

# DIRITTO ALLO STUDIO

## TENDER 2017/2018

FAQs and TERMS AND CONDITIONS AT [WWW.LAZIODISU.IT](http://WWW.LAZIODISU.IT)



**Is this your first time with LAZIODISU?**

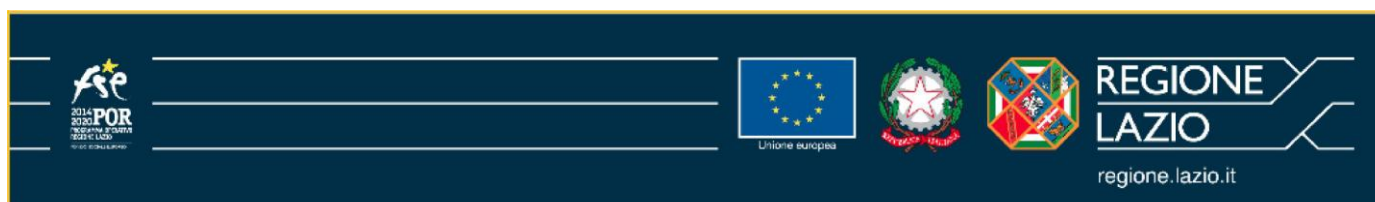
**Ask for your PIN, now: You will need it to send in your application**

**Find out how to receive your PIN At ART.19 of the TENDER**

**For general information about deadlines and office hours, call the toll-free number**

**800.723.999**

**Call URP at 06.4970241 for any explanation or information you may need**



## General information

Through Laziodisu, the Lazio Region keeps working to make the right to education a reality in our region by awarding scholarships, accommodation, travelling refunds (in addition to those provided by the “Tornosubito” programme), postgraduate grants and other services you can find more about at [www.laziodisu.it](http://www.laziodisu.it).

### **PINs**

Please note that you will need a PIN to apply for this scholarship.

If this is the first time you apply or if you do not have a PIN, please thoroughly read Article 19 of the Tender, which extensively describes how you can receive your PIN.

Students who received their PINs in the past can use the ones they already have.

Keep your PIN safe: you will need it to apply for this scholarship and to send in all the papers. Don't forget that only applications submitted through your PIN will be accepted, and there are no other submission methods.

### **ISEE (Financial Situation Index)**

If you are resident in Italy, then you do not have to enter your or your family's ISEE (Financial Situation Index): Laziodisu will find such information in the INPS databank (National Social Insurance).

To apply, you need to have a student-specific ISEE.

To receive it, contact a CAF (Tax Advisory Centre), a business consultant, or go to INPS (National Social Insurance) by July 28<sup>th</sup>, 2017. Don't forget that your ISEE will not be valid unless you register from January 15<sup>th</sup> 2017 to July 28<sup>th</sup> 2017.

### **Toll-free number**

You can call 800723999 (free) to enquire about deadlines and eligibility requirements.

### **How to fill in the form**

To help you fill in the online form, we have updated last year's “step-by-step” guide. Please read it and use it if you need help to properly fill in your form.

### **Student Support Office at your Adisu**

If you can't find the answer you are looking for in your guide, if you have doubts about your certifications, or if you need further information, please contact the Student Support Office of your local Adisu agency (to find the address, check the website, the Tender or the Guide).

### **Customer Relations Office**

Call 06.4970241 to contact the Customer Relations Office (URP) of your Laziodisu, open Monday to Thursday from 9 am to 1 pm and from 2.30 pm to 4 pm, or on Fridays from 9 am to 1 pm.

For information about procedures, deadlines and other general details of the Tender, write an email to [urp@laziodisu.it](mailto:urp@laziodisu.it).

The Office will reply within three workdays but will try to keep your wait as short as possible anyway: you will receive a quicker reply if you mention your full name, date of birth and university.

The Customer Relations Office will promptly forward any enquiry to the office concerned.

### **Multiple communication channels**

Go to the “Tenders” section to subscribe to Laziodisu Newsletter: so, you will be instantly updated on any opportunity and will receive alerts when the deadlines draw close.

And, lastly, from 11 am to 1 pm, you can contact our brand-new Whatsapp service at 335.5987604.

And then don't forget that, in addition to the benefits and services hereunder, through Laziodisu, the Lazio Region provides a wide range of student support services (book bonuses, housing benefits, etc.), career guidance (Porta Futuro), and international mobility programmes (Torno subito).

So, please visit [www.laziodisu.it](http://www.laziodisu.it) all through your academic year for updates.

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## HEADING I – General principles, services and eligibility requirements

### Art.1 – General principles

In compliance with the Prime Minister's ruling dated April 9<sup>th</sup> 2001, "Equal right to education under Article 4 Act no. 390 of December 2<sup>nd</sup> 1991", Legislative Decree no. 68 of March 29<sup>th</sup> 2012, "New regulations on the right to education and promotion of officially-recognised university colleges, in implementation of Article 5, paragraph 1, letters a), second sentence, and d), Act no. 240 of December 30<sup>th</sup> 2010, and in accordance with the principles and criteria laid down by paragraph 3, letter f), and paragraph 6", as well as the state and regional regulations on the right to education, Laziodisu lays down the terms and conditions for access to scholarships for the academic year 2017/2018.

### Art. 2 - Definitions

Applicants shall be eligible for both need-based and merit-based scholarships.

As used in this tender, the following terms have the following meanings:

- a) **"University"**: the universities listed in Annex A and any other public or non public university, university college, academies of art, music and dancing based in the Lazio Region, on condition they issue legally valid certifications, hereinafter referred to as "Universities";
- b) **"Student"**: any student who enrolls at one of the aforesaid Universities;
- c) **"Recipient student"**: any student who meets the merit-based and income-based eligibility requirements hereunder, who will be included in a final listing;
- d) **"Eligible, non-recipient student"**: any student who, despite meeting the merit-based and income-based eligibility requirements hereunder, will not receive a scholarship, as none are available ;
- e) **"First-year students"**: students in their first year at an educational institution (major/minor degree, postgraduate degree, master's degree, etc.);
- f) **"Post first-year students"**: students who are no longer in their first year at an educational institution;
- g) **"Students with disabilities"**: students with at least 66% disabilities under the Italian disabilities Act 1, or with handicaps pursuant to art. 3, paragraph 3, Act no. 104 dated February 5<sup>th</sup> 1992;
- h) **"Resident students"**: students who reside in the Municipality in which the university course is held or students enrolled in online courses;
- i) **"Commuter students"**: students who reside in the Municipalities listed in Annex B or who live less than 50 kilometres from the place in which the university course is held;
- l) **"Non-resident students"**: students who reside in Regions other than Lazio or in the Municipalities listed in Annex C or who live at more than 50 kilometres from the Municipality in which the university course is held;
- m) **"Included commuter students"**: students who, despite meeting the requirements for "non resident" students, do not enter into a 10-month or longer tenancy agreement in the Municipality in which the university course is held and live in public residences or in other public or private housing.

### Art. 3 – Benefits and services

#### 1. Scholarships

In the attempt to help gifted, deserving and low-income university students, Laziodisu uses its budget to provide scholarships.

Max budgeted amounts, as follows: 2

- € 1,929.22 for "resident" students;
- € 2,821.67 for "commuter students";
- € 5,118.36 for "non resident" students.

#### 2. Housing

In the attempt to reduce any inconvenience for students living far from their university and to make it easier for them to attend their courses, Laziodisu provides accommodation in its halls of residences, insofar as available, for ten months or otherwise until September 30<sup>th</sup> 2018.

Only "non-resident students" of Lazio-based universities can apply for accommodation in such halls of residences.

### 3. International travel benefits

Students on a Laziodisu scholarship enrolled in a Lazio-based university, included postgraduate students, are entitled to receive international travel benefits, insofar as available, once per degree.

### 4. Postgraduate grants

Students on a scholarship in the academic year 2016/2017, who attend a *post 2004* or *post 2010* degree course, who complete a minor or major degree within the prescribed time, may receive an additional 50% of the scholarship they got in the academic year they graduated. Such benefit is available just once per degree.

Postgraduate grants are available to students with disabilities who get their qualifications within or one year after the prescribed time.

Postgraduate grants will be drawn from the yearly budget. If the budget cannot cover all the applications, benefits will be allocated on the basis of the lower ISEE (Financial Index) mentioned in the latest application, and, if the score is the same, benefits will be allocated to students who have graduated with the best marks.

## Art. 4 – Eligibility requirements

Italian and EU foreign students, as well as foreign students listed in Act no. 394 of August 31<sup>st</sup> 1999, in implementation of LD no. 286 of July 25<sup>th</sup> 1998, who enrol in a Lazio-based University, are eligible for the scholarships hereunder.

To be eligible, students must attend one of these courses:

#### 1. Courses under Ministerial Decree no. 509/1999 (*post 2004*)

- three-year degree;
- three-+two-year degree;
- five-year degree;
- graduate course (except for medical students on a scholarship, internship or who receive other benefits or wages) [4](#);

#### 2. Courses under Ministerial Decree no. 270/2004 (*post 2010*)

- degree;
- three-+two-year degree ;
- five-year degree.

**3. Postgraduate courses** (except for students on a scholarship or who receive other benefits from the university or from other institutions).

## Art. 5 – Expiration

Benefits are granted the first time the following qualifications are achieved:

- a) **Degrees, three-year degrees, three-+two-year degrees or five-year degrees, including music and art degrees, under Ministerial Decree no. 509/1999 (*post 2004*):** benefits are granted for as long as the courses are expected to last since the first enrolment, plus one term for additional scholarships (50%); plus two terms for other scholarships;
- b) **Postgraduate courses** (except students who receive other scholarship or aids from other universities or other private or public institutions): benefits are granted for as long as the courses are expected to last since the first enrolment;
- c) **Graduate courses [5](#)** (except for medical students on a scholarship, internship or who receive other benefits or wages): benefits are granted for as long as the courses are expected to last since the first enrolment;
- d) **Music and art colleges** (Academies of Fine Arts, Drama schools, etc.) in the pre-2004 system (exams instead of credits): benefits are granted for as long as the courses are expected to last since the first enrolment.

Students with a three-year degree who enrol in a five-year degree are eligible for these benefits only for the years remaining to complete the five-year degree (as from the first enrolment).

## Heading II – Merit-based scholarships and documents

### Art. 6 – Merit rating

The student's entry year is the academic year in which the student first enrolled in a course, as described below:

**Table no. 1 – Entry year**

Course	Entry year
- Three-year degree - Five-year degree	Academic year in which the student first enrolled in any Italian university after achieving a secondary-school diploma.
- Three+two-year degree	Academic year after achieving the three-year degree for which the student first enrolled in any Italian university.
- Graduate/postgraduate courses	Academic year in which the student enrolled in such course in any Italian university.

Merit-based benefits and services are granted as follows:

#### **First-year students**

First-year students of a three-year degree, three+two-year degree, five-year degree, including *post-1999* courses in academies/conservatoires/three-year colleges, regularly enrolled in the academic year 2017/2018, are granted income-based benefits on a temporary basis. Merit-based scholarships are granted *ex post*.

Students who turn out to be eligible for a merit-based scholarship by August 10<sup>th</sup> 2018 receive the full amount of the scholarship on condition all credits have been recorded by the university secretariat.

Students who get their 20 credits after August 10<sup>th</sup> 2018 and before November 30<sup>th</sup> 2018 only receive half of the scholarship (1<sup>st</sup> instalment).

Scholarships and other benefits are revoked if the student fails to get 20 credits before November 30<sup>th</sup> 2018.

#### **a) Students of five-year degrees in Pharmacy, Chemistry and Pharmacological Technology, Architectural Engineering – Architecture, at La Sapienza University in Rome**

The remainder of the scholarship is granted when the student earns 15 credits by August 10<sup>th</sup> 2018, on condition all credits have been recorded by the university secretariat.

Scholarships and other benefits are revoked if the student fails to earn 15 credits before November 30<sup>th</sup> 2018.

**b) Graduate/postgraduate students (except medical students under LD no. 368/1999)** (except students on a scholarship pursuant to MD no. 224/1999). Full scholarship and any other benefit are revoked if the student is not admitted to the second year.

**c) Students of Academies of Fine Arts or art and music colleges** where students do not get credits but take exams, full scholarship and any other benefit are revoked if the student is not admitted to the 2<sup>nd</sup> year by September 30<sup>th</sup> 2018. Students who fail the exams cannot receive any benefits, even if conditionally admitted to the 2<sup>nd</sup> year.

In such special circumstances, the deadline for receiving a merit-based scholarship may still be extended for a further three-month period, only as confirmation of the student's right to the scholarship for the academic year 2017/2018:

- Tragic events affecting any member of the student's family, as mentioned in the online application;
- If the applicant is hospitalised for ten days or more;
- Birth of a child;
- Acts of God.

A documented application for extension of the deadline shall be submitted before the deadline for the merit-based application, otherwise it will not be accepted. However, applications shall be granted by Laziodisu at its sole discretion.

If the application is granted, the student must send in the merit-based qualifications at least 15 days before the deadline for such extension, otherwise the application will not be accepted

### Post first-year students

Merit-based scholarships are assessed on the basis of total credits gained/tests passed, from the date of enrolment to August 10<sup>th</sup> 2017.

Minimum eligibility requirements are listed in Table no. 2, below.

**Table no. 2 – Minimum credits**

Year 2017/2018	Three-year degree	Five-year degree	Three-+two-year degree
2 <sup>nd</sup>	25	25	30
3 <sup>rd</sup>	80	80	-
4 <sup>th</sup>	-	135	-
5 <sup>th</sup>	-	190	-
1 <sup>st</sup> (beyond time)	135	245	80
6 <sup>th</sup> (medicine)	-	245	-
1 <sup>st</sup> (beyond time – Medicine)	-	300	-

### Merit rating can include:

1) Credits from workshops, internships and educational programmes, including credits from completion of multiple-module tests. The final count of such credits shall be mentioned in a specific box of the online form and added to test-based credits. Credits shall be certified by the university secretariat, then the certification shall be enclosed with the application.

2) Credits from internships. Incomplete credits gained in the academic year 2016/2017 as of August 10<sup>th</sup> 2017 will not be accepted if the final exam is not passed by October 31<sup>st</sup> 2017, unless the final exam could not be taken for reasons attributable to the University. In that case, the student shall still take and pass the final exam by the first available exam session. The final internship exam certification shall be sent online via PIN. If the exam is failed, all credits from the internship will go back to zero and the student shall timely inform the local Adisu agency, otherwise the student may be charged with false statement.

3) Credits from tests. Such credits shall be added to credits from exams and do not have to be certified or supported by evidence. Only credits/tests available for the curriculum of each course will be eligible for benefits. Therefore, any extra credits/exams taken to complete the student's personal education will not apply.

### Unmarried parents

Merit-based scholarships are reduced by 10% for unmarried students with children under the age of three.

### Special circumstances

By August 10<sup>th</sup> 2016, post-first year students must have earned as many credits as those listed in Table no. 3 and must have been admitted to the year such credits have been earned for.

**Table 3: Credits that students need to obtain in every year – particular situations**

University	Faculty	Type of course	Course	Year of course	N. of credits
Sapienza	Pharmacy	Combined Bachelor's and Masters' Specialised Degree (MD 509)	Pharmacy	2 <sup>nd</sup>	20
				3 <sup>rd</sup>	60
				4 <sup>th</sup>	108
				5 <sup>th</sup>	154
				1 <sup>st</sup> year outside prescribed time	245
	Pharmacy	Combined Bachelor's and Masters' Specialised Degree (MD 509)	Pharmaceutical Chemistry and Technology	2 <sup>nd</sup>	17
				3 <sup>rd</sup>	60
				4 <sup>th</sup>	107
				5 <sup>th</sup>	157

				1 <sup>st</sup> year outside prescribed time	245
	Engineering	Combined Bachelor's and Masters' Specialised Degree (MD 509)	Construction Engineering Architecture	2 <sup>nd</sup>	20
				3 <sup>rd</sup>	68
				4 <sup>th</sup>	124
				5 <sup>th</sup>	170
				1 <sup>st</sup> year outside prescribed time	245
	Mathematical Physical and Natural Sciences	Two-year specialised degree (MD 509)	Astronomy and Astrophysics	1 <sup>st</sup> year outside prescribed time	63
	Mathematical Physical and Natural Sciences	Two-year specialised degree (MD 509)	Physics	1 <sup>st</sup> year outside prescribed time	58
		Two-year specialised degree (MD 509)	Chemistry	1 <sup>st</sup> year outside prescribed time	48
<b>LUISS</b>	All the faculties	Three-year degree	All the courses	2 <sup>nd</sup>	31
				3 <sup>rd</sup>	100
	All the faculties	Combined Bachelor's and Masters' Specialised Degree/Master's Degree	All the courses	4 <sup>th</sup>	168
				5 <sup>th</sup>	230
				1 <sup>st</sup> year outside prescribed time	265
	All the faculties	Combined Bachelor's and Masters' Specialised Degree/Master's Degree	All the courses	2 <sup>nd</sup>	38
				1 <sup>st</sup> year outside prescribed time	90

### Art. 7 – Merit rating for students with disabilities

Without prejudice to income-based scholarships, a higher merit rating is granted to students with at least 66% disabilities under the Italian disabilities Act 6, or with handicaps pursuant to art. 3, paragraph 3, Act no. 104 dated February 5<sup>th</sup> 1992, as detailed below:

#### Students of post-1999 and post-2004 degree courses

For students of degree courses established under MD no. 509/1999 and MD no. 270/2004, benefits shall be granted the first time they complete any three-year, three-+two-year or five-year degree, as follows:

- for nine terms since entry, for three-year degrees;
- for seven terms since entry, for three-+two-year degrees;
- for thirteen terms since entry, for five-year degrees;
- for thirteen terms since entry, for five-year degrees (medicine).

By August 10<sup>th</sup> 2016, post-first year students must have earned as many credits as those listed in Table no. 4 and must have been admitted to the year such credits have been earned for.

Table no. 4 – Minimum credits for students with disabilities

Year	Three-year degree	Five-year degree	Three-+two-year degree
2 <sup>nd</sup>	15	15	18
3 <sup>rd</sup>	56	56	-
4 <sup>th</sup>	-	94	-
5 <sup>th</sup>	-	133	-
1 <sup>st</sup> (beyond time)	94	171	56
2 <sup>nd</sup> (beyond time)	1333	222	94
6 <sup>th</sup> (Medicine)	-	171	-
1 <sup>st</sup> (beyond time Medicine)	-	222	-
2 <sup>nd</sup> (beyond time)	-	228	-

Therefore, in such special cases, the number of credits to be earned per year by August 10<sup>th</sup> 2017 changes as follows:



**Table 5: Credits that students with disabilities need to obtain for every year of course**

University	Faculty	Type of course	Course	Year of course	Number of credits
Sapienza	Pharmacy	Combined Bachelor's and Master's Specialised Degree (MD 509)	Pharmacy	2 <sup>no</sup>	12
				3 <sup>ra</sup>	42
				4 <sup>ta</sup>	75
				5 <sup>ta</sup>	107
				1 <sup>st</sup> year outside prescribed time	171
		2 <sup>no</sup> year outside prescribed time	222		
	Pharmacy	Combined Bachelor's and Master's Specialised Degree (MD 509)	Pharmaceutical Chemistry and Technology	2 <sup>no</sup>	10
				3 <sup>ra</sup>	42
				4 <sup>ta</sup>	74
				5 <sup>ta</sup>	109
1 <sup>st</sup> year outside prescribed time				171	
	2 <sup>no</sup> year outside prescribed time	222			
	Engineering	Combined Bachelor's and Master's Specialised Degree (MD 509)	Construction Engineering Architecture	2 <sup>no</sup>	12
				3 <sup>ra</sup>	48
				4 <sup>ta</sup>	86

Post-first year students who fail to earn the prescribed number of credits may use a bonus, as described below, at art. 8.

Students who attend the 2<sup>nd</sup> year beyond time will receive 50% of the total scholarship.

#### Art. 8 Bonus

Students who do not qualify for a merit-based scholarship may use a bonus in addition to their credits; the amount of such bonus is linked to the year attended by the student, as described below.

Available bonus score	Year of course
5	If used for the first time to get benefits for the second year of the course
12	If used for the first time to get benefits for the third year of the course
15	If used for the first time to get benefits for fourth or subsequent years of the course

Any remainder of the virtual credits provided by the bonus may be used later on, during the student's career. To qualify for a merit-based scholarship, students enrolled in a three-+two-year degree can use the remainder of the bonus from the three-year degree, up to a maximum of no. 12 credits.

Students who wish to use such bonus shall submit an application to such effect with their scholarship application.

Students from any university other than those based in the Lazio Region who wish to use such bonus shall self-certify the number of credits used until then. Laziodisu shall check the statements made by the students in their scholarship applications.

#### The bonus cannot be used by the following students:

- students enrolled in three-+two-year degrees who have a *pre-1999* or foreign academic qualification;
- students enrolled in three-+two-year degrees who have moved from a *pre-1999* to a *post-1999* course to get their three-year degree (exam-based merit);
- first-year students of a three-year degree, three-+two-year degree or five-year degree;
- students of a course where the bonus can be used on condition foreign credits/exams have been officially recognised, including those for foreign academic qualifications;
- post-first-year students who have already earned enough credits to receive the benefits hereunder;
- students who have received an advanced placement, for any reason.

## **Art.9 – Transfers. Re-enrolment after withdrawal**

Benefits are granted just once per year and/or level.

### **Transfer**

If the student moves to a different degree or to a different university, the number of credits/exams required to receive benefits depends on how many years the student has been attending the course since the first enrolment, i.e. how many years the student has attended the course before moving.

Therefore, students who want to have their academic qualifications officially recognised (Italian or foreign exams, qualifications, credits, etc.) can only receive benefits for the years required to complete the course.

Students who have received an advanced placement or access to a three-+two-year degree and/or postgraduate degree after full or partial recognition of the Italian or foreign academic qualifications must return any benefits/costs received for the years of attendance during which they have benefited from such recognition.

Students who applied for official recognition of Italian or foreign exams, qualifications or credits must inform Laziodisu thereof when applying for the scholarship, otherwise they will be barred from benefits.

No benefits will be delivered until the outcome of the application comes out and until the student's eligibility has been settled.

If the student's exams, qualifications or credits are officially recognised, the student cannot have a "bonus" for all levels or courses listed above.

The student must certify that the foreign qualifications/exams have been officially recognised by the university by no later than March 31<sup>st</sup> 2018, otherwise no benefit will be granted.

### **Withdrawal**

If the student has withdrawn and re-enrolled, the years attended before the latest enrolment will not be factored in, unless the University has confirmed the credits/exams taken during the student's earlier career.

Such students are eligible for Laziodisu's tenders on condition they have returned any money received in the withdrawal period or for any service used, in one instalment and before tendering.

Students who have received benefits from a different student-support institution must produce evidence that any amount received in the withdrawal period has been returned.

### **Changes**

Students shall inform their local Adisu agency of any change, such as:

- a) withdrawal;
- b) change of course and/or change of university, whether their exams/credits have been accepted or not;
- c) scholarships granted by organisations other than Laziodisu;
- d) any change in the information provided in the application.

Such change shall be notified in writing, without delay and otherwise within one month.

## **Art.10 – Regional tax**

Unless otherwise stated by the University, a Regional tax must be paid to LAZIODISU c/o Tesoriere – Banca Popolare di Sondrio – IBAN:

IT46P056960321100005111

1X93. The Regional tax for the academic year 2017/2018 is 140.00

euros.

When paying, the student shall write in the 'Description' area: T.R. 2017/2018

– Name of University + Social Security Number + Student's full name

Note that failure to pay all or part of the Regional tax shall have an impact on the student's academic career.

Students who expect to graduate within the extra exam session of the academic year 2017/2018 do not have to pay the Regional tax.

Students who graduate within the extra exam session of the academic year 2016/2017 and still enrol in the academic year 2017/2017 will not be refunded the Regional tax, unless they produce evidence that their enrolment in the University has been cancelled.

The student is responsible for keeping the payment records.

### Heading III - Need-based scholarships and documents

#### **Art. 11 – Italian residents' eligibility for need-based financial support**

To be eligible for tenders for the academic year 2017/2018, the max income and financial indicators are

**8:** ISEE (Financial Position Index): 23,000.00 euros;

ISPE (Financial Profile): 50,000.00 euros; students who exceed either limit will not be eligible.

To have access to benefits for the academic year 2017/2018, all students who have Italian-earned assets or income must fill in a Dichiarazione Sostitutiva Unica (DSU), stating the income earned in 2015 (twenty fifteen).

According to the applicable regulations, DSUs filed before January 15<sup>th</sup> 2017 are no longer valid: the option to confirm previous income/assets is not available.

If in doubt about how to establish your household **10**, income **11**, assets **12** and how to fill in the application for student grants **13**, or if you are not sure about how to estimate your Financial Position, see the Prime Minister's ruling no. 159 dated December 5<sup>th</sup> 2013, "New rules for the calculation and scope of application of the Financial Position index (ISEE)".

The student is responsible for making sure the information entered in the DSU is true and correct.

To be eligible for Laziodisu's tenders, students must produce their Financial Position index (ISEE) in connection with student-support grants.

The certification, including the student-support form, must be signed at a CAF (Tax Advisory Centre) or INPS (Social Security Institute) by no later than July 28<sup>th</sup> 2017, otherwise no benefits will be granted.

In this tender, DSUs will be accepted if they are in the INPS databank by September 19<sup>th</sup> 2017. Students will not be eligible unless their Financial Position index (ISEE) is in the INPS databank by such deadline.

#### **Political refugee students**

Non-EU students with official political refugee status must fill in a Dichiarazione Sostitutiva Unica (DSU) by 28/07/2017.

#### **Art. 12 – Income records for non-EU students**

Income requirements, the limits of which are listed at art.11 above, are based on the total income earned by each family member in the home country in 2015 and on 20% of assets owned as of December 31<sup>st</sup> 2016, prorated to the number of family members, and any extras.

Non-EU foreign students' income and assets **14** are based on the records issued by the authorities of the country in which such income has been earned. Such records must be translated into Italian by the Italian diplomatic authorities.

In those countries in which the local Italian Embassy has problems issuing such certificates, the records are issued by the foreign diplomatic or consular agencies in Italy, based on the records listed in Annex D to this tender.

If needed, such certificates shall be legalised by the Prefecture **15**.

Property owned as of December 31<sup>st</sup> 2016 is estimated if it consists of buildings, at a standard value of 500.00 euros per square metre.

Income earned as of December 31<sup>st</sup> 2015 and foreign assets owned as of as of December 31<sup>st</sup> 2016 are estimated at the mean exchange rate for the year, in euros, in accordance with the applicable laws.

Non-EU students must submit their financial statements. If unable to submit their 2015 income statements, they can submit a 2016 income statement.

For foreign students from extremely poor countries as listed in Annex E **16**, income requirements are estimated on the basis of records issued by the Italian embassy, certifying that the student does not come from a wealthy or upper class family.

For students who attend a university back home that has an agreement with the Italian university, such certifications may be issued by the foreign university.

For first-year students, such certifications may be issued by an Italian financial assistance agency, with the same rules as those for foreign students attending Italian universities. In this case, the certifying agency must state that it will return any money and/or service used by the student, in the event the student is no longer eligible for such services and/or benefits.

### **Art. 13 – EU students' income requirements**

Without prejudice to the financial indices mentioned before at art. 11 (ISEE and ISPE), in their applications EU foreign students must state their total 2015 foreign-earned income and foreign assets as of 31/12/2016.

Property is estimated if it consists of buildings, at a standard value of 500.00 euros per square metre; personal assets are estimated on a like-for-like basis, in euros. By the deadline, all EU students must enclose a Family Status certificate and income and financial records (as stated in their applications), translated into Italian, and, if needed, legally certified. Alternatively, Annex D to this Tender may be used **17**. If the 2015 income statements cannot be produced, a 2016 income statement can be filed instead.

## **Heading IV - Benefits and services**

### **Art. 14 – Student rating**

In this tender, each student is allocated a Campus Status depending on how far they live from the university.

If the student attends a branch campus, then the distance between the Municipality they live in and the branch campus is taken into account.

Foreign students who have all or more than a half of their family members living in Italy must give their address as Italian students would do.

Campus Status is allocated by Laziodisu based on the information provided by the student in the application, as described below:

#### **“Non resident” students**

To be considered “non resident” students, students must be resident in a region other than Lazio or in one of the Municipalities listed in Annex C and prove that they pay to live in the place where they study,

by entering into a regular 10-month or longer tenancy agreement for the period October 1<sup>st</sup> 2017 to October 31<sup>st</sup> 2018.

To do this, in the online application form, students must mention the landlord's name and enter details of the tenancy agreement filed with the Inland Revenue Office.

**For scholarships:** in the "Address" box of the form, students who have not yet entered into a paid tenancy agreement must state that they are going to enter into one by December 30<sup>th</sup> 2017.

Non resident status is allocated only if details of the agreement entered into and regularly filed with the Inland Revenue Office are entered via PIN by January 30<sup>th</sup> 2018.

Pending such information, the recipient student receives the same amount of the first instalment of the scholarship as that given to commuter students, and the rest is delivered later.

If details of such tenancy agreement have not yet been entered via PIN by January 30<sup>th</sup> 2018, then the student is considered to be an "included commuter student".

Students who do not mention in their form that they intend to take paid accommodation in the city where the university is located are considered "included commuter students".

Student status is allocated to the listed students based on records produced by January 30<sup>th</sup> 2018.

Foreign students who have half of their family members living abroad receive a "non resident" scholarship and do not have to mention any paid accommodation.

**Housing:** a withdrawn or ineligible "non recipient student" who wants to keep 'non resident' status must enter the details of the tenancy agreement via PIN. Students who pay for accommodation in religious or private institutions must fill in all fields of such option in the online form.

Students at *Università di Cassino e del Lazio meridionale*, who, despite living less than 50 km away, take more than 60 minutes to go to university or do not have public transport at the right time to attend their lectures and therefore have to pay for accommodation in public residences or other private or public housing near the university, are considered "non resident" students.

Scholarships granted to recipient postgraduate students is the same amount as that of "non resident" students.

#### **"Commuter" students**

Students who live in the Municipalities listed in Annex B or otherwise within 50 km of the place in which the course is held are given "commuter" status.

#### **"Resident" students**

In this tender, students who live in the place in which the course is held are considered "resident" students.

Scholarship recipients who attend online courses, distance learning or similar courses are officially considered "resident" students.

Scholarship holders whose personal freedom is restricted are officially considered "resident" students.

Any special circumstance or vacancy listed in annexes B and C will be assessed by Laziodisu on a case-by-case basis, at the student's request, based on the student's records and according to the applicable regulations [18](#).

### **Art. 15 Scholarships**

Scholarships are granted to students who fulfil need-based and merit-based requirements and who have been selected and listed.

In this case, students must be enrolled in the University by March 31<sup>st</sup> 2018. Conditional enrolments will not be accepted.

The max amount of scholarships [19](#) is:

- 1,929.22 Euros for "resident" students;
- 2,821.67 Euros for "commuter" students;
- 5,118.36 Euros for "non resident" students.

Full scholarships are paid to students whose financial index (ISEE) is 2/3 of the limit or less.

Therefore, the amount of the scholarship is reduced accordingly up to one half if the financial indicator (ISEE) is 2/3 of the limit or higher.

## **Payment of scholarships**

### **First instalment**

The first instalment of the scholarship is paid within two months of the listing, if funds are available. Recipients will receive one half of the scholarship. 500 euros will be deducted from the first instalment paid to students eligible for housing by way of prepayment for the housing service.

### **Second instalment**

a) As from the end of March 2019, the second instalment of the scholarship is paid to “first year” students whose merit requirements have been fulfilled and whose credits have been filed with the University secretariat, on condition the Lazio Region has delivered the funds;

b) As from the end of June 2018, the second instalment of the scholarship is paid to post first-year students, on condition the Lazio Region has delivered the funds ;

c) The second instalment of the scholarship is paid to graduate/postgraduate students who have enrolled in the next course.

### **Notice of payment**

Notices and dates of payments are posted in the “Payment log” section of the student area and/or on the official website, [www.laziodisu.it](http://www.laziodisu.it).

“Recipient” students must regularly check Laziodisu website and/or the “Payment log” section for details of the payments.

In their online application forms, students must state the email address at which they wish to be contacted by Laziodisu.

### **Students’ obligations**

Scholarships are paid to “recipient” students by bank transfer to a bank account held or co-held by the student, with no charges on the recipient (post office accounts and similar accounts will not be accepted).

Within six months of posting the “recipient students” list, students must send in their bank details, otherwise no benefits will be granted. The same applies to changes in the listing.

If the students’ IBAN is incorrect or the account holder is not the recipient student, then the Bursary may charge a penalty to the student.

If Laziodisu or the Bank makes any mistake, a new payment order will be issued.

Students who experience problems receiving the money must promptly inform their local Adisu agency.

### **Suspension of payment**

“Recipient” students who have not settled their position yet will not be paid their scholarship or any other benefits until they produce the requisite papers. Any inconsistency and/or doubtful operation will be reported in the “Payment log” section, accessible from the student’s personal area.

“Recipient” students who have not settled their position by March 31<sup>st</sup> 2018 will not receive any benefits.

### **Regional tax**

“Recipient” and “Eligible (non recipient)” students are entitled to be refunded the Regional tax for the academic year 2017/2018 by Laziodisu, if they paid it.

Any paid tuition fee will be refunded by the University **20**.

## **Canteen subsidy**

a) "Resident" students on a scholarship are entitled to one non-refundable free meal a day **21** in Laziodisu canteens, from January 1<sup>st</sup> 2018 to December 31<sup>st</sup> 2018, except when the canteens are closed.

b) "Eligible (non recipient)" first-year students can take their meals at Laziodisu canteens at the lowest price (1<sup>st</sup> group).

c) "Eligible (non recipient)" post-first-year students can have two non-refundable free meals a day in Laziodisu canteens, from January 1<sup>st</sup> 2018 to December 31<sup>st</sup> 2018, except when the canteens are closed.

## **Revocation of benefits**

Recipient and eligible students whose scholarship is revoked:

- a) shall return any money they have received;
- b) shall refund the value of the services they used;
- c) shall pay the Regional tax if they did not pay it when they enrolled.

In addition, students whose scholarship is revoked must settle their position with their University.

## **Refunds after revocation**

Refunds shall be fully paid up, either in one instalment or in multiple instalments, within six months of the notice of revocation. Exceptions will be made in the event of proven family/personal problems, in which case such period may be extended for a further six months/one year.

Students who fail to make such payments will be reported to the authorities, and the organisation will take legal action to recover the money they owe, including interest.

In addition, Laziodisu will ask the students' universities to hold back their academic careers until they have settled their debt.

However, Laziodisu can deduct such money from any future grants the students may be entitled to for any reason.

## **Post-award withdrawal**

Students who withdraw in the academic year for which the scholarship has been granted must return any money received and the value of any service provided.

The Regional tax will not be refunded unless such withdrawal is formally confirmed by December 31<sup>st</sup> 2017.

## **Art. 16 Housing**

For the sake of equal treatment and for well-balanced access to housing for non-EU, EU and Italian students, Laziodisu allocates accommodation depending on how many proper applications it receives. Accommodation is granted to scholarship holders based on their place in the list, in the same proportion of "first-year students" and "post-first-year students".

However, some places are earmarked as follows:

- a) overall, 20% of the total number of foreign non-EU "first-year students". For each nationality, Laziodisu allocates accommodation depending on how many proper applications it receives;
- b) overall, 5% or more of the total number of stateless and political refugee "first-year students".

Usually, students eligible for housing are entitled to live permanently in the university halls of residence for eleven months or otherwise until September 30<sup>th</sup> 2018.

For the academic year 2017/2018, housing will generally be allocated by mid-October 2017.

Halls of residence are usually closed in August.

Support for students with disabilities is suspended in August.

### **Notice of tendering results and Acceptance of housing**

The final tendering results are posted on the official website and in the student area. Then, a specific notice is served to the students about what to do and the deadline for formal acceptance of the housing. Past the deadline for formal acceptance of the housing, if places are still available, Laziodisu will move on to the next ones on the list.

In this case, notices of reallocated housing are posted on the official website.

Such notices shall be considered to fully meet any disclosure requirement. If no notice of acceptance is sent in by the deadline, the benefit is revoked.

### **Protection of maternity rights**

Laziodisu values and protects maternity rights and, in the ways and to the extent laid down by the tender and by the rules of the Halls of Residence, it provides support during and after pregnancy.

If a student has a child while staying with Laziodisu and if there are suitable areas, the mother and child can stay for the first six months. During the last weeks of pregnancy and after delivery, Laziodisu finds the most suitable accommodation to give the mother a proper, comfortable place without infringing on the other resident students' rights.

### **Takeover**

Students must show up at the residence on the set date and time and must bring:

a) a valid ID document;

b) a personal statement, certifying that they are not aware of any current infectious disease that could prevent them from living with other students. Students suffering from health problems (food allergies, current conditions and/or treatments, etc.) must provide medical records to such effect.

Students eligible for "conditional" housing cannot take over their house unless they have made all of their payments.

Students who had been left out of the final list could be readmitted as potential recipients of housing benefits if places are available near Laziodisu's halls of residence. If no accommodation is available, students can still receive a "non resident" scholarship even if they do not pay rent.

Laziodisu can reduce the places available in the halls of residences listed in Annex G, due to unplanned work or for unpredictable reasons. In this case, recipient students eligible for housing are paid a "non resident" scholarship or are accommodated in other private residences at special prices.

Past the deadline for the official takeover of the housing, if there are places available, Laziodisu will move on to the next ones on the list.

In this case, notices of reallocated housing are posted on the official website.

### **Cost of housing**

A standard average cost for the housing service is deducted from the gross payment of scholarship holders eligible for housing. Students who are eligible for housing but not for a scholarship will not be charged.

The cost of accommodation in all of the halls of residence in Rome is:

145.00 euros a month for a single room;

135.00 euros a month for a "superior" double room (Residenza Valleranello);

125 euros a month for a double room.



The cost of accommodation in all of the halls of residence in Latina is:

120 euros a month for a single room;  
100 euros a month for a double room.

The cost of accommodation in all of the halls of residence in Viterbo is:

120 euros a month for a single room;  
100 euros a month for a double room

The cost of accommodation in all of the halls of residence in Cassino is:

120 euros a month for a single room;  
100 euros a month for a double room

A standard average cost for the housing service is deducted from the gross payment of scholarship holders eligible for housing, as follows: 500.00 euros from the first instalment and the rest from the second instalment.

For scholarship holders attending the first year 'beyond time' of a *post-1999/post-2004* course, the overall cost of the 5 and half months' accommodation will be deducted as follows: 250.00 euros from the first instalment of the scholarship and the rest from the balance.

For the further 5 and half months, the student will stay for free, since the scholarship for the first year 'beyond time' is worth 50%.

### **Housing waiver**

Students who wish to waive their housing must serve notice to such effect to their local Adisu agency.

If students waive their housing after taking it over, the cost of the housing service will be deducted from their scholarship.

### **Keeping non-resident status after a waiver**

In this tender, students who waive their housing can keep their "non resident" status on condition they enclose copy of a ten-month or longer tenancy agreement for the period between September 1<sup>st</sup> 2017 and October 31<sup>st</sup> 2018, duly registered with the Inland Revenue Office. Otherwise, they will be treated as "included commuter" students.

### **Service for students with disabilities**

Students with at least 66% disabilities under the Italian disabilities Act 1, or with handicaps pursuant to art. 3, paragraph 3, Act no. 104 dated February 5<sup>th</sup> 1992, may apply to receive assistance for 65.00 euros a month. They can also use a transport service for 12.00 euros a month. Students with disabilities shall make such payments to their local Adisu agency.

Failure to make such payments by the deadlines shall result in the assistance being suspended and Laziodisu claiming a refund.

### **Revocation and loss of housing**

Housing may be revoked for the following reasons:

- a) when students achieve their academic qualifications on completion of their studies;
- b) when students withdraw or or move to another University outside of Lazio;
- c) if students are engaged in community service and are eligible for accommodation in connection with such service;
- d) when "first-year students" fail to meet the minimum merit requirements by the deadline. In this case, they must refund the cost of housing they enjoyed until then.

For any other information, please see the rules of the Halls of Residence or contact the Housing Agency.

### **Art.17 - International travel benefits**

“Recipient” or “eligible non-recipient” students selected by their University for international mobility programmes promoted by the European Union for the academic year 2017/2018 (Erasmus/Socrates) may apply for additional aids.

Laziodisu organises tenders for additional aids, as part of EU or non-EU international mobility programmes.

Funds available for such additional aids are earmarked as follows:

90% to “post-first-year students”;

10% to “first-year students” of three-+two-year degree courses.

When filling in the online form, students must state how long the course is going to last.

“Recipient students” must inform the local Adisu agency that they are back in Italy within 30 days.

The benefit is paid in one single instalment.

The benefit is paid only for the months endorsed and funded by the University (this means it does not cover extended time) to students taking part in the mobility programme, as certified by their Italian University.

The maximum amount of such additional benefit is 510.00 euros a month for as long as the students stay abroad but no more than ten months. The amount of any scholarship funded by the European Union or by any other specific bilateral agreement is deducted from such amount.

Maximum coverage for travel expenses (return) is 150.00 euros.

Students eligible for housing can keep their houses, on condition they do not stay away for more than ninety days. Past such period, they will lose their housing benefit.

This means that only students who stay abroad for three months or less from October 1<sup>st</sup> 2017 to September 30<sup>th</sup> 2018 can apply for housing benefits.

No students can be granted “non resident” status unless they can prove the time they spent abroad under an international mobility programme and the time covered by the tenancy agreement is ten months, overall.

### **Art. 18 Postgraduate grants**

Students on a scholarship for the academic year 2016/2017 [22](#), attending a *post-1999/post-2004* degree course and achieving their degree in time, can receive an additional 50% of the scholarship received in the academic year they graduated.

Students with disabilities can receive a postgraduate grant if they graduate within the first year ‘beyond time’.

Students who have already been allocated such benefit for one course cannot reapply.

Within 30 days of graduating, students must submit their applications through the following procedure:

- a) fill in the online form, accessible in the student’s personal area ;
- b) submit the application online, via PIN.

If any one of such steps is infringed, then the application will be rejected.

Postgraduate grants will be allocated as long as the yearly budget can cover them.

If the budget cannot cover all the applications, benefits will be allocated on the basis of the highest graduation marks and, when scores are equal, benefits will be granted to students with the lower Income Index (ISEE) as shown in the latest scholarship applications.

## HEADING V – How to fill in and submit your application

### Art.19 - How to fill in and submit your application

#### Registration

Students must register with a “username” and “password” of their choice. Students who have gone through the procedure before will have their credentials confirmed and will not have to register again.

#### PIN

Once registered, students can ask for a PIN, through the following procedure:

- a) in the “personal area”, go to the “Ostium” section and authenticate your credentials as prompted. To complete the procedure, print and ask for a PIN by registered letter with advice of receipt by no later than July 26<sup>th</sup> 2017;
- b) go to the Scholarship Office of your local Adisu agency and authenticate your credentials at the counter, showing a valid ID document and a photocopy. The procedure must be completed by 12.00 pm on August 11<sup>th</sup> 2017.

PINs cannot be collected by anyone else.

#### Online application – Step One

From May 8<sup>th</sup> 2017 to July 28<sup>th</sup> 2017 at 12.00 pm, fill in all the sections of the online application form and certify such information as truthful and correct. At the end of the procedure, press “Send”, and the system will automatically certify the application as received and will issue an ID number.

Students who have not filled in their online application form according to such procedure by July 28<sup>th</sup> 2017 at 12.00 pm will be left out and cannot move on to Step Two.

At this stage, applications can be submitted either via PIN if the student has one or without a PIN if the student does not have one yet.

At this stage, students who have submitted their applications via PIN can still make changes by pressing “Unlock” to hold back the message.

#### Posting of temporary listings

Laziodisu will post the temporary lists of recipients by August 3<sup>rd</sup> 2017 to inform the students of their status, in case they wanted to correct/complete them.

#### Changes, corrections, additions

The online form is reopened from August 3<sup>rd</sup> to 11<sup>th</sup>, 2017. Access is provided again for students to make any change to the information entered at Step One, using “Enter change/addition or Continue to submit your application”, accessible to students who did or didn't use their PIN.

#### Final submission via PIN – Step Two

The only way to submit the applications and documents is via PIN. Students who wish to confirm or change previous entries must send their applications online via PIN by no later than August 11<sup>th</sup> 2017 at 08.00 pm, otherwise the applications will be rejected.

a) **Non-EU students** must enclose the following documents:

- copy of residence permit (or hardcopy document, certifying that the residence permit has been applied for/renewed). Copy of passport can be temporarily accepted while waiting for the original documents, which must be sent in to the Scholarships Office of the local Adisu agency by March 31<sup>st</sup> 2018, otherwise the application will be rejected;

- 2015 income statement, 2016 financial statement and 2017 family status issued by the authorities of the country in which the income has been earned, translated into Italian by the Italian diplomatic authorities. Temporary documents may be accepted while waiting for the original documents, which

must be sent in to the Scholarships Office of the local Adisu agency by March 31<sup>st</sup> 2018, otherwise the application will be rejected.

b) **Italian students living abroad with foreign earned income** (who cannot be self-certified under art.12) must enclose a 2015 income statement, a 2016 financial statement and a 2017 family status issued by the authorities of the country in which the income has been earned, translated into Italian by the local Italian diplomatic authorities. Temporary documents may be accepted while waiting for the original documents, which must be sent in to the Scholarships Office of the local Adisu agency by March 31<sup>st</sup> 2018, otherwise the application will be rejected. If such deadlines and procedures are not abided by or the applications are submitted other than via PIN and/or with any other procedure, the application will be rejected.

c) **EU students** must enclose a family status certificate, as well as their income and financial statements, translated into Italian and legalised according to the applicable regulations. Alternately, Annex D to this tender may be used.

Students who cannot submit their 2015 income statement can file their 2016 income statement.

Temporary documents may be accepted while waiting for the original documents, which must be sent in to the Scholarships Office of the local Adisu agency by March 31<sup>st</sup> 2018, otherwise the application will be rejected.

### Art.20 – Deadlines

Submission	Submission
May 8 <sup>th</sup> to July 28 <sup>th</sup> 2017, at 12.00 pm	Fill in and submit online application via PIN (Step One)
August 3 <sup>rd</sup> to 11 <sup>th</sup> , at 8 pm	Correct any mistake/inconsistency. Submit application via PIN
Application for PIN	Submission
By July 26 <sup>th</sup> 2017	Send ADISU application for PIN by registered letter with advice of receipt
August 11 <sup>th</sup> 2017, at 12.00 pm	Personal identification at local Adisu agencies; change mobile phone number for receiving the PIN
DSU/ISEE	Submission
By July 28 <sup>th</sup> 2017	Sign DSU for educational grants
September 19 <sup>th</sup> 2017	Find DSU in INPS databank
Enrolment	Submission
March 31 <sup>st</sup> 2018	Enrol in university and settle status/payment

## HEADING VI – List of qualified students

### Art.21 – Listing criteria

For the academic year 2017/2018, funds and services available for the benefits hereunder have been appropriated as follows:

- 25% to “first-year students”;
- 75% to “post-first-year students”.

If requirements are met, depending on the place in the list and on the available funds, students may be ranked as:

- “recipient student”;
- “eligible (non recipient student)”;
- “non eligible”.

“Eligible (non recipient)” students are students who, even if eligible, cannot be granted a scholarship as there are none available.

Recipients are classed according to the following criteria:

a) **“First-year students”**: temporary and final listings, regardless of the University, course or level, are based on the ISEE income index, from the lowest to the highest. When ISEE income indexes are equal, priority is given to older students.

b) **“Post-first-year students”**: temporary and final listings are based on a “co-coefficient”, calculated as:

$$C = 0.7 \times \text{CFNRip} + 0,04 \times \text{MeanN} + 0.26 \times \text{ISEEN}$$

Where CFNRip is the normalised merit coefficient adjusted to the bonus and a potential higher number of credits than those laid down by the applicable law:

$$\text{CFNRip} = \frac{\text{CFN} - \text{CFN min}}{\text{CFN max} - \text{CFN min}}$$

Where CFN is the normalised merit coefficient:

$$\frac{\text{Achieved merit} - \text{Minimum expected merit}}{\text{Highest achievable merit} - \text{Minimum expected merit}}$$

The two extremes, highest and lowest, depend on the credits earned by all students in the academic year.

The mean, N, is the normalised mean grade:

$$\text{MeanN} = \frac{\text{Mean} - 18}{30 - 18}$$

and ISEEN is the normalised ISEE income index:

$$1 - \frac{\text{ISEEDSU}}{\text{ISEE max}}$$

Where the highest ISEE is the maximum limit set out in the Tender.

Listings of post-first-year graduate/postgraduate students are strictly based on the ISEE income index, from the lowest to the highest.

Every Adisu agency will forward the recipients’ lists to the Universities for the requisite procedures.

### Listings

After posting the final results, any additional fund will be allocated to “eligible (non recipient)” students according to the same criteria, as described in the previous Article.

The new recipients’ status will be ranked on the basis of records received by January 30<sup>th</sup> 2017.

Students whose status is switched from “eligible” to “recipient” will find such information in the “Result/Payment log”, accessible from their personal area at [www.laziodisu.it](http://www.laziodisu.it), as well as in specific alerts.

The cost of free meals (1<sup>st</sup>-group price) will be deducted from any new scholarship.

## **Art.22 Granted applications**

Temporary/final results are posted by Laziodisu and shared at [www.laziodisu.it](http://www.laziodisu.it). Final housing results will be posted by September 21<sup>st</sup> 2017.

Final listings of scholarships and additional foreign education grants will be posted by October 6<sup>th</sup> 2017. The list of Postgraduate grants will be posted by mid-2018.

Listings and any other notice will be posted with procedures that protect the students' sensitive data, according to the applicable laws. Every student will receive a personal code to check and consult the listings.

In the event of a mistake, Laziodisu can readmit students that have been left out of the final listings, in self-defence and/or at a justified request.

Students who object to the final listings may bring the case to the Regional Court (TAR) without delay or otherwise within 60 days of the posting.

They can also appeal to the President of the Republic within the relevant deadline.

Any change in the student's status is recorded in the student's personal area.

Any other notice posted by Laziodisu in the student's personal area is considered to have been regularly notified. [25](#)

Therefore, students shall regularly consult their personal areas for any change.

## **Art. 23 Reasons for loss or exclusion**

The following students are excluded from the Tender:

- a) students who have opted for receiving a PIN by registered letter with advice of receipt but have not asked for their PIN by July 26<sup>th</sup> 2017;
- b) students who have opted for personal identification but have not gone to their local Adisu agency to be identified by August 11<sup>th</sup> 2017 at 12.00 am;
- c) students who do not submit their final application via PIN;
- d) students who submit their application by registered letter with advice of receipt instead of emailing it via PIN;
- e) students who do not submit their application as prescribed;
- f) students who have not enrolled in the University by March 31<sup>st</sup> 2018 and/or have not settled their payments by no later than March 31<sup>st</sup> 2018;
- g) students who exceed the income/financial limits mentioned in this Tender;
- h) students who sign a DSU for educational grants after July 28<sup>th</sup> 2017;
- i) students whose DSU is not in the INPS databank by September 19<sup>th</sup>, 2017;
- j) students who do not enclose their or their family's foreign-earned income and financial statements with the digital application form by August 11<sup>th</sup> 2017 (can be completed);
- k) students with foreign-earned income/assets who do not submit their family's income statements by March 31<sup>st</sup> 2018;
- l) students who drop out before the end of the academic year;
- m) students who do not report changes in their details, such as address etc., without delay or otherwise within 30 days;
- n) students who are not eligible for benefits under this Tender or any applicable regulation;
- o) students who make misrepresentations;
- p) students who have lost their housing benefit in the previous academic year, because they left someone else illegally use it or for some other reason;
- q) students who have dropped out or have moved to a different University outside of Lazio.

Students who fail to report their bank details within six months will lose their scholarship.

As to merit rating, the following students are excluded from the Tender:

- a) post-first-year students who change course during the academic year, and the number of transferred credits/exams is too low for tendering;
- b) first-year students who fail to achieve the minimum merit rating for tendering;
- c) students who already have a degree/diploma at the same level;

- d) students with a foreign academic qualification that has been accepted and who enrol in a course at the same level;
- e) students who are or were enrolled in a “repeater” course (except for students in the 3<sup>rd</sup> repeat year of a three-year Engineering degree at “Tor Vergata” University in Rome or in the 2<sup>nd</sup> repeat year of a three-+two-year Engineering degree at “Tor Vergata” University in Rome);
- f) students who have changed course and re-enrolled in the same year;
- g) students who, having changed campus, are enrolled in a year they had already been enrolled in, in their previous campus;
- h) students who are incompatible with the benefits provided by this Tender according to some other law or regulation;
- i) students who have a public or private scholarship for the same academic year and/or course, except additional educational or research grants with overseas stays and paid placements allocated by the University, as well as any other cumulative benefit ;
- j) students with a five-year academic qualification who enrol in a three-year or three-+two-year degree;
- k) students who enrol in the first year of a three-+two-year degree and have a four-year academic qualification. They are eligible as second-year students of a three-+two-year degree;
- l) students who have enrolled in multiple courses at the same time or who have enrolled in a new course and have not completed the old one (failed or withdrawn), except in the circumstances laid down by MD September 28<sup>th</sup> 2011.
- m) Students who do not meet formal or substantial requirements;
- n) Students who have been awarded grants by other public or private institutions or parties, including Foreign Ministry grants. In this case, students can still opt for Laziodisu’s grants if they waive the other party’s scholarship;
- o) Students who have been excluded from benefits for the rest of their academic career, as a punishment;
- p) Students who move to a University outside the Lazio Region;
- q) Students who have already got the academic qualification they have studied for;
- r) Students who have officially withdrawn.

In particular, the following students are excluded from the “Housing” benefit:

- a) Students currently engaged in community service, for which they receive housing benefits;
- b) Students who have already got the academic qualification they have studied for, and first-year students who failed to achieve the minimum merit rating by the deadline.
- c) Student who failed to accept/move into the allocated house by the deadline.

## HEADING VII - Checks and revocations, fines, disclosure

### Art.24 – Checks

According to the applicable regulations, Laziodisu thoroughly checks if the self-certifications produced by “recipient” or “eligible (non recipient)” students are true and correct.

To do this, as well as asking the students for any record that can substantiate the truthfulness of their statements, the Institute can conduct any investigations it may deem fit, even with the help of the following authorities:

- a) Tax police;
- b) Revenue office;
- c) Municipal boards;
- d) Local agencies;
- e) Schools at all levels;
- f) Social security institutes;
- g) Universities and any other office that can provide financial/personal/academic information about the student.

#### **Breaches and fines**

If such investigations find some inconsistency in the students’ statements, Laziodisu will suspend the benefits and will take action against the student.

If the investigations prove that the students have made false statements about themselves or their families, so they exceed the income or financial limits, without prejudice to Art. no. 316 ter of the Code of Civil Procedure, students will lose all benefits and will be fined to pay three times the amount received and to refund the cost of all services used, and they will no longer be entitled to receive any aid whatsoever all through their academic career, under Art. no. 10, paragraph no. 3, LD no. 68/2012.

### **Art.25 – Notice, Act 196/2003**

Before filling in the online application, students are made aware of the way their details will be used and disclosed, under Art.no. 13, LD no.196/2003.

By filling in the online application, students state they are aware of the contents of the Privacy Notice, and namely:

- a) personal data will only be used for Laziodisu's official purposes, in accordance with the law and to meet the relevant formalities;
- b) personal data will be legally and properly used in a written form and/or on magnetic, electronic or digital medium. Specific security measures will be taken to prevent any loss, misuse or abuse of data and any unauthorised access to data;
- c) data must be provided to fulfil all legal formalities in connection with educational grants, as well as meeting all accounting and tax requirements. No benefits will be granted to students who refuse to provide such data or to consent to have their data used;
- e) Students can assert their rights under LD no.196/2003 at any time;
- f) Personal details may be consulted and disclosed to other authorised parties that may check and use them;
- g) Personal details will be used for Laziodisu's official purposes, and to inform scholarship students about exclusive initiatives, events and grants.
- h) When the listings are posted, the personal details therein will be protected and treated as confidential.

For the purpose of this Tender and any relevant purpose, the data controller is Laziodisu - Via P. De Lollis, 24b - 00185 Roma.

Rome, May 4<sup>th</sup> 2017

Antonio De Michele  
General Manager



## Notes

- 1 *PMD 9 April 2001, Art. 14*
- 2 *MD 14 July 2015 no. 486*
- 3 *PMD 9 April 2001 art 3 paragraph 5*
- 4 *LD No. 368/1999*
- 5 *LD No. 368/1999*
- 6 *PMD 9 April 2001, Art. 14*
- 7 *PMD 9 April 2001, art. 6 p. 6*
- 8 *MD 23 March 2016 no. 174 "New income and financial limits (ISEE and ISPE) academic year 2016/2017".*
- 9 *PMD 5 December 2013 no.159, Rules on new methods to calculate and apply income indexes (ISEE).*
- 10 *PMD 5 December 2013 no.159, Rules on new methods to calculate and apply income indexes (ISEE), art. 8*
- 11 *PMD 5 December 2013 no.159, Rules on new methods to calculate and apply income indexes (ISEE), art.4*
- 12 *PMD 5 December 2013 no.159, Rules on new methods to calculate and apply income indexes (ISEE), art.5*
- 13 *PMD 5 December 2013 no.159, Rules on new methods to calculate and apply income indexes (ISEE), art. 8*
- 14 *PD 31 August 1999, no. 394, art. 46 p.5*
- 15 *Act 4 January 1968, no. 15 Article 17, paragraph 4. Notarised signatures are not required on deeds and documents issued by the following Embassies and/or Consulates under the London Convention of June 7<sup>th</sup> 1968: Austria, Cyprus, Estonia, France, Germany, Greece, Ireland, Liechtenstein, Luxembourg, Norway, Netherlands, Poland, Portugal, Czech Republic, Republic of Moldova, United Kingdom, Romania, Spain, Sweden, Switzerland, Turkey.*
- 16 *DM 8 May 2001*
- 17 *PMD 9 April 2001, art. 5, p. 9*
- 18 *PMD 9 April 2001*
- 19 *MD 14 July 2015 no. 486*
- 20 *Act no. 537/1993, art. 5, p. 20*
- 21 *PMD 9 April 2001, art 9, paragraph 2*
- 22 *PMD 9 April 2001, art 3, paragraph 5*
- 23 *PMD 9 April 2001, art.4*
- 24 *PMD 9 April 2001, articles 15 and 16*
- 25 *Act no. 241/90*

## Annex A – Adisu agencies

<p style="text-align: center;"><b>Adisu Roma Uno</b></p> <p>Via Cesare De Lollis, 22 - 00185 Roma Telephone numbers: 06.4970315 – 06.49707533 – 06.49707534 – 06.49707535 – 06.49707536 – 06 4970 7542 – Fax 06.4970251</p> <p><b>Opening hours (front office)</b></p> <p style="padding-left: 40px;">Mondays and Wednesdays from 9 am to 12.30 pm Tuesdays and Thursdays from 2.30 pm to 4 pm</p> <p><b>Telephone calls</b></p> <p style="padding-left: 40px;">Mondays and Wednesdays from 2.30 pm to 4.30 pm Tuesdays, Thursdays and Fridays, from 9.30 am to 12.30 pm</p>	<p><b>For students of:</b></p> <ul style="list-style-type: none"><li>- “Sapienza University Rome” and branch campuses;</li><li>- Accademia di Belle Arti di Roma;</li><li>- Libera Accademia di Belle Arti “Rome University of Fine Arts”;</li><li>- Accademia Nazionale d’Arte Drammatica “S. D’Amico”;</li><li>- Conservatorio “Santa Cecilia” di Roma;</li><li>- Istituto Sup.re di Industrie Artistiche di Roma “I.S.I.A.”;</li><li>- Conservatorio Statale di musica “O. Respighi” di Latina;</li><li>- Accademia di Costume e Moda;</li><li>- Istituto Centrale per il Restauro e la Conservazione;</li><li>- Saint Louis College of Music;</li><li>- Università Europea di Roma;</li><li>- LUISS Libera Università Internazionale degli Studi Sociali Guido Carli</li><li>- Libera Università Maria SS. Assunta “LUMSA”;</li><li>- Università degli studi di Roma “Foro Italico”;</li><li>- SSML San Domenico, Scuola Superiore per Mediatori Linguistici;</li><li>- QUASAR Design University</li><li>- Accademia Internazionale di Teatro</li></ul>
<p style="text-align: center;"><b>Adisu Roma Due</b></p> <p>Via Cambridge, 115. - 00133 Roma Tel. no. 06.204101 – 06.204101303 – 06.204101306 – 06.204101380 – Fax 06.204101307</p>	<p><b>For students of:</b></p> <ul style="list-style-type: none"><li>- Università degli Studi “Tor Vergata”</li></ul>
<p style="text-align: center;"><b>Adisu Roma Tre</b></p> <p>Via della Vasca navale, 79 - 00146 Roma Tel. no. 06.55340729 - 06.55340733 - 06.55340737 Fax 06.5593852</p>	<p><b>For students of:</b></p> <ul style="list-style-type: none"><li>- Università degli Studi “Roma Tre”;</li><li>- Accademia di Danza di Roma;</li><li>- Istituto Superiore per la Conservazione ed il Restauro;</li><li>- Università degli Studi Internazionali di Roma “UNINT”;</li><li>- University Campus Bio-Medico</li><li>- Scuola Superiore per Mediatori Linguistici “Gregorio VII”</li><li>- Accademia Arti e Nuove Tecnologie</li></ul>
<p><b>Adisu Cassino</b></p> <p>Viale dell’Università - College Studenti Folcara - 03043 Cassino Tel. no. 0776.391711 – 0776.391705 – 0776.391748</p>	<p><b>For students of:</b></p> <ul style="list-style-type: none"><li>- Università degli Studi di Cassino e del Lazio meridionale and branch campuses;</li><li>- Accademia di Belle Arti di Frosinone;</li><li>- Conservatorio “L. Refice” di Frosinone;</li><li>- Online universities.</li></ul>
<p><b>Adisu Viterbo</b></p> <p>Via Cardarelli, 75 - 01100 Viterbo Tel. no. 0761.270610 – 0761.270611 – 0761.270605 Fax 0761.274666</p>	<p><b>For students of:</b></p> <ul style="list-style-type: none"><li>- Università degli Studi della Tuscia;</li><li>- Accademia di Belle Arti di Viterbo.</li></ul>

*This list is just a summary: students of other university colleges or schools of performing arts that are not listed herein but have been formally recognised by the Italian Ministry of Education may apply.*

## Annex B – Commuter students

Albano Laziale	Ciampino	Lanuvio	Pomezia
Anguillara	Colonna	Lariano	Riano
Ardea	Fara Sabina	Marcellina	Rocca di Papa
Ariccia	Fiano	Marino	Rocca Priora
Bracciano	Fiumicino	Mentana	S. Angelo Romano
Campagnano	Fonte Nuova	Monte Porzio Catone	S. Cesareo
Capena	Formello	Montecompati	S. Gregorio da Sassola
Casape	Frascati	Montelibretti	Sacrofano
Castel Gandolfo	Galliciano	Monterotondo	Tivoli
Castel Madama	Genzano	Morlupo	Trevignano
Castel S. Pietro	Grottaferrata	Nemi	Velletri
Castelnuovo di Porto	Guidonia	Palestrina	Zagarolo
Cerveteri	Ladispoli	Poli	

## Annex C – Non resident students

Accumoli	Capranica Prenestina	Ferentino	Monte S. Giovanni	Prossedi	Ss. Cosma and Damiano
Acquafondata	Caprarola	Fiamignano	Campano	Rieti	Stimigliano
Acquapendente	Carbognano	Filacciano	Montebuono	Rignano Flaminio	Strangolagalli
Acuto	Carpineto	Filetino	Montefiascone	Riofreddo	Subiaco
Affile	Casalanico	Fiuggi	Monte flavio	Ripi	Supino
Agosta	Casalvieri	Fondi	Montelanico	Rivodutri	Sutri
Alatri	Casapota	Fontana Liri	Monteleone Sabino	Rocca Canterano	Tarano
Allumiere	Casperia	Fontechiari	Montenero Sabino	Rocca d'Arce	Tarquinia
Alviano	Cassino	Forano	Monterosi	Rocca di Cave	Terelle
Alvito	Castel di Tora	Formia	Montopoli	Rocca Massima	Terracina
Amaseno	Castel S. Angelo	Frasco	Montorio Romano	Rocca S. Stefano	Tessennano
Amatrice	Castel S. Elia	Frosinone	Moricone	Rocca Sinibalda	Toffia
Anagni	Castelforte	Fumone	Morolo	Roccagiovine	Tolfa
Anticoli Corrado	Castelliri	Gaeta	Morro Reatino	Roccagorga	Torre Cajetani
Antrodoco	Castelnuovo di Farfa	Gallese	Nazzano	Roccantica	Torri in Sabina
Anzio	Castelnuovo Parano	Gallinaro	Nepi	Roccasecca	Torrice
Aprilia	Castiglione Teverino	Gavignano	Nerola	Roccasecca dei Volsci	Torrice Sabina
Aquino	Castro dei Volsci	Genazzano	Nespolo	Roiate	Torrita Tiberina
Arce	Castrocielo	Gerano	Nettuno	Ronciglione	Trevi nel Lazio
Arcinazzo	Cave	Giuliano di Roma	Norma	Roviano	Trivigliano
Arlena di Castro	Ceccano	Gorga	Olevano	S. Ambrogio sul	Turania
Arnara	Cello	Gradoli	Onano	Garigliano	Tuscania
Arpino	Cellere	Graffignano	Oriolo Romano	S. Andrea sul	Vacone
Arsoli	Ceprano	Greccio	Orte	Garigliano	Valentano
Artena	Cerreto	Grotte Castro	Orvinio	S. Apollinare	Vallecorsa
Ascrea	Cervara	Guarcino	Paganico Sabino	S. Biagio	Vallemaio
Atina	Cervaro	Ischia di Castro	Paliano	Saracinesco	Vallepiastra
Attigliano	Ciciliano	Isola Liri	Palombara Sabina	S. Donato Val di	Valleriano
Ausonia	Cineto	Itri	Pastena	Comino	Vallerotonda
Bagnoregio	Cisterna di Latina	Jenne	Patrica	S. Elia Fiumerapido	Vallinfreda
Barbarano	Città ducale	Labico	Percile	S. Felice Circeo	Valmontone
Bassano di Sutri	Città reale	Labro	Pescorocchiano	S. Giorgio a Liri	Varco Sabino
Bassano in Teverina	Civita Castellana	Latera	Pescosolido	S. Giovanni Incarico	Vasanello
Bassiano	Civitavecchia	Latina	Petrella Salto	S. Lorenzo Nuovo	Veiano
Bellegra	Civita d'Agliano	Lenola	Piansano	S. Marinella	Veroli
Belmonte Castello	Civitella S. Paolo	Leonessa	Picinisco	S. Oreste	Vetralla
Belmonte in Sabina	Coffelice	Licenza	Pico	S. Polo dei Cavalieri	Vicalvi
Blera	Collalto Sabino	Longone Sabino	Piedimonte S.	S. Vito Romano	Vico nel Lazio
Bolsena	Colle di Tora	Lubriano	Germano	S. Vittore	Vicovaro
Bomarzo	Colle S. Magno	Maenza	Piglio	Sabaudia	Vignanello
Borbona	Colleferro	Magliano Romano	Pignataro Interamna	Salisano	Villa Latina
Borgo Velino	Collegiove	Magliano Sabina	Pisoniano	Sambuci	Villa S. Lucia
Borghose	Colleparado	Mandela	Pofi	Santopadre	Villa S. Stefano
Boville Ernica	Collevecchio	Manziana	Poggio Bustone	Saracinesco	Villa S. Giovanni in
Broccostella	Colli sul Velino	Marano Equo	Poggio Catino	Scandriglia	Tuscia
Calcata	Concerviano	Marcetelli	Poggio Mirteto	Segni	Viterbo
Camerata Nuova	Configni	Marta	Poggio Moiano	Selci	Viticuso
Campo di mele	Contigliano	Mazzano Romano	Poggio Nativo	Sermoneta	Vitorchiano
Campoli Appennino	Corchiano	Micigliano	Poggio S. Lorenzo	Serrone	Vivaro Romano
Canale Monterano	Coreno Ausonio	Minturno	Pontecorvo	Settefrati	
Canepina	Cori	Mompeo	Pontinia	Sezze	
Canino	Cottanello	Montalto di Castro	Ponzano Romano	Sgurgola	
Cantalice	Esperia	Montasola	Posta	Sonnino	
Cantalupo	Fabrica di Roma	Monte Romano	Posta Fibreno	Sora	
Canterano	Faleria	Monte S. Biagio	Pozzaglia Sabina	Soriano nel Cimino	
Capo di monte	Falvaterra	Monte S. Giovanni in	Priverno	Sperlonga	
Capranica	Farnese	Sabina	Proceno	Spigno Saturnia	

## ANNEX D – Consular Statement Form

*This statement shall be issued by a diplomatic or consular office in Italy, then legalised by the local government office (Prefettura). Laziodisu may disclose such information to Italian embassies abroad to check if they are true and, in the event of a misrepresentation, Laziodisu may take legal action, according to the applicable laws.*

The Embassy / Consulate of \_\_\_\_\_

Based on the records submitted by the student:

Family name \_\_\_\_\_ First name \_\_\_\_\_

Date of birth \_\_/\_\_/\_\_ Place of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Sex M  F  - Marital status: Unmarried  - Married  - Widow/er  - Priest  Passport no. \_\_\_\_\_ Issued on \_\_/\_\_/\_\_

HEREBY CERTIFIES that

As of \_\_\_\_\_ the student's household includes the following family members:

N°	Surname	Name	Date of Birth	Family relationship	Gross income in Euro
1					
2					
3					
4					
5					
6					

That the family's gross total income in 2015  2016  was \_\_\_\_\_ euros, at the average exchange rate of the year.

### HEREBY CERTIFIES

That, overall, as of December 31<sup>st</sup> 2016, the family owned the following assets:

a) Family house, as of 31/12/2016: No  - Yes  Total surface \_\_\_\_\_ square metres

b) Other properties (including foreign ones) as of 31/12/2016. Total surface \_\_\_\_\_ square metres.

c) As of December 31<sup>st</sup> 2016, the family's assets (bank and post office accounts, etc.) amounted to \_\_\_\_\_ euros, at the average exchange rate of the year, based on the "Yearly average exchange rates" of the Bank of Italy, at <http://cambi.bancaditalia.it/cambi/cambi.do?lingua=it&to=cambiMedieAForm>.

For the Ambassador or Consul  
(signature)

## Annex E – List of extremely poor non-EU countries

Pursuant to MD no. 689 dated September 16<sup>th</sup> 2015 – List of developing countries under art. 3 paragraph 5, PMD April 9<sup>th</sup> 2001, as a financial index for provision of services, the regional management boards enforce the provisions set forth by art. 13, paragraph 5, of PMD April 9<sup>th</sup> 2001, as mentioned before, for students from the following countries:

Afghanistan	Ethiopia	Cambodia	Korea Dem. Rep.	Senegal
Angola	Gambia	Central African Republic	Lao People's Democratic Republic	Sierra Leone
Bangladesh	Guinea			Syria
Benin	Guinea Bissau	Chad	Lesotho	Solomon Islands
Bhutan	Haiti	Comoros	Liberia	Somalia
Burkina Faso	Kenya	Congo Democratic Republic	Madagascar	South Sudan
Burundi	Kiribati		Malawi	Sudan
Cambodia	Korea Dem. Rep.	Djibouti	Mali	Tajikistan
Central African Republic	Lao People's Democratic Republic	Equatorial Guinea	Mauritania	Tanzania
		Eritrea	Mozambique	East Timor
Chad	Afghanistan	Ethiopia		Togo
Comoros	Angola	Gambia	Myanmar	Tuvalu
Congo Democratic Republic	Bangladesh	Guinea	Nepal	Uganda
Djibouti	Benin	Guinea Bissau	Niger	Vanuatu
Equatorial Guinea	Bhutan	Haiti	Rwanda	Yemen
Eritrea	Burkina Faso	Kenya	Sao Tome & Principe	Zambia
	Burundi	Kiribati		Zimbabwe

## Annex F – List of yearly exchange rates

Yearly average exchange rates:

<http://cambi.bancaditalia.it/cambi/cambi.do?lingua=it&to=cambiMedieAForm>

Source: Bank of Italy

## Annex G – List of Laziodisu Halls of Residence

Adisu	Residenza	Indirizzo	Posti	Posti riservati a studenti diversamente abili	Totali
Roma Uno	A. Ruberti	Via Cesare De Lollis, 20 - Roma	178	57 per disabili non autosufficienti	235
	E. Tarantelli	Via De Dominicis, 13/15 – Roma	475	0	475
	Assisi	Via Assisi, 77 - Roma	80	8 disabili autosufficienti	88
	Valle Aurelia	Via Baldo degli Ubaldi, 265 - Roma	190	10 disabili autosufficienti	200
	Ponte di Nona	Via Ponte di Nona, Roma	151	12 disabili autosufficienti	163
	Villafranca	Via Villafranca – Latina	46	2	48
Roma Due	Falcone e Borsellino	Via Mario Angeloni, 13/17 - Roma	286	16 disabili autosufficienti	302
	New Cambridge	Via Cambridge 115 - Roma	40	7 disabili autosufficienti	47
	Archeologia	Via dell'Archeologia, 29 - Roma	122	8 disabili autosufficienti	130
Roma Tre	Valleranello	Via Valleranello, 99 Roma	380	20 disabili autosufficienti	400
Viterbo	San Sisto	Piazza San Sisto, 8 - Viterbo	61	4 disabili autosufficienti	65
	Cardarelli	Via Cardarelli, 77 - Viterbo	153	9 disabili autosufficienti	162
Cassino	Folcara	Viale dell'Università - College Studenti Folcara - 03043 Cassino	188	12 disabili autosufficienti	200
<b>Totali</b>			<b>2350</b>	<b>165 *</b>	<b>2515</b>

Hall of Residence

Sleeps

For disabled students only

Total

Self-sufficient students with disabilities

Non-self-sufficient students with disabilities

*Any unallocated place for students with disabilities will be allocated to other eligible students.*

During any one academic year, Laziodisu can sleep another 146 students, 8 of them self-sufficient students with disabilities, at Adisu Cassino