withdrawn in the event that the student fails to continue to comply with the requirements for the grant with reference to the course of study with which the student has correlated the aforementioned increase.

### **CANTEEN SERVICE**

- **Students who are BENEFICIARIES of scholarships**

All students benefiting from the 2024/2025 academic year scholarship receive a free daily meal, from 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025, at EDiSU catering facilities or those with an agreement with EDiSU, on the days when they are open (the scholarship covers cost of the canteen service).





Scholarship recipients enrolled on degree courses based in cities where there is no catering outlet affiliated with EDiSU (Cremona, Voghera, Vigevano) or who are enrolled on the “Artificial Intelligence” degree course are entitled to monetary value of the flat-rate catering fee.

**Students receiving a scholarship who elect not use the catering service are not entitled to any reimbursement.**

**Reimbursements requests, to be submitted by and no later than 31<sup>st</sup> January 2026** by means of an online application (available in the reserved area “On-line Student Services” /a.y. 2024/2025 / ”Request for reimbursement of the meal allowance of the 2024/2025 study grant”). Requests may **only be made by students residing at private colleges** with integrated meal allowances and by **students who have spent periods abroad**, recognised by the University of Pavia, for study purposes.

- **For students who are ELIGIBLE but who are NOT beneficiaries of scholarships**

Students **enrolled in the first year** of all courses who are **eligible for funding but who are not beneficiaries**, due to the exhaustion of funds, **are entitled to receive, from 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025, a daily meal at the minimum rate for students in the 1<sup>st</sup> income bracket** at EDiSU catering facilities on the days that they are open. If “eligible non-beneficiary” students enrolled in the first year of courses become “beneficiaries” during the 2024/2025 academic year, the allocation of the free meal will start from the date of the award of the scholarship or funding and continue until 31<sup>st</sup> December 2025 (no reimbursement will be due for the past).

Students, **enrolled in years other than the first year**, who are **eligible for a scholarship** but who are not beneficiaries, due to the exhaustion of funds, **are entitled to receive, from 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025, a daily free meal** from at EDiSU catering facilities on the days they are open.

**Students, who are eligible for a scholarship but not beneficiaries, which do not use the catering service are not entitled, under any circumstances, to any reimbursement.**

## **7. SCHOLARSHIP SUPPLEMENTS**

### **a) Students with disabilities**

If a scholarship beneficiary falls into one of the categories mentioned in art. 2 of Law no. 118 dated March 30<sup>th</sup>, 1971 or another category of disabled person protected by Law, with a level of certified disability of or exceeding 66%, or with a recognised handicap pursuant to art. 3, paragraph 1, of the law of 5 February 1992, n. 104, the amount of the scholarship can be increased up to a maximum of 40%, depending on the disability of the individual, in order to allow the use of prostheses or other supports, as well as any and all interventions that facilitate educational activities.

The extent of the increases can also be established by a specific commission after hearing the opinion of the delegate professor of the Rector of the University responsible for policy regarding disabled students.

### **b) International mobility**

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

Beneficiary students and eligible non-bursary recipients for the academic year 2024/2025 (including students enrolled in PhD courses) may apply for the allocation of the supplement for international mobility and internships. These additional grants are paid within the limits of the available resources and their amount may be further reduced in order to support the widest possible range of students requesting this supplement.



The sum amounts to **€600,00 monthly for the period spent abroad, up to a maximum of 10 months**. The study abroad programme must be certified by the University of Pavia's international exchange office. Students also have the right to be **refunded for travel expenses** (round-trip costs) up to a total of **€100,00** for European countries and up to **€500,00** for countries outside Europe.

Any contributions made with EU funds, as a result of bilateral agreements (even with partners outside the EU) or with funds made available by other public or private parties, are detracted from the sum dispensed by EDiSU.

These rights are extended, upon student request, to graduates involved in the Leonardo European mobility programme (or similar initiatives) if they have attained their degree less than a year before the start of the internship and if they were deemed eligible for a scholarship in their last year of study. It must be specified that the abovementioned sums are halved for students enrolled in the year subsequent to the expected final year of their course with reference to the first year of enrolment (a student that in the 2024/2025 academic year is "repeating" the final year of his/her course for the first time, i.e., "*first year overtime*").



**Grants for international mobility programmes and internships are assigned to eligible applicants only once throughout the course of their study.**

## **8. PROCEDURE BY WHICH RANKING LISTS ARE FORMED**

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

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

The drawing up of the ranking list is based on the **ISEE UNI 2024 statement** referring to the student's family unit scaled to the ISEE limit of **€ 26.306,25** for a maximum of 1000 points assigned through the following formula:

$$\left\{ \frac{\text{I.S.E.E. for University Use}}{26.306,25} \right\} \times 1.000$$

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

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

Positioning in the ranking list depends on the total score resulting from the sum of the score based on the number of credits achieved by **August 10<sup>th</sup>, 2024**, and the score determined by the average (weighted average) of the student's exam marks, shown from the highest to the lowest. The total number of points is 1000, distributed in the following way:

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



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

Students with a disability, if included in a ranking list of eligible applicants, have the right to receive a scholarship even if this means exceeding the total number of available scholarships indicated in the present Call for Applications.

Please note that it is responsibility of the student to ascertain that his/her Student Booklet, which can be accessed through the Personal Area (*Area Riservata*) of the University of Pavia website, contains records of each and every exam the student has sat (those included in the most recently approved study plan). It is likewise the student's responsibility, and in their 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 courses implemented in compliance with Ministerial Decree 270/2004 is calculated using the following formula:

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

**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 the actual number of credits completed, 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:

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

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

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

**The PROVISIONAL RANKING LISTS will made public by OCTOBER 25<sup>th</sup>, 2024<sup>12</sup>**, and will be posted on the "Online Student Services" area, only accessible to students who participate in the competition.

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



**In the provisional ranking, students from “off-site” municipalities or from foreign countries, with the exception of those who will reside at an EDiSU College for the entire 2024/2025 academic year (at least 10 months), will temporarily result in the “commuter” status. All students will have the opportunity to present, by and NO LATER THAN 4<sup>TH</sup> NOVEMBER 2024, suitable documentation proving the availability of, agreed, paid accommodation for the academic year 2024/2025 as indicated in art. 6 of the notice, paragraph “Geographical origin”. Once the deadline of 4<sup>th</sup> November 2024 has expired, the EDiSU offices will examine the documentation submitted and will proceed to recognise eligible students in the definitive ranking (beneficiaries and non-beneficiaries) as having the final geographical status of “off-site” or “commuter”.**

**Any request to review the provisional ranking lists must be submitted to EDiSU in the “Online Student Services” area no later than 10 days following publication of the ranking lists.**

The request for review must indicate any assessment errors that may have been made by the EDiSU Financial Aid Office and must be accompanied, under penalty of inadmissibility, by adequate documents supporting the reasons put forward.

As already indicated in art. 4.2.1 of this announcement, **students** in the provisional ranking who were **excluded as the result of a non-compliant ISEE 2024** (in case of an ISEE that is not valid for the right to university study, an ISEE with annotations, an ISEE that demonstrates an inability to meet the income requirements of an “independent student”), are NOT entitled to submit a request for review but may request, **no later than 10 days from the publication of the provisional rankings, the release of a new ISEE 2024 certification for the right to university study in compliance with the provisions of the announcement.** EDiSU will proceed to automatically extract from the INPS database, in replacement only of the non-compliant ISEE certifications, the new ISEE certifications requested within the terms for the presentation of the requests for review and will use them for the purpose of evaluating the economic condition of the student. If they are still non-compliant, the student will be definitively excluded from the scholarship application process.

Students who are required to submit “foreign documentation” (see art. 4.2.2 of this notice) may, by the deadline for submitting applications for revision, update/supplement the original “foreign documentation” submitted to EDiSU by 12:00 pm on 16<sup>th</sup> September 2024 which were found to be incomplete.

Claimants will receive notification of the outcome of their request to review the provisional ranking and should the claim be accepted; it will have effect on the final ranking list.

## **10. PUBLICATION OF FINAL RANKINGS AND SUBSEQUENT FINAL DETERMINATION OF GEOGRAPHIC STATUS OFF-SITE / COMMUTER STATUS**

**The DEFINITIVE RANKING will be presented to all interested parties by the 4<sup>th</sup> of December 2024<sup>13</sup>**, by means of publication in the “On-line Student Services” area which is accessible only to participants in the competition. The definitive rankings will list the **beneficiary and the eligible, non-beneficiary**, students for the 2024/2025 academic year and the **final geographical condition** of each student is defined.

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



The final decision not to award the study grant may be challenged before the competent courts (TAR, Council of State) within the terms provided for by the regulations in force.

**Please note that in the event of an increase in the number of beneficiaries, due to additional funding or savings resulting from withdrawals, the updated definitive rankings will be published in the “On-line Student Services” area.**

## **11. ALLOCATION AND TERMS OF PAYMENT OF GRANTS AND SUPPLEMENTS - REVOCATIONS**

Scholarships will be awarded up to the amount of funding allocated to EDiSU Pavia for this purpose and in accordance with the provisions of Article 2 of this notice.

Any payment of the cash portion of the scholarship will be subject to verification of enrolment at the University.

For international students who at the time of enrolment have not yet presented to the University of Pavia a regular entry visa/residence permit, payment of the monetary part of the study grant will be suspended until this obligation is fulfilled.

### **a) Scholarship for students enrolled in the first year of courses**

In the case of scholarship recipients enrolled in the first year of all courses:

- **the FIRST instalment of the scholarship, equal (at least) to 50% of the value of the scholarship, will be recognized / liquidated by 31 December 2024** and in any case only after the student has fulfilled the requirements indicated in the following paragraph "Warning for the disbursement of the cash portion of the scholarship".  
The first instalment will be made up primarily of the share in services of the scholarship (free access to the canteens from January 1<sup>st</sup> to December 31<sup>st</sup> 2024 and bed free for the academic year 2024/2025, if the student is the winner of accommodation in EDiSU colleges as an "off-site" student). A monetary share will also be recognized if the share in services is less than 50% of the total value of the scholarship.
- **the SECOND instalment, corresponding to the remaining value of the scholarship not already recognized / paid with the first instalment**, it will be paid, starting from May 2025, when EDiSU will ensure that the student has achieved, within the maximum deadline of 10 August 2025, at least the number of credits indicated in Attachment B to this call for applications. For students attending a PhD or specialisation course, the third instalment will be paid upon verification of regular enrolment in the second year of the course.

**THE GRANT WILL BE WITHDRAWN** from students enrolled in the first year of all university courses (with the exception of students on PhD and Specialisation courses) if, **by 30<sup>th</sup> November 2025**, they have not completed the minimum number of credits set out in Attachment B, recognised for the course of study in which the students are enrolled in the year in which the grant is awarded or for the course to which they are enrolled in the following year, even if different from the previous year.

In the event of that the grant is revoked, an amount corresponding to the amount received in the first instalments (value of the services used and money collected) shall be returned. To this end, agreements may be made to define the recovery procedures, including on an instalment basis.





For students with disabilities, the provisions concerning the revocation of the grant following verification of the achievement of minimum merit during the year and those relating to the collection of the second instalment do not apply.

### **b) Scholarship for students enrolled in years following the first year of all courses**

The payment of the scholarship will be made in three instalments:

- **The FIRST instalment of the scholarship will be disbursed in services** (free access to canteens from 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025 and free accommodation, if the student has been allocated a place in an EDiSU college, as an “off-campus” student). The first instalment will be paid by 31<sup>st</sup> December 2024.
- **The SECOND instalment of the scholarship will consist of a cash payment** equal to 50% of the total value of the grant minus the value of the service fee already received with the first instalment. The payment will take place starting from March 2025 and in any case only after the student has fulfilled the obligations indicated in the following paragraph “Notice for the payment of the cash portion of the scholarship”.  
The second instalment will not be paid to students who are “off-campus” EDiSU college residents, whose service fees, acknowledged with the first instalment, are equal to or greater than 50% of the total value of the scholarship.
- **The THIRD instalment of the scholarship will consist of a cash payment** equal to the value of the scholarship not already recognised/liquidated with the first two instalments. The third instalment of the scholarship will be disbursed by EDiSU by June 2025.

### **c) Disability Scholarship Supplement.**

The “disability” scholarship supplement will be recognised with a specific provision to students included in the merit rankings for the use of the study grant up to the amount provided for in this notice. The payment will be made, in compliance with the financial resources of the organisation, starting from February 2025 and in any case only after the person concerned has fulfilled the requirements indicated in the following paragraph “Notice for the disbursement of the cash portion of the scholarship”.

### **d) Scholarship supplement for international mobility.**

The “international mobility” supplement will be granted to students included in the merit rankings for the use of the study grant up to the amount foreseen by the present notice. Any amounts due will be paid at the end of the mobility period and in any case after the University of Pavia's Office responsible for international exchanges sends EDiSU the definitive lists of students involved in study/training programmes abroad who have fulfilled the obligations deriving from participation in them.



**The above-mentioned timeframes for the payment of the instalments, consisting of cash payments, may be delayed due to late receipt by EDiSU of the allocated funding and due to relevant regulations in force.**



### **NOTICE FOR THE PAYMENT OF THE CASH PORTION OF THE SCHOLARSHIP**

**In order to receive the cash payment of the scholarship, the student beneficiary, in the “ONLINE SERVICES TO THE STUDENT” area of the EDiSU website, is required to:**





- 1) **enter the IBAN code** and other data relating to the current account (the “IBAN” specific section can be found within “USER PROFILE”);
- 2) **confirm that he/she is NOT the recipient of other scholarships incompatible with the one issued by EDiSU Pavia** as defined in art. 12 below. This confirmation, made in the “SCHOLARSHIP RESERVATION COMMITMENT” section within the “ONLINE SERVICES TO STUDENTS” area for the 2024/2025 academic year has the value of a declaration made in accordance with articles 46 and 47 of DPCM 445/2000.

**Only after having completed both these steps, the student will receive the cash payments.**

## **12. INCOMPATIBILITY – FORFEITURE**

The scholarship may not be combined with other, similar forms of financial aid disbursed by EDiSU or by any other public or private agencies providing university scholarships, as defined in art. 12 of the Prime Minister’s Decree dated April 9<sup>th</sup>, 2001, and including scholarships reserved for foreign students awarded by the Ministry of Foreign Affairs, fully or partly funded placements in residence halls, dormitories or accommodation facilities not managed by EDiSU. In these cases, the student is required to choose whether to benefit from one type of financial aid or the other.

The scholarship is, on the other hand, compatible and may be combined with:

- scholarships awarded by national or foreign organisations for the purpose of integrating educational or research activities of scholarship beneficiaries with trips abroad;
- scholarships supporting inter-regional mobility pursuant Ministerial Decree no. 755 dated September 4<sup>th</sup>, 2013;
- tutoring activities, financed with funds provided by IUR pursuant Ministerial Decree no. 198 dated October 23<sup>rd</sup>, 2003.

The right to benefit from the scholarship ceases when:

- 1) the student who has applied for a scholarship, as enrolled in a year of a doctoral course or a specialisation school (not in the medical area), is not enrolled at the University of Pavia by the deadline in the didactic regulations or the programme in question;
- 2) the student who has applied for a scholarship, by registering “under condition” to the first year of a master’s degree course, does not achieve his bachelor’s degree within the deadline set by Pavia University and does not own the necessary requirements to obtain the benefit as student’s enrolled in years following the first year of all courses.
- 3) the student fails to submit to EDiSU, within deadlines that will be indicated, any original documentation required to check the truthfulness of self-certifications;
- 4) EDiSU ascertains that the information declared by the student in the self-certification is untruthful or incorrect to the extent that the merit and/or income requirements are no longer met;
- 5) the student applies to withdraw from their studies or transfer to another university during the academic year 2024/2025. This provision does not apply to students enrolled in the first year of a bachelor’s degree, master’s degree or a single cycle master’s degree course, if the merit requirement is met prior to the withdrawal from studies or transfer;
- 6) the student is removed or withdrawn, during the 2024/2025 academic year, by the University Student secretariat due to administrative irregularities or similar reasons linked to the student's failure to present the necessary visa/residence permit;
- 7) the student is enrolled as an intermediate repeat student for the 2024/2025 academic year, after the publication of the final rankings;



- 8) the student enrolled in the first year of a bachelor's degree, master's degree or a single cycle master's degree course, PhD programme or specialisation school does not achieve the minimum merit requirements set out in the present call by 30<sup>th</sup> November 2025;
- 9) the student has not fulfilled, by 31<sup>st</sup> December 2025, the requirements indicated in art. 11 of the present notice which are necessary for the payment of the monetary share of the grant. In this case he/she forfeits the right to collect the monetary portion of the grant awarded but retains the benefits that derive from being a beneficiary of the grant (service fee and exemption from university fees);
- 10) the student incurs disciplinary sanctions of more than a written reprimand for offences against EDiSU or the University.

Discontinuance and loss of eligibility will entail the obligation to repay any amounts of funding and/or services already and, in certain cases, a fine, as well as the obligation to pay any university taxes/fees in the amount established according to the student's income tier.

### **13. TRANSFERALS**

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

Students who transfer **from another university to the University of Pavia**, after the start of the academic year, will have to **request the transmission of their application** from the regional body supporting the right to higher education of the University from which they are transferring, provided that it is submitted before the deadline given in the Call for Applications. Regularisation of the student transfer process must be completed by November 15<sup>th</sup>, 2024, before the final ranking list is issued.

### **14. FINANCIAL STATUS CHECK (Presidential Decree 445/2000, art. 71)**

EDiSU, for the purpose of ascertaining financial status, will avail itself of the authority granted by current laws, particularly art. 11 of the Prime Minister's Decree no. 159 dated December 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 requests any documents that may be useful to ascertain 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 who have been awarded financial aid or services 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 performed within the 5 years following any case of undeserved fruition of benefits related to and resulting from untruthful self-certifications.

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

In the event that 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.

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 intent be detected, there will be no hesitation in adopting disciplinary penalties and reporting the individual to the legal authorities.

## **16. 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.

## **17. 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.

## **18. TAX INFORMATION**

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

The scholarship is considered an "income" for the purposes of the new ISEE regulations. For this purpose, EDiSU will send to scholarship beneficiaries 2024/2025 a CU statement (*Certificazione Unica*) in which the benefits received in the year 2024 will be shown. The abovementioned CU must be presented in case the student need request an ISEE UNI statement again in the future.



## **19. INFORMATION CONCERNING THE CALL FOR APPLICATIONS**

Further information may 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)

- “access with **University credentials**”: if the person seeking information is a student at the University of Pavia who has received his/her credentials via e-mail following enrolment.
- “access with **SPID**”: if the person seeking information possesses a SPID (digital identity)
- “access with **EDiSU credentials**”: if the person seeking information does not have University credentials or a SPID.

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

For further information you may also contact:

**Ufficio Benefici Economici dell’EDiSU**

**Via Calatafimi 11, 27100 Pavia**

**Tel. +39 0382 301431 (from Monday to Thursday from 8.30 a.m. to 9.30 a.m. and from 3 p.m. to 4 p.m.; on 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)**



**It should be noted that all Edisu Pavia offices (Economic Benefits Office and Offices at the headquarters in via Sant'Ennodio) will be closed from 10 to 18 August 2024**

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.

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

Official announcements on behalf of EDiSU Pavia will be made through LINEA DIRETTA ([www.edisu.pv.it](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).

**N.B.** *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