

# CALL FOR APPLICATIONS RIGHT TO EDUCATION 2023/2024

It is the duty of the Republic to remove those obstacles of an economic or social nature which constrain the freedom and equality of citizens, thereby impeding the full development of the human person (...)

Constitution of the Italian Republic - Fundamental Principles - Art.3



Dear Students,

This Call for Applications is addressed to the students enrolled in Lazio-based Universities and academies of Art, Music and Dancing (AFAM). Through it, the Lazio Region and DiSCo give concrete expression to the Right to Education set out in art. 34 of the Italian Constitution, granting talented and deserving students with few financial means the right to achieve the highest qualifications.

The scholarship that the Lazio Region and DiSCo have awarded to all eligible students over the years now integrates the possibilities offered by university residences, that will see a 10% increase in accommodation compared to the previous year and additional tools to promote the students' right to accommodation.

The Call for Applications promoting the Right to Education 2023/2024 gives students the possibility to apply for international mobility programmes and enjoy the food service for free or at a discounted rate at DiSCo's university canteens and refreshment centres, located in our Region and close to university facilities. Lastly, students will be able to apply for graduation awards, a further benefit for those who complete their degree programmes within the timelines set by the Universities.

DiSCo's ongoing commitment to innovate and improve services for citizens continues to expand this year, thanks to the new resources offered by regional, national and EU norms, including the National Recovery and Resilience Plan (NRRP). Such endeavour is enabled also thanks to the participation of students in the Regional Council for the Right to Education and Knowledge Promotion and the constructive collaboration of student representatives sitting on DiSCo's Board of Directors.

The value of scholarships will be further increased from the rise introduced last year by Ministerial Decree n. 1320/2021 and the group of potential beneficiaries will expand thanks to higher ISEE and ISPE thresholds. For the first time, first-year students enrolled in first-cycle three-year, as well as single-cycle degree courses will receive the first instalment of the scholarship in November, if they meet all the requirements.

Also this year, the Lazio Region and DiSCo intend to favour and simplify the submission of the application form by publishing guides, check-lists and FAQs on DiSCo's webpage devoted to the Call for Applications for the Right to Education 2023/2024. We advise students to view these resources as a useful support in filling in the application, however this Call for Applications is the only valid tool to file the application.

The online module has been further simplified: it will be easier to fill in the "enrolment" and "benefits" sections.

The digitalization plan for the reimbursement of the regional tax and deposit has been completed. Previously, such requests had to be sent via PEC through the students' personal accounts; however, from now on, students will not only be able to send their reimbursement applications, but also follow their status. To this end, it is important to observe that university enrolment is subject to the payment of the regional tax for the right to education.

DiSCo's communication through Instagram has been responsively modified to suit users' requests sent via ticket.

As for digitalization, the Pago PA payment system will definitely simplify online procedures for students, as it has become easier, quicker and more transparent.

In addition to the Call for Applications and in view of completing the services offered to students and citizens, the Lazio Region and DiSCo provide a system of integrated services that do not lose sight of the Right to Education, but aim to grant to all, especially to those who are in economically disadvantaged conditions, the possibility to develop their potentials, ambitions and talents, in the hope that these will positively benefit the society and economy of our Region.

In the a. y. 2023/2024, DiSCo will continue to offer opportunities for professional growth thanks to informative workshops and career guidance services offered by Porta Futuro Lazio, a service organizing interviews and meetings with companies hunting for collaborators. These initiatives can be booked on [portafuturo lazio.it](http://portafuturo lazio.it) by viewing the calendar and are totally free of charge.

In an effort to overcome gender inequalities in access to employment and to support and strengthen female entrepreneurship, Sportello Donna is a service open to all female citizens at Hub GenerAzioni.

Together with Lazio-based Universities, DiSCo activated 5 Women's Refuges to firmly combat the intolerable phenomenon of gender violence. The addresses, service descriptions and 24/7 phone numbers can be found on DiSCo's website at [laziodisco.it](http://laziodisco.it).

The creative lab Officina delle Arti Pier Paolo Pasolini continues to play a key role as organizer of art activities for young and promising actors, singers, and multimedia artists, as well as cultural hub. Officina Pasolini will continue to offer free concerts, performances and more generally cultural initiatives during the next academic year.

Lastly, the Moby Dick Cultural Hub Library will continue to offer cultural initiatives, in addition to the very crowded study room, to lend books, and give access to a newspaper library and book crossing initiatives. For a complete list of DiSCo's study rooms, that were built thanks to the great collaboration with Lazio-based Universities, please view DiSCo's dedicated webpage.

Also for the a. y. 2023/2024, we wish all the students a successful year of study!

Giuseppe Schiboni

*Councillor for Labour,  
University,  
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Alessio Pontillo

*President DiSCo*

## Tables of contents

Deadlines .....	6
Section I – General principles and definitions.....	7
Art.1 General principles .....	7
Art.2 Definitions.....	8
Art.3 Benefits and Services to be awarded .....	10
Art.4 Beneficiaries.....	10
Art.5 Compatibility/incompatibility.....	11
Art.6 Duration of benefits .....	12
Art.7 Allocation of the benefits .....	13
Art.8 Scholarship amounts.....	13
Art.9 Payment procedure for scholarships, graduation awards and international mobility grants .....	14
Art.10 Student Classification.....	14
10.1 Out-of-town students .....	15
10.2 Commuter students and calculated commuter students .....	17
10.3 In-town students.....	17
Art.11 Merit-based requirements.....	17
Art.9 Changing the degree programme - Transfers - New enrolment following withdrawal/forfeiture of study rights .....	18
11.2 Changing the degree programme/Transfers.....	18
11.3 Recognition of qualifications/exams .....	18
11.4 Career shortening .....	18
11.5 Withdrawal/Forfeiture of the study right.....	18
Art.12 Economic requirements .....	19
12.1 Economic documentation – Students residing in Italy.....	20
12.2 Economic documentation – Students not residing in Italy.....	21
Section II – Application submission.....	22
Art.13 System access and student identification procedures .....	22
Art.14 Application submission: terms and procedures .....	23
Art 14.1 Documents required .....	24
Section III – Outcomes and subsequent controls.....	25
Art.15 Criteria for the definition of rankings.....	25
Art.16 Publication of the outcomes, verifications and communications to students .....	26
Art. 17 Rank Advancements.....	26
Art.18 Checks and verifications after the publication of the results .....	27
Art.19 Communications with the offices.....	28

<b>Art.20 Reasons for exclusion</b> .....	28
Section IV – Revocation of the benefits, renunciation to the benefits, and reimbursement of the amounts allocated .....	31
Art. 21 Revocation of the benefits .....	31
<b>21.1</b> Reimbursement of the sums received after revocation.....	31
Art.22 Renunciation to the benefits.....	31
22.1 Reimbursement of the benefit.....	31
22.2 Reimbursement of the regional tax .....	31
Section V – Scholarships .....	32
<b>Art.23 Regional tax</b> .....	32
Art. 24 Dining service benefits .....	32
Section VI – Accommodation .....	32
Art.25 Accommodation facilities .....	32
Art.26 Procedure for the allocation of accommodations.....	33
Art.27 Duration of the accommodation.....	33
Art.28 Accommodation acceptance procedure .....	34
Art.29 Rank Advancements and appointment of new beneficiaries .....	34
Art.30 Cost of accommodation .....	34
Art.31 Waiver of the accommodation .....	35
Art.32 Revocation and forfeiture of the accommodation benefit .....	35
Section VII - Contribution to international student mobility.....	35
Art. 33 Recipients.....	35
Art.34 Assignment criteria .....	36
Art.35 Amount of the contribution .....	36
Art. 36 Contribution allocation procedure .....	36
Art.37 Student’s obligations.....	36
Section VIII – Graduation award .....	36
Art.38 Recipients.....	36
Art.39 Procedure to apply for the graduation award.....	37
Art.40 Criteria for the definition of rankings.....	37
Section IX– First-year students - Specific provisions .....	37
Art.41 First-year students who enrol in a first year of a degree course, master’s degree and single-cycle master’s degree, first and second-cycle academic diploma (AFAM) in a. y. 2023/2024.....	37
41.1 Calculation of the entry year.....	37
41.2 Requirements to access benefits .....	38
41.3 Minimum merit-based requirements.....	38
41.4 Allocation procedure.....	38

41.5 Reduction of the scholarship amount .....	38
41.6 Failure to attain the merit-based requirements – Revocation of the benefits .....	38
41.7 Scholarship allocation deadlines .....	39
Art. 42 First-year students enrolled in a post-graduate course and PhD .....	39
41.2 Requirements to access the benefits .....	39
42.2 Merit-based requirements .....	39
42.3 Scholarship payment procedures.....	40
Art.43 First-year students with disability of no less than 66% .....	40
43.1 Requirements to access benefits .....	40
43.2 Merit-based requirements.....	40
43.3 Scholarship allocation deadlines .....	40
Section X– Post first-year students - specific provisions .....	41
Art.44 Scholarship allocation deadlines .....	41
Art.45 Post first-year students enrolled in first-cycle or second-cycle or single-cycle master’s degree courses, including the new music and art degrees under the post-1999/”new” system .....	41
45.1 Requirements to access benefits .....	41
45.2 Calculation of the entry year.....	41
45.3 Merit-based requirements.....	41
45.4 Art.8 Bonus (see video) .....	41
45.5 Documentation on merit to attach to the application .....	42
Art. 46 Post first-year students enrolled in a post-graduate course and PhD programme .....	43
46.1 Requirements to access benefits .....	43
46.2 Merit-based requirements.....	43
Section XI – Final provisions.....	43
Art.47 Checks, revocations, penalties, disclosure requirements .....	43
47.1 Assessment of inconsistencies and related sanctions.....	43
Art. 48 Termination rule for cases not contemplated in this notice .....	44
Art.49 Confidentiality and Privacy.....	44
Art.50 Final provisions .....	44
Annexes .....	44

CALL FOR APPLICATIONS RIGHT TO EDUCATION 2023/2024

Deadlines

<b>Submission of applications</b>	
From June 5 to July 20, 2023, at 12:00 p.m.	Compilation and submission of the application form (first phase).
From July 27 to August 11, 2023, at 12:00 p.m.	For students admitted to the second phase: period of time to access the application form again and make amendments/corrections and new submissions.
August 11, 2023, at noon.	Mandatory deadline to access with SPID or the CIE to one's personal account.
<b>DSU/ISEE</b>	
July 20, 2023	Mandatory deadline for students residing in Italy to sign the DSU to access the benefits for the right to university education.
December 28, 2023	Mandatory deadline for students not residing in Italy to file the ISEE Universitario Parificato (ISEEUP) at one of the CAFs (Tax Advisory Centres) recognized by DiSCo.
December 28, 2023	Mandatory deadline for DiSCo to retrieve the DSU from the INPS database.
<b>Rental Agreement</b>	
November 30, 2023	Mandatory deadline for signing a rental agreement.
December 28, 2023	Mandatory deadline for entering the rental agreement details into the system.
April 10, 2024	Mandatory deadline for entering the rental agreement details into the system for eligible students who were not awarded an accommodation.
<b>Other regularisation requirements</b>	
February 9, 2024	Mandatory deadline for completing university enrolment.
	Mandatory deadline for sending the documentation, even if provisional, on the residence permit by opening a ticket.
	Mandatory deadline for status regularisation: elimination of blocks/inconsistencies in the system.

## Section I – General principles and definitions

### Art.1 General principles

The Lazio Region, through DiSCo, the regional body for the right to education and the promotion of knowledge, protects and promotes the right to university education, as a fundamental tool for 'removing the economic and social barriers that limit the full development of the human person' (Article 3 of the Constitution of the Italian Republic).

Through this Call for applications, DiSCo regulates access to the benefits for the academic year 2023/2024.

Benefits may be requested yearly, until the highest level of university education is attained.

The benefits cannot be requested while the student is obtaining a second degree of the same cycle as the one already achieved (e.g. a double three-year degree.)

The benefits are awarded by calculating and combining elements such as the applicant's income and merit.

Specific categories of students may benefit from facilitations and exemptions, such as students with disabilities of no less than 66%.

### **Support for filling in the application form**

DiSCo provides various operational and informative tools, making up a system of constantly updated rules and procedures that can be found on the Call for Applications' webpage at [www.laziodisco.it](http://www.laziodisco.it).

The presence of explanatory/support resources in the Call for applications is flagged through symbols. An example of this is the command "see video" identified by the following icon: .

The videos and other materials to understand and read the call for applications will be active also on the online application form. However, the text of the call for applications is the only complete and correct guide to submit applications.

### **Student's Personal Account**

All DiSCo's communications and the outcomes of the applications are published on every student's personal account.

All DiSCo's communications published on the student's personal account are considered notifications for all legal purposes.

### **Students' duties**

- Students are required to periodically consult their accounts on [www.laziodisco.it](http://www.laziodisco.it);
- Students who have not elected domicile in Italy must open a PEC (Certified Email Address) account to receive DiSCo's communications concerning this call for applications, under Art. 47 of the Civil Code;
- Before filling in the application form, students must view the support materials available on the webpage devoted to this Call for applications [www.laziodisco.it](http://www.laziodisco.it);
- International students not residing or domiciled in Italy must indicate a PEC address in the section "legal domicile". The address may be entered after the submission of the application, by accessing the section "Il mio profilo" in the Student's personal account. In alternative to the PEC, students may elect domicile in a place different from DiSCo's university residences and offices hereunder, as per Art. 47 of the Civil Code.

- Under penalty of losing the benefit, students must formally notify any modifications to what they declared at the time of application within 30 days of the event. This particularly refers to the following changes:
  - Personal information (tax identification number, residence, domicile, etc.);
  - Withdrawal/Forfeiture of the study right;
  - Change of degree programme and/or transfer to another university with or without recognition of exams/credits;
  - Scholarships granted by bodies other than DiSCo;
  - Other grants or services provided by bodies other than DiSCo except Erasmus grants and internship grants (what is commonly known as the 150-hour grant);
  - Any other changes as regards the information provided in the application.

### Financial resources

This Call for applications can be financed through the following, but not limited to, sources:

- Revenue from the regional tax for the right to education;
- State Compensation Fund;
- The Lazio Region's own resources;
- The European Social Fund;
- Additional resources of the National Recovery and Resilience Plan, Mission 4 Component 1 Investment 1.7 "University Scholarships" - financed by the European Union – NextGenerationEU.

The logos of the relative resources used are presented below.

### Art.2 Definitions

For the purposes of this call for applications, the following definitions are used:

- University:** the universities and academies of art, music and dancing (AFAM) listed in Annex A , based in the Lazio Region, and issuing legally valid qualifications;
- Student:** any person who enrolls in a course at one of the Universities as defined above for the academic year 2023/2024;
- Beneficiary:** any student who is assigned one or more benefits offered by the current call for applications. This condition applies if the declarations contained in the form are true and correct and the below-mentioned merit-based and income-based requirements are maintained throughout the a. y. 2023/2024;
- Eligible:** any student who meets the requirements established by this call, but is not declared a "beneficiary" for lack of funds/accommodations; this condition applies if the declarations contained in the form are true and correct and the below-mentioned merit-based and income-based requirements are maintained throughout the academic year of reference;
- First-year student:** any students who enrol in a first-year course at one of the Universities as defined above for the a. y. 2023/2024; students who have withdrawn from their studies and have re-enrolled in a first-year course for the a. y. 2023/2024 are considered first-year students;
- Student with disabilities:** students with a disability recognised in Italy of no less than 66%, or with handicaps certified pursuant to Art. 3, paragraph 3, Law no. 104 of February 5, 1992;

- g) **Location of the studies:** the Municipality where the course of studies is held, or in cases of double location, the location where most of the course is taught in presence;
- h) **“In-town”** student: a student residing in the Municipality in which the university course is held. In-town students are also students enrolled at online universities, and predominantly follow distance-learning courses;
- i) **“commuter”** student: students who live within 50 kilometres from the municipality in which the course of study is held. For the students who attend courses in Rome or Cassino, the classification is calculated on their residence in one of the Municipalities listed in Annex B  ;
- j) **“Out-of-town”** student: students residing in a location that is more than 50km from the place where the course is held and pay for an accommodation, for a period of at least ten months between October 1, 2023, and September 30, 2024 in the town where the course is held. See - Annex C  ;
- k) **“Calculated commuter student”:** students who, despite living more than 50km from where the course is held, do not pay for an accommodation in the Municipality in which the course is taught. In addition, a “calculated commuter student” is a student who, while having signed a rental agreement of a minimum of 10 months, receives economic contributions/subsidies from public or private bodies to cover even partially the accommodation costs paid for the a. y. 2023/2024;
- l) **Local branch office:** the local DiSCo office a student can address for the administrative activities connected to the applications and the benefits applied for. The **relevant office** is identified according to the University where the student is enrolled - Annex A  ;
- m) **Application form:** the online form, accessible via the student’s personal account, must be filled in and sent by July 20, 2023 to apply for the Call for applications for the Right to education 2023/2024;
- n) **Personal account:** the website section that only users with SPID/CIE or international students who registered on the website [www.laziodisco.it](http://www.laziodisco.it) can access. The communications issued by DiSCo in this section have legal value;
- o) **System:** the coordinated and integrated set of computer software and procedures on the website [www.laziodisco.it](http://www.laziodisco.it) to acquire the applications for the benefits, verify the data acquired and process the results;
- p) **DSU:** the document containing the personal, income and assets details necessary to describe a family’s economic situation, in view of obtaining an ISEE indicator, that is needed to apply for the services intended to promote the right to education;
- q) **ISEE:** The Indicator of the Equivalent Economic Situation for services subsidized for the right to university education is calculated based on the **DSU** data. As regards the ISEE calculation, the Call for applications refers to Prime Ministerial Decree no. 159 of December 5, 2013, and following modifications;
- r) **ISEEUP:** The Equalized Indicator of the Equivalent Economic Situation, underwritten at one of the Recognised CAFs;
- s) **Recognized CAF:** A Tax Advisory Centre (CAF) which has been accredited by DiSCo to release the ISEEUP certificate, that is valid to apply for this Call for applications. The list of recognized CAFs is available on DiSCo’s institutional website  ;

- t) **SPID**: the public identity certification system enabling citizens to access the public administration online services, through a single digital identity via computer, tablet and smartphone  ;
- u) **CIE**: The Italian Electronic Identity Card issued by the Ministry of Home Affairs; 
- v) **Ticket**: a communication sent to DiSCo through a specific IT management system that can be found in the student's personal account. In the current Call for applications, the "ticket" is identified as the "student's only means to communicate with DiSCo"  ;
- w) **Domicile**: the main place where a person operates, or studies and works from  ;
- x) **Elected domicile**: a place different from the residence, where the student intends to receive any paper communication from DiSCo, relative to this call for applications. The domicile cannot be elected at one of DiSCo's university residences herein;
- y) **Residence**: the place where the student normally lives, according to the municipal registry office, that is where the student lives in a stable and permanent way (except for university residences under this Call);
- z) **Joint study course**: a course activated through an agreement among different Universities, that merges several educational goals in one course of studies;
- aa) **S.T.E.M. courses**: courses in the macro areas of Science, Technology, Engineering and Mathematics  ;
- bb) **Student Code**: the alphanumeric code generated by the system to identify students distinctively to protect their privacy. The Student Code is visible in the student's personal account and replaces the personal data in any rankings and publications concerning DiSCo's services.

### Art.3 Benefits and Services to be awarded

Thank to this Call for applications and subject to the available funds, DiSCo grants the following:

- Scholarships for degree programmes under art 4;
- Accommodations at DiSCo's university Residences, under *Annex G*  ;
- Food service at DiSCo's university canteens and refreshment centres;
- Contributions for international mobility to participate in student mobility schemes adopted by individual universities;
- Graduation awards for the beneficiaries of a scholarship in the a. y. 2022/2023 who complete a first-cycle or second-cycle or a Master's degree within the legal duration of the relevant course of study.

### Art.4 Beneficiaries

Students who are enrolled as at February 9, 2024 in one of the following courses at a University with headquarters in the Lazio Region may have access to the benefits:

- Degree;
- Second-cycle Master's degree;
- Single-cycle Master's degree;
- PhD programmes, except for students benefitting from scholarships, research grants, or any other grants from the University or other Institutions.

- Post-graduate school, except for medical students who are the beneficiaries of scholarships, internship contracts or other benefits and remuneration;
- Joint study courses, on condition that the students are enrolled at a university with legal headquarters in the Lazio Region and have paid the regional tax for the right to education to the Lazio Region.

Students are entitled to scholarships, if they meet the income- and merit-based requirements, have been declared beneficiaries following the publication of the relative rankings, and their universities have confirmed the following even after the publication of the final results:

- Their regular enrolment;
- Their regular university career;
- The consistency between the data contained in the student's application and the findings.

The benefits referred to in this call are granted for the first-time completion of each of the above course levels and consequently the following student categories are not admitted to this call:

- Students with another university qualification equal to the title they intend to obtain at the end of the course they are enrolled in for the a. y. 2023/2024;
- Students who, after changing careers, have already obtained a scholarship for the same type of course for which they applied under this call for applications;
- Students who, after changing careers, are enrolled once again in the first year of a study course of the same cycle as the course they come from for a. y. 2023/2024;

Students admitted to Post-graduate courses governed by calls for applications issued by their respective universities, may access the benefits hereunder only if the year of enrolment coincides with the a. y. 2023/2024.

### **Double enrolment**

At the conditions of this call for applications, a student who has enrolled in two courses at the same time<sup>i</sup> may benefit from the tools and services promoting the right to education only for one course taken at a University with legal headquarters in the Lazio Region, that must be indicated in the online application. For the second course, a higher scholarship amount is envisaged, as per art. 8 of the call for applications.

A student with one or more careers already started may apply for a scholarship, indicating the earliest enrolment date or, in case of enrolment to courses of different levels, the enrolment date of the higher course of studies.

Students must maintain the merit-based requirements for both courses of study to be entitled to the higher amount for the double enrolment.

## [Art.5 Compatibility/incompatibility](#)

### **Compatibility**

The DiSCo scholarship is exclusively compatible with:

- Internship grants (what is commonly known as the 150-hour grant);
- Grants issued by the European Union and/or other entities with different objectives;
- Other grants that can be accumulated as specified by the law (e.g. Erasmus grants).

### **Scholarships that are irrelevant for the submission of the application form**

For the purposes of this call, international mobility grants and 150-hour grants must not be declared when the application is submitted.

### **Incompatibility**

The scholarships granted by DiSCo are incompatible with scholarships and/or other benefits for the Right to Education, that are awarded by other public and private bodies/entities, including those assigned by the Ministry of Foreign Affairs and merit-based scholarships allocated by Universities (e.g.: Wanted the Best, Don't Miss Your Chance etc.).

The scholarships granted by DiSCo are incompatible with scholarships, research grants or other benefits awarded to PhD students by the university, or other Institutions.

Should students be awarded another scholarship/benefit for the a. y. 2023/2024, they may maintain the benefits provided by DiSCo by opening a ticket and producing the waiver presented to the other institution that granted the incompatible benefit before February 9, 2024, as well as the documentation certifying the repayment of any amounts already received.

### **Art.6 Duration of benefits**

With regards to the type of course of studies, the benefits may be required from the year of first enrolment:

- Throughout the legal duration of the courses plus a semester in case of enrolment in a first- or second-cycle or single-cycle master's degree, including music and art degrees AFAM under the post-1999/"new" system; plus an additional semester only for the accommodation service;
- Throughout the legal duration of the courses, in case of enrolment in a PhD. Beneficiaries of scholarships under MD n. 224/1999 or of other contributions from universities or other public or private institutions are excluded;
- Throughout the legal duration of the courses, in case of enrolment in a post-graduate course. Medical students under Leg. Decree n. 368/1999 or beneficiaries of scholarships, internship contracts or other benefits and remuneration are excluded;

This call for applications contains the following exemptions:

- a) Students with disabilities**, as per Art. 2, letter f, benefit from two additional semesters in terms of duration of the benefit, as set forth for the cases contemplated in this call for applications. In addition, such students are awarded a 5% increase of the scholarship amount compared to other students.
- b) Students with a three-year degree who enrol in a single-cycle degree course.**  
Students with a first-cycle three-year or bachelor's degree who enrol in a single-cycle degree are eligible for these benefits only starting from the 4<sup>th</sup> year and for the remaining years admissible to complete the single-cycle degree. The year of first enrolment should be calculated from the a. y. 2023/2024, minus the **legal duration** of the three-year degree obtained.
- c) Students with a degree obtained abroad**  
Students with a university degree obtained abroad, even if the university held its courses of studies in Italy, must compulsorily request its total or partial recognition/career shortening and, as per the law in effect, may receive the benefits only for the remaining years admissible to complete the degree.

### Art.7 Allocation of the benefits

For the a. y. 2023/2024, the funds and services available for the benefits hereunder have been allocated as follows:

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

### Art.8 Scholarship amounts

The maximum amounts are established as follows<sup>ii</sup>:

- € 2,682.77 for *in-town* students;
- € 3,889.99 for *commuter* students;
- € 6,656.52 for *out-of-town* students.

Such amounts are increased in the following cases<sup>iii</sup>:

- The scholarship is increased by 15% for students with an ISEE indicator of no more than € 13,153.13;
- The scholarship is increased by 20% for female students enrolled in STEM courses (Science, technology, engineering and mathematics );
- Independent students with income of no less than € 9,000.00 earned either from a regular job contract or similar receive the same scholarship amount as out-of-town students. However, they must prove that they have not resided in their family's home, nor in a house owned by a family member, and therefore they must prove that they have paid for an accommodation for the two years before the application date;
- Students simultaneously enrolled in more than one courses of study may obtain a scholarship with a 20% increase. This rise is only awarded if the students possess and retain the merit-based requirements by law for both courses of study until attainment of one of the two qualifications. The scholarship and any relevant increase shall be withdrawn if the student loses the requirements set out in this call for applications relative to the course of study to which the scholarship application refers (i.e. the course of first enrolment).

Students enrolled in the first year beyond the legal duration of the programme will receive 50% of the total grant.

Students with disabilities enrolled in the second year beyond the legal duration of the programme will receive 50% of the total grant.

The scholarship amount is fully paid to students whose ISEE or ISEEUP indicators are below or equal to two thirds of the maximum threshold set forth in Art. 12 herein, while it is proportionally reduced up to half its value with ISEE indicators of more than € 17,537.50, i.e. 2/3 of the threshold established in Art. 12.

Table 6 displays the value of scholarships according to the ISEE of reference

**Table 6**

ISEE level	<i>Out-of-town</i> students	<i>Commuter</i> students	<i>In-town</i> students
Equal or below	€ 7,655.00	€ 4,473.49	€ 3,085.19
€ 13,153.13	(115%)	(115%)	(115%)

Between € 13,153.14 and € 17,537.49	€ 6,656.52 (100%)	€ 3,889.99 (100%)	€ 2,682.77 (100%)
Higher or equal to € 17,537.50	gradually reduced up to one half (minimum € 3,328.26)	gradually reduced up to one half (minimum € 1,945.00)	gradually reduced up to one half (minimum € 1,341.39)

### Art.9 Payment procedure for scholarships, graduation awards and international mobility grants

All the amounts due will be exclusively paid via bank transfer, or card with IT IBAN, i.e. opened at a bank active on the Italian territory and held or co-held by the student.

#### Student's duties

- Students must indicate the IBAN code for the payment of the scholarship in the section "Payment Mode" in the student's personal account, within six months from being declared a beneficiary, under penalty of losing the right to receive the scholarship settlement.
- Students must timely update the payment method in case of changes. Any cost connected to a new payment order will be paid by the student.

#### Special cases

##### International students who cannot open a bank account under the current Italian banking legislation

International students who cannot open a bank account under the current Italian banking legislation may enter a foreign IBAN code, provided that it is part of the SEPA circuit. In this case, DiSCo takes no responsibility for any delays or payment failures. Any transaction costs related to unsuccessful payment orders will be deducted from the scholarship.

If the IBAN code indicated for the payment is incorrect or the account is in the name of a person other than the beneficiary, any penalty applied will be charged to the student and any subsequent reissues will be paid to the student net of the penalty.

In the section "Payment Mode" on the application form and in the student's personal account, students may enter/modify the IBAN code for the payment of the scholarship.

Within six months from the award of the beneficiary status, students must mandatorily provide their bank details, upon penalty of losing the entitlement to the payment of the grant.

### Art.10 Student Classification

Students are classified based on the distance between their residence and the location where they attend their courses of study.

DiSCo classifies students as follows, according to the data they declared at the time of application, and after verification with the competent authorities:

- International students whenever at least more than half of their family resides in Italy, follow the same rules set forth in this call for students residing in Italy;

- Students who attend courses at a University branch are classified based on the distance between the municipality where the students reside and the location where they attend the courses.

DiSCo reserves the right to modify the student's classification also after the publication of the final ranking, depending on the outcome of the checks with the competent authorities and any modifications of any safety regulations, particularly emergency regulations.

By opening a ticket, students can present a specific request with the relevant documentation to submit particular situations for consideration or include places that are not contemplated in Annexes B  and C  hereunder. DiSCo reserves the right to assess individual requests at its sole discretion, in compliance with the regulations in force.

### 10.1 Out-of-town students

For students to be considered *out-of-town*, they must reside in the municipalities listed in Annex C  herein or in a region other than Lazio, or in a municipality outside the province of Viterbo only for the courses held in the municipality of Viterbo, and must prove that they are or intend to take out a rental contract for a period of at least ten months in the location where the course of studies is held between October 1, 2023, and September 30, 2024.

The contract must be signed by November 30, 2023 and duly registered with the Italian Revenue Agency by December 28, 2023.

#### **Self-certification of paid accommodation**

Students wishing to obtain the *out-of-town* status must indicate on their application form their willingness to pay for an accommodation.

Students who receive the out-of-town and eligibility status, but do not obtain an accommodation must state the cost paid for the rental agreement by April 10, 2024. Such agreement must comply with the requirements of Art. 10.1 and its details must be entered in the specific section of the personal account for students to receive the amounts intended for *out-of-town* students.

Students who have a rental agreement, regularly registered with the Italian Revenue Agency by the application deadline, even if it has a duration of less than 10 months, must enter its details in the "Domicile" section on the application form.

Should the details of such rental agreement not be entered by December 28, 2023, the student will be automatically reclassified as *calculated commuter*. In case of rank advancements, new beneficiary students are defined based on the data entered at the time of application.

#### **Special cases:**

- **Students who have not yet signed a rental contract when submitting their applications.** These students must indicate their intention to enter into such contract in the "Domicile" section of the application form by November 30, 2023, and reserve the right to integrate the data at a later stage. Such statement is not binding and the student is free not to enter into any contract. Students will be classified as *out-of-town*, only if they enter the details of the signed or renewed, or extended contract, duly registered in the system with the Italian Revenue Agency by December 28, 2023. Pending the provision of the rental contract details, beneficiary students will receive as first instalment the amount granted to

commuter students, without prejudice to the subsequent full payment. Should the details of such rental agreement not be entered by December 28, 2023, the student will be automatically reclassified as *calculated commuter*. In case of rank advancements, new beneficiary students are defined based on the data entered at the time of application.

- **Students with a contract expiring after December 28, 2023.** Students must enter the contract renewal details, using a specific function in their personal accounts. Failure to enter the contract renewal details by the deadlines provided for the full payment of the scholarship under Sections IX and X means that students shall be classified as *calculated commuters*, with an ensuing recalculation of the scholarship amount.
- **International students with at least 50% of their families living in a country other than Italy.** Such students are automatically classified as *Out-of-town* without any further need to enter into a rental agreement. For the purposes of calculating the number of family members residing abroad, only the data entered by the student at the time of application are considered, subject to verification on the part of DiSCo with the competent authorities. Such provision does not apply if the student is enrolled in an online university or a distance-learning course: in this case, the student shall automatically receive the *in-town* classification, under Art. 10.3 of this call for applications.
- **Students staying at religious or other private facilities.** Students who pay for an accommodation at religious or private institutions, which are not included in this call, must fill in all fields regarding that option in the online application form.
- **Students who are not beneficiaries, but eligible for accommodation.** Students who are not awarded an accommodation shall maintain the *out-of-town* status only if they waive their eligibility to accommodation and enter into a rental agreement by November 30, 2023, for the above-mentioned time frame. Communication of the waiver should be notified via ticket and the agreement details must be entered in the relevant section of the student's personal account by April 10, 2024.
- **Students initially excluded and subsequently readmitted as beneficiaries**  
For students subsequently readmitted as beneficiaries, the assignment of an accommodation is subject to availability.  
If no accommodation is available, the concerned students will receive the scholarship as *out-of-town* students, independently from the submission of a regular rental agreement.
- **Students participating in international mobility schemes.** Under no circumstances may students be classified as *out-of-town*, unless they can prove that the time spent abroad as part of an international mobility programme, **possibly integrated with a rental agreement** for an accommodation in the municipality where the course was held, covered a minimum of ten months. Consequently, students who will reside abroad for less than 10 months in the a. y. 2023/2024 must notify to the relevant offices the data relative to the time spent abroad and any rental agreement taken out in the location where the courses are held via the section "Enter contract" on the students' personal accounts. Should this be not possible, the documentation has to be timely sent to the offices by opening a ticket.
- **Political refugee students**  
The *out-of-town* status is automatically assigned only after the students received a political refugee status. Those awaiting the recognition of such status will be classified as international students.

## 10.2 Commuter students and calculated commuter students

Students residing in municipalities other than the location where the university courses are held and within 50 km of such location or, only if the university course is held in the municipalities of

Rome or Cassino, students residing in the municipalities listed in Annex B  of this call are considered *commuter students*.

Students who benefit from contributions/subsidies/scholarships that even partially cover the accommodation costs will be automatically classified as *calculated commuters*.

### Special cases

- **Students who received grants or accommodations provided by other entities**

If the INPS (National Social Security Institute) or other public or private entities have allocated grants or residential accommodations, this must be stated when the application is submitted.

Students who received grants to cover the accommodation costs, shall automatically be classified as *calculated commuters*.

Students who receive additional scholarships not provided by DiSCo, following the publication of the final outcomes, must communicate this via ticket, attaching a copy of the relative call for applications, under penalty of losing the scholarship, the accommodation and of refunding any amount of money already received.

## 10.3 In-town students

For the purposes of this call, the following students are classified as *in-town*:

- Students residing in the municipality in which most of the activities connected with the university course are carried out;
- Students enrolled in online university or distance-learning programmes;
- Students subject to measures restricting personal freedom.

## Art.11 Merit-based requirements

Students must mandatorily complete their enrolment by February 9, 2024, under penalty of exclusion. By this date, students must prove that they are regularly enrolled in the course of studies relative to the scholarship applications.

The merit-based requirement varies depending on the type and year of course, as described in

Table 1 of Annex H  and in sections IX and X of this Call for applications.

The student's entry year is calculated considering the academic year in which the student first enrolled, as per table 1 .

There must be a correspondence between the years passed from the first enrolment and the course year attended. This means that repeated course years are excluded, therefore students who repeated one or more course years are not entitled to the benefits.

For the students who formally withdrew from their studies and enrol again, the entry year starts at the enrolment date in the new course.

## Art.9 Changing the degree programme - Transfers - New enrolment following withdrawal/forfeiture of study rights

Grants are awarded one per each year and/or degree cycle.

### 11.2 Changing the degree programme/Transfers

Should students change their degree programme or transfer to another university, the course year must be consistent with the entry year and is calculated including the years of enrolment in the degree programme prior to the change or transfer.

Students must notify via ticket the conclusion of the recognition procedure for the change/transfer to another course, enclosing the relevant documentation mandatorily by February 9, 2024, under penalty of forfeiture of the benefits.

The scholarship payment is suspended until the application status has been regularised.

DiSCo reserves the right to carry out all the checks deemed necessary with the various Universities, also with reference to any previous academic careers.

### 11.3 Recognition of qualifications/exams

Students already possessing an academic qualification obtained abroad must state this in the application form, under penalty of forfeiture of the benefits. For academic qualifications obtained abroad, students must require the relative recognition to the university of origin, under penalty of forfeiture of the benefits, also for the purposes of shortening a degree programme.

The outcome of the recognition procedure will be sent via ticket.

Benefits are only available for the remaining years of the course necessary to obtain the qualification.

### 11.4 Career shortening

Students must notify that they have obtained a shortening of a degree programme mandatorily within 10 days of the conclusion of the recognition procedure, under penalty of forfeiture of the benefits.

DiSCo reserves the right to carry out all the checks deemed necessary with the various Universities, also with reference to any previous academic careers. For the purposes of matching the data obtained from the university, DiSCo reserves the right to proceed to update the data provided by students on the application forms.

Students, who after receiving a career shortening are admitted to a course year for which they are already beneficiary of a scholarship, may benefit from the grants herein only on condition that they return the amounts received for the same course year.

### 11.5 Withdrawal/Forfeiture of the study right

Students who enrolled after withdrawing previously from their studies or who are disqualified by their universities must obtain the credits required in Annex H  of this call, without resorting to any credits/exams and training activities recognized in the previous career.

More specifically:

- For students who were disqualified or withdrew from their studies and are admitted to the first year of a degree course, master's degree and single-cycle master's course in a. y. 2023/2024, access to the grants will be assessed only on the income-based requirements (without consideration of any credits achieved). For the scholarship assignment to become

effective and the balance to be paid, students must obtain the credits as per section IX, without resorting to any recognition of training activities/exams passed in the previous career. They will not resort to the recognition in the subsequent academic years. However, any credits obtained in the new course from additional activities carried out to complete exams that were even partially recognised shall be counted in, if they were acquired within the deadlines in section IX;

- For students who were disqualified or withdrew from their studies and are admitted to a year after the first of a degree course, master's degree and single-cycle master's course in a. y. 2023/2024, any credits earned from the previous career shall not be calculated to achieve the necessary credits. However, any credits obtained in the new course from additional activities carried out to complete exams that were only partially recognised shall be calculated, if they were acquired before August 10, 2023.

The students who forfeited or withdrew from their studies and obtained the grants for the right to education may earn the benefits hereunder only for the course years for which they had not previously required them. If students enrol in a course year in a. y. 2023/2024 for which they already benefited from a scholarship, they will obtain the benefits hereunder, only after returning the amounts already received for the same course year, according to the modalities described below.

Students, who after forfeiture/withdrawal from the studies find themselves in the condition to return the benefits already allocated by DiSCo or other entities promoting the right to education, are entitled to participate in the call for applications for the right to education 2023/2024, on condition that they returned any money received during the withdrawal period in a single instalment, before participating in the call.

Only if students renounce the benefits provided by DiSCo or other entities promoting the right to education after the publication of this call, they may apply for the a. y. 2023/2024, on condition that the withdrawal request is submitted by July 20, 2023 and the amounts due are paid back in one instalment by the date communicated by DiSCo.

Students who have received benefits from a different body promoting the right to education must open a ticket and provide the relevant documentation proving that any amount received during the withdrawal period has been returned.

Notwithstanding the provisions of this article, the students awaiting the results for limited enrolment courses may apply for the scholarship for a. y. 2023/2024, on condition that the waiver of the scholarship for the previous career is filed within 10 days of the publication of the test results. DiSCo will notify the deadline for returning the amounts already obtained.

#### [Art.12 Economic requirements](#)

For the a. y. 2023/2024, the income and assets limits, unless the maximum threshold imposed by the Ministry of Education, University and Research is modified, are the following<sup>iv</sup>:

- ISEE (Indicator of the Equivalent Economic Situation): **€ 26,306.25**
- ISPE (Indicator of the Equivalent Assets Situation): **€ 57,187.53**

Students exceeding either limit will not be eligible for the benefits of this call for applications. Students are responsible for making sure that the information entered in the DSU is true and correct.

The ISEE/ISEEUP indicator is calculated considering the sum of all the income earned in 2021 and 20% of the assets owned as at December 31, 2021, divided by an equivalence parameter, which is based on the number of family members.

### **Independent students**

Without prejudice to the income and assets limits stated in this article, for students, Italian or international, to be classified as independent, both the following requirements must apply at the same time:

- Independent residence from the family of origin for at least two years prior to the application date and in an accommodation not owned by any family member; therefore, students can prove that they pay for their accommodation;
- Income of no less than € 9,000.00<sup>v</sup> per year earned either from a regular employment contract or similar, and declared for tax purposes.

Should these requirements not apply, students must integrate their income with that of their family of origin at the CAF (Tax Advisory Centre) by no later than December 28, 2023, under penalty of exclusion from the benefits.

### **Student's duties**

Should the ISEE/ISEEUP indicators present omissions or discrepancies, the student must carry out the necessary and timely integrations and corrections by December 28, 2023, under penalty of exclusion from all the benefits.

#### **12.1 Economic documentation – Students residing in Italy**

The income-based and assets-based requirements are calculated according to the ISEE indicator relative to the benefits for the right to education. Students are required to fill in and sign the Dichiarazione Sostitutiva Unica - DSU (Self-certification)<sup>vi</sup> stating the income and assets for 2021 on the INPS portal or through a CAF (Tax Advisory Centre) by July 20, 2023.

To apply for any of the benefits provided by this call for applications, only DSUs filed between January 1, 2023, and July 20, 2023, will be deemed valid.

Submitting a DSU after July 20, 2023, is a cause for exclusion.

DiSCo acquires the ISEE/ISPE values automatically by querying the INPS database: therefore, the application form does not request any of the relevant data, nor there is the need to transmit the documentation on the ISEE calculation.

### **Special cases**

#### **Students with refugee status**

Non-EU students with a recognized refugee status must submit the Dichiarazione Sostitutiva Unica – DSU by no later than July 20, 2023.

#### **Students without the requirements intended for independent students whose families live abroad**

These students must integrate the ISEE indicator, in addition to the ISEEUP indicator at a recognised CAF office by December 28, 2023, under penalty of exclusion from the benefit.

## Current ISEE

In case of relevant changes in the income, following adverse events (such as, job loss, suspension or reduction of the work activity or interruption of social assistance services) or an assets reduction, the INPS provides students with the possibility to calculate their Current ISEE value.

Before requiring the calculation of the Current ISEE Indicator, an ISEE certificate must be released, with ISEE calculated by July 20, 2023, according to the ordinary rules. The CAF must evaluate the possibility to calculate the Current ISEE Indicator.

### 12.2 Economic documentation – Students not residing in Italy

The economic situation of international students (with families not residing in Italy), and of Italian students residing abroad is defined through the Equalized Indicator of the Equivalent Economic Situation abroad (also known as ISEEUP).

To participate in this call, the ISEEUP must be filed by December 28, 2023 at one of DiSCo-approved CAFs (a list of recognised CAFs can be found on [www.laziodisco.it](http://www.laziodisco.it)) prior presentation of the relevant income documentation .

Recognized CAFs assist students free of charge in filing the ISEEUP declaration and release the relevant certificate, upon presentation by the students of the documentation issued by the Italian diplomatic authorities present in the Country of residence. All documents must be mandatorily translated in the Italian language and attest to the following:

- The family composition, including the name, last name and date of birth of each family member, in order to calculate the correct equivalence parameter;
- The gross annual income earned by each family member in the Country of origin in 2021 (any lack of income must be specified in the documentation);
- Any real estate property owned by each family member as at December 31, 2021, indicating the surface area of the buildings, as well as any movable assets available at the same date (any absence of movable assets must be expressly specified in the documentation);
- Any rent paid for the family's residence.

Declarations in lieu, self-certifications, affidavits, or any other kind of sworn statements cannot be accepted.

Should the documentation present omissions or discrepancies, the expenses to cover any integration shall be paid by the students and not be reimbursed.

Students, who have not calculated and declared the ISEEUP at a recognized CAF by December 28, 2023, are excluded from the benefits. For the purposes of this call for applications, no other documentation produced at a later time will be accepted even if in original copy.

In case of omissions or discrepancies, the student must carry out the necessary and timely integrations and corrections by December 28, 2023 under penalty of exclusion from the benefits.

With regards to the international situation, DiSCo reserves the right to issue a list of diplomatic or consular representations in Italy of countries that the students may consult, using the form in

Annex D  herein. This certification must be legalised by the Italian Prefecture. The list of countries subject to derogation is published on DiSCo's institutional web page dedicated to the call

for applications for the right to education 2023/2024 that is constantly updated - Annex E .

## Special cases

### Students from particularly disadvantaged countries identified by the MUR

International students from particularly disadvantaged Countries, *as per Annex E* , are required to submit an ISEEUP indicator at a recognised CAF, in compliance with the deadlines and modes of Art. 12.2.

For international students from one of the particularly disadvantaged countries identified by Ministerial Decree no. 344 of April 8, 2022 (and following amendments), and listed in Annex E <sup>vii</sup>, the income-based requirements will be assessed based on the documentation issued by the Italian diplomatic representation in the Country of origin. The documentation thus produced must certify that the student does not belong to a family known to have a high income and a high social rank.

For students who enrolled at universities in their countries of origin that signed specific agreements with the Italian university of enrolment, such documentation may be issued by the foreign university of enrolment.

### Students seeking asylum/international protection

DiSCo will accept the ISEE or ISEEUP Indicator after the evaluation of the student's documentation, reserving the right to carry out later checks. The documentation regarding an asylum/protection application must be mandatorily attached, with the passport, and residence permit, if any, to the application form by August 11, 2023 at 12.

## Section II – Application submission

### Art.13 System access and student identification procedures

The application form can exclusively be accessed through one of the following procedures:

- **Students over 18 years of age, holding an identity document issued by the Italian authorities (e.g. Passport, ID Card, etc.), and international students residing in Italy** (even if in possession of DiSCo credentials)

Must mandatorily access in one of the following ways:

- SPID;
- electronic ID Card (CIE).

- **International students with exclusively an identity document issued by foreign authorities (Passport)**

They must first access their personal account through the DiSCo credentials already in their possession, or failing these, they can obtain the credentials after registration.

Face-to-face identification is required, and must be carried out at a recognised CAF office when filling in the ISEEUP form. A list of recognised CAFs can be found here .

Face-to-face recognition is not required if the student is in possession of the DiSCo PIN issued in previous years after sending the relevant release form.

International students who only hold a Passport must apply using the PIN issued by the system and visible in their personal accounts.

- **Underage students residing in Italy**

Also underage students will be required to use SPID or the CIE.

#### Art.14 Application submission: terms and procedures

To request the benefits addressed by this call, applications must be filed exclusively through the online form accessible from the student's personal account at [www.laziodisco.it](http://www.laziodisco.it) starting from June 5, 2023, and submitted by no later than July 20, 2023, at 12 p.m.

The students who wish to apply for DiSCo's benefits must fill in all the sections in the form, stating that all the data presented are true and correct under Art.76 of Presidential Decree 445/2000 and attaching any relevant documentation required by the system.

The procedure for the application submission comprises two phases.

##### **FIRST PHASE – ONLINE COMPLETION AND SUBMISSION OF APPLICATIONS**

During the first phase, which ends on July 20, 2023, at noon, students fill in the online application form that they can find in their personal accounts and submit it online via the "Application transmission" ("trasmissione domanda") function.

Following this, the system automatically certifies the receipt of the application by issuing an identification number that students must keep in case of any dispute.

Students who have not completed all the sections of the application form or have not transmitted it, attaching any documentation required by July 20<sup>th</sup> 2023 at 12:00, will be excluded from any benefit.

##### **The "Unlock - Insert modifications/integrations" function**

In case of errors/omissions during the application submission, students can make changes using the "**Unlock - Insert modifications/integrations**" function by July 20, 2023, at 12.

The activation of the "Unlock - insert modifications/integrations" function cancels the application even in those cases where no changes are applied, therefore, independently from any modification, it is necessary for the student to transmit the application and the relative annexes in any case by the mandatory deadline of July 20, 2023, at 12, under penalty of exclusion from all the benefits/services.

##### **Publication of provisional rankings**

By July 26, 2023, DiSCo will publish the provisional rankings to inform the students of the temporary status they acquired and of any inconsistencies.

##### **Eligible students**

The "eligible" status assigned in the provisional rankings does not entitle the student to be declared eligible or beneficiary of the scholarship. The student's status remains subject to checks and verifications, to be carried out even at a later date with the institutions concerned and the competent authorities. These findings may determine a subsequent change in the outcome.

The "*eligible*" status does not exempt the student from verifying the accuracy, completeness and truthfulness of what was declared during the first phase and from inserting any correction/integration, if necessary, by August 11, 2023, at 12.

##### **Excluded students**

Excluded students will be given an indication of the reasons for exclusion in order to let them proceed, in the second phase and whenever possible, with the correction and/or integration of

the data entered during the first phase, through the “Unlock - Insert modifications/integrations” function previously described.

#### **SECOND PHASE – AMENDMENTS, CORRECTIONS, ADDITIONS**

Only students who submit the application by July 20, 2023, at 12, are admitted to the second phase.

From July 26, 2023 to August 11, 2023 at 12, the students admitted to the second phase, whether they are *eligible* or *excluded*, may reopen the online application form to make amendments, corrections and integrations to their applications.

The second phase acts as a procedure for remedying deficiencies: therefore, the requests for corrections submitted after this date will be rejected.

To apply any amendments, corrections or additions to what was previously declared, the student must activate the “*Insert modifications/integrations*” function on the application form.

The activation of the “*Insert modifications/integrations*” and the “*Unlock*” functions cancels the application and the annexes submitted during the first phase, even in cases where no changes are applied.

Therefore, after the activation of such functions, in any case, whether or not changes have been made, students must submit again the application form and the attachments if required, mandatorily by no later than August 11, 2023, at 12.

The application submitted by July 20 2023 at 12 is valid for those students who have not activated the “*Unlock*” or “*Insert modifications/integrations*” function during the second phase.

#### [Art 14.1 Documents required](#)

Based on the student’s declarations, the computer system may request that specific documents be attached to the online form to complete the application.

If requested by the system, annexes must be mandatorily attached.

#### **For International non-EU students with a valid residence permit**

- A copy of a residence permit valid at the time the application was transmitted.

#### **For International non-EU students without a valid residence permit**

- A copy of their passport, and of the documentation, if any, certifying the application for the residence permit. These students will in any case submit a copy of their renewed/newly issued residence permit by opening a ticket by February 9, 2024, under penalty of losing the benefit.

#### **For International non-EU students awaiting the renewal of a residence permit**

- A copy of the passport.
- A copy of the documentation certifying the application for request/renewal of the residence permit by February 9, 2024.

#### **Documentation for the credits not registered on the exam certificate.**

<b>Credits from laboratories, internships and training activities</b>	Relevant certificate issued by the University's secretariat
<b>Credits from exams divided into multiple modules</b>	
<b>Credits from internships</b>	

This documentation must be attached to the application by August 11, 2023 at 12, under penalty of exclusion.

## Section III – Outcomes and subsequent controls

### Art.15 Criteria for the definition of rankings

Students are placed in the rankings based on the data provided on their application forms, after verification of any false statements with the competent authorities.

After verifying that the students provided correct declarations, meet the requirements set forth by this call, the ranking position and availability of funds for each benefit, students will be classified as follows:

- *Beneficiary;*
- *Eligible;*
- *Excluded.*

Students who, despite meeting the requirements, are not declared beneficiaries due to a lack of economic resources are declared eligible. The selection of the students <sup>viii</sup> beneficiary of the grants referred to in this call for applications is made according to the following criteria:

- a) **First-year students:** provisional and final rankings are drawn up in ascending order of income according to the ISEE. When the ISEE indicator<sup>ix</sup> is equal, priority is given to older students.
- b) **Post first-year students:** provisional and final rankings are based on a “joint coefficient”, calculated with the following formula:

$$C = 0.7 \times CFN + 0.04 \times MeanN + 0.26 \times ISEEN$$

Where CFN is the normalised merit coefficient adjusted to the use of the bonus, if any, and a potential higher number of credits than those laid down by the Prime Ministerial Decree:

$$CFN = \frac{\text{(Achieved merit – Minimum expected merit)}}{\text{(Maximum achievable merit – Minimum expected merit)}}$$

The MeanN is the normalised mean of the grades:

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

and ISEEN is the normalised ISEE indicator:

$$\text{ISSEN} = 1 - \frac{(\text{ISEEDSU})}{(\text{ISEE} - \text{max})}$$

(ISEE- max)

Where max is the maximum ISEE/ISEEUP threshold set out in the call for applications.

- c) **Subsequent years of PhD or specialization programmes:** rankings are strictly in ascending order of ISEE.

Every territorial office will provide the beneficiaries' lists to the Universities of reference for any subsequent procedure.

As regards the assignment of the beneficiary status, the documentation acquired by February 9, 2024 will be considered.

#### Art.16 Publication of the outcomes, verifications and communications to students

The temporary and final results of the call will be published in the student's personal accounts to protect the students' privacy, in accordance to the applicable laws.

For this purpose, when registering, a personal code, *Codice Studente*, that can be found in the student's personal account, is assigned to each student to check and consult the rankings relative to this call for applications.

The provisional and final results are published and made available by DiSCo on the students' personal accounts and the website [www.laziodisco.it](http://www.laziodisco.it).

With the publication in the student's personal account, all communication requirements relating to the outcome of the call are deemed to have been met and fulfilled.

The definitive outcomes of the call for applications are published according to these deadlines:

Benefit	Publication date of definitive rankings
Accommodation	September 15, 2023
Scholarships	October 11, 2023
International Mobility Additional Contribution	
Graduation award	Second semester 2024

#### Art. 17 Rank Advancements

After the publication of the final results, in case of allocation of additional funds, these will be granted to eligible students, according to the same criteria referred to in Art. 15 and up to the amount of available resources.

The notification of the change of status from eligible to beneficiary is reported in the "Payment/outcome history" section of the personal accounts of concerned students. These communications are considered notifications for all legal purposes<sup>x</sup>.

For students declared beneficiaries of the scholarship as a result of rank advancements, the amount for any free meals will be deducted from the scholarship, as per paragraph 24.

## Art.18 Checks and verifications after the publication of the results

For the entire academic year, the position in the ranking is subject to the regularity of the application status and the actual compliance with the requirements that might be verified with the public or private stakeholders as per Art. 47.

In case of inconsistencies or inconsistent declarations, irreconcilable with this call for applications, DiSCo will initiate an administrative procedure against the person concerned and revoke the relevant benefits.

Any change in the student's status is communicated through the student's personal account.

Any inconsistencies that are not settled by February 9, 2024, or issues revealed in subsequent verifications, may change the outcome, even after the publication of the final results.

### **Communications on the inspections**

All DiSCo communications published in each student's personal account are considered notifications for all legal purposes<sup>xi</sup>.

Therefore, students are required to periodically consult their personal accounts.

For all students declared beneficiary/eligible, due diligence is carried out, both at the universities regarding the regularity of their career, and at other administrations and competent authorities in order to check the consistency of what the students declared.

In the event of a mistake, DiSCo can readmit students that have been excluded from the final rankings, either autonomously to protect the integrity of the administrative decisions and/or following a justified request by the concerned student.

### **Adoption of administrative blocks**

In case of inconsistencies, DiSCo reserves the right to apply appropriate blocks, until the positive outcome of the mandatory checks. Students must play an active role in removing the blocks, also through their universities, transmitting the relevant documentation to rectify their status via ticket.

Any inconsistency and/or lack of regularization will block the student's status for this call for applications. Therefore, students are required to periodically consult the website [www.laziodisco.it](http://www.laziodisco.it) and/or the "Payment/outcome history" section to ascertain the presence of any inconsistencies or payments of the relative grants.

Students who, in case of blocks/inconsistencies, do not settle their administrative position by and no later than February 9, 2024, are excluded;

### **Suspension of payments**

Any payments for students whose positions have been proven to be incomplete and/or inconsistent will be suspended, even if the relative checks were conducted after the publication of the final results.

Inconsistencies are reported in the "Payment/outcome history" section of the student's personal account and appropriate payment blocks are entered. Students are required to periodically check their status and take an active role in resolving any inconsistencies and/or blocks that may be applied by their Universities. Students who have not settled their status by February 9, 2024, will lose their entitlement to any grant.

Students who, in case of blocks/inconsistencies, do not settle their status by and no later than February 9, 2024, will be excluded.

### Art.19 Communications with the offices

Any communication with the offices concerning the students' status shall take place exclusively via the ticket system accessible from the personal accounts.

Before opening a ticket, students must view the FAQs and the guides published on the website at [www.laziodisco.it](http://www.laziodisco.it).

Tickets enable students to notify the following to the offices:

- papers (stay permit, etc.)
- certificates (degree, positive results of the practical internship examination, recognised credits, etc.)
- changes of personal data (change of residence, change of tax code, etc.)
  - changes concerning courses (transfers, change of university, etc.)

Through tickets, students may also:

- renounce the benefits assigned;
- apply for readmission (only accepted in case the Entity acts in view of protecting the integrity of administrative decisions).

### Notifications on payments

Notifications related to payments are provided exclusively through the "Payment/outcome history" section on the student's account, and/or in the "Communications" section of the institutional website [www.laziodisco.it](http://www.laziodisco.it).

Tickets opened to request the date of issuance of the mandates shall not be answered.

### Art.20 Reasons for exclusion

**The following students are excluded from the benefits:**

- a) Students who do not send/submit the application online within and no later than the mandatory deadline established in Art. 13 and 14;
- b) Students who do not attach the residence permit or passport to their applications, as indicated in Art. 14.1;
- c) Students who, having unblocked the online application during the first phase, do not send/submit the application and the relevant attachments by July 20, 2023, at noon, and/or according to the methods set forth in Art. 14;
- d) Students who, having been admitted to the second phase, and having unblocked the application already sent, and/or having made modifications/corrections, do not send/submit the application and the relevant attachments by August 11, 2022, at noon;
- e) Students who, though residing in Italy or Italian students residing abroad, do not access their personal accounts through SPID or the CIE within July 20 2023, at 12;
- f) Students who, though residing abroad, do not calculate and submit the ISEEUP at a recognised CAF by December 28, 2023;
- g) Students who present the ISEEUP at a CAF (Tax Advisory Centre) not recognized by DiSCo;
- h) Students who do not complete their university enrolment by February 9, 2024;
- i) Students who, in case of blocks/inconsistencies, do not settle their administrative position by and no later than February 9, 2024;
- j) Students who exceed the income/financial limits mentioned in this call for applications;
- k) Students who do not sign a DSU specific for benefits for the right to education;
- l) Students who sign a DSU specific for benefits for the right to education after July 20, 2023;
- m) Students whose DSU is not retrievable from the INPS database by December 28, 2023;

- n) Students who are beneficiaries of another scholarship or other public/private grants for the Right to Education for the same academic year and/or course, including those awarded by the Ministry of Foreign Affairs, and by Universities for various reasons. This does not include scholarships provided for study or research activities abroad, internship grants by the Universities (what is commonly called “150-hour-grant”), as well as other benefits that can be accumulated as set forth by the law;
- o) Students who do not promptly communicate, i.e. within 30 days of the event, any changes in the data provided, including, but not limited to, changes of residence, domicile, enrolment, entitlement to other grants/services, etc. via ticket;
- p) Students who find themselves in a situation that excludes entitlement to the benefits, in accordance with this call for applications and the relevant regulations;
- q) Students who produce untruthful statements;
- r) Students who in a previous academic year have had their accommodation revoked for having allowed its undue use by third parties, or for any other reason that lead the Entity to revoke it;
- s) Students who withdraw from their studies before the end of the academic year;
- t) Students who withdraw from their studies or transfer to another University with a registered office outside of the Lazio Region;
- u) Students who still result beneficiaries of a scholarship allocated for the same course year and for the same type of course or similar course;
- v) Students who do not regularise their administrative position, in case of debts towards DiSCo, within and no later than December 28, 2023;

**In particular, as for the merit-based requirements,** the following students are excluded from the benefits regulated by this call:

- a) Post first-year students who change course during the academic year, in case the recognized credits/exams are fewer than those requested to apply for this call;
- b) Students who already have a qualification of the same level, obtained in Italy or abroad for which they apply for the benefit;
- c) Students with a foreign academic qualification that has been recognized and who enrol in a degree programme of the same level;
- d) Students who are or were enrolled as “repeaters” (except for students in the 3<sup>rd</sup> repeat year of a three-year degree in Engineering at “Tor Vergata” University in Rome or in the 2<sup>nd</sup> repeat year of a specialization degree in Engineering at “Tor Vergata” University in Rome);
- e) Students who have changed course and have been re-enrolled in the same course year;
- f) Students who, having transferred to a new University, are enrolled in a course year they had already been enrolled in, at their previous University;
- g) Students who are in any situation which is not compatible with the benefits provided by this call for applications according to some other law or regulation;
- h) Students with a single-cycle five-year degree who enrol in a first-cycle or second-cycle degree;
- i) Students who already hold a second-cycle degree and enrol in a single-cycle five-year degree programme;
- j) Students who already hold a first-cycle degree and enrol in a first, second or third year of a single-cycle five-year degree programme;
- k) Students who are enrolled in a degree course in a cycle for which they have already obtained a degree;

- l) Students who enrol in the first year of a second-cycle specialization degree and have an academic qualification relative to a four-year degree programme. These students may only participate when enrolled in a second year of a specialization degree;
- m) Students who do not meet the formal and/or substantial requirements set forth hereunder;
- n) Students who have been excluded from benefits for the rest of their academic career;
  - o) Students who are enrolled or transfer to a University with registered office outside of the Lazio Region;
  - p) Students who have already obtained the academic qualification for their cycle of studies;
  - q) Students who have officially renounced their studies;
  - r) Students who have not declared on their application any qualifications obtained abroad and/or have not applied for the relevant recognition, according to Art. 11.3.

**Further reasons for disqualification:**

- a) First-year students who fail to achieve the minimum merit-based requirement by the deadlines indicated in this call lose the grant/benefits;
- b) Students who have formally renounced the scholarship, lose the grant/benefits;
- c) Student who do not communicate their bank details within 6 months from being declared a beneficiary, lose the right to receive the scholarship settlement.

**As regards the accommodation service, the following reasons for disqualification apply:**

- a) Students who do not complete their university enrolment by February 9, 2024, are disqualified;
- b) Students who do not accept/transfer to their assigned residence in accordance with the procedures and deadlines indicated in the respective notices published on the institutional website and/or personal accounts are disqualified;
- c) Students who obtain an academic qualification for their cycle of studies are disqualified;
- d) First-year students who do not achieve the minimum merit-based requirement indicated herein and the relative documentation by the deadlines indicated in this call, lose the benefit;
- e) Students who formally renounce the benefit, lose the benefit;
- f) Students simultaneously engaged in a civilian volunteer service, for which they receive accommodation benefits are declared excluded.

**As regards the graduation awards, the following reasons for disqualification apply:**

The following students are declared excluded:

- a) Students who do not submit the application in accordance with the procedures set out in Art.13;
- b) Students who do not submit the application according to the procedures and the deadlines specified in Art. 39.
- c) Students who do not submit the application within 30 days after graduation;
- d) Students who have obtained a career shortening for various reasons;
- e) Students who do not graduate in the academic year of reference;
- f) Students who submit the application before obtaining the degree;

### **Deadline for appeal**

It is possible to appeal against the approval of the definite ranking to the TAR Lazio (Regional Administrative Court) within 60 days of its publication.

In addition, it is possible to file an extraordinary appeal to the President of the Republic of Italy within 120 days of the publication.

## Section IV – Revocation of the benefits, renunciation to the benefits, and reimbursement of the amounts allocated

### Art. 21 Revocation of the benefits

Beneficiary and eligible students whose scholarships are revoked must settle their positions with their universities, and provide for the payment of the university tuition fees, according to their university's indications.

In addition, they must:

- Return any sum that they received from DiSCo, according to the modes and deadlines laid out in Art. 21.1 hereafter;
- Refund the value of the services they used.

#### 21.1 Reimbursement of the sums received after revocation

The sums received must be returned in one instalment by no later than December 31 of the year the revocation was notified.

In documented cases, connected to family and/or personal problems, a ticket can be opened to request an instalment plan that can be granted for a maximum of 18 monthly instalments.

Should students fail to make such payments within the deadlines, DiSCo will take the necessary legal actions, and calculate the legal interest on the credits owed.

### Art.22 Renunciation to the benefits

Students will open a ticket to communicate the waiver to the benefits, attaching the "waiver of benefits" form, available in the forms section at [www.laziodisco.it](http://www.laziodisco.it), or by indicating in the body of the text all the information needed to identify the waiver (including the academic year the waiver refers to and the benefit the student intends to waive).

Students who formally renounce one or more benefits/services lose the benefit/service and the expression of their will is considered irrevocable. Subsequent applications to reinstate a student's position in the rankings will not be considered.

#### 22.1 Reimbursement of the benefit

Following a waiver of benefits, the amounts of the scholarship actually paid and the value of any services used must be returned in a lump sum by December 31 of the year in which the waiver was communicated and in accordance with the procedures set out in Article 21.1.

#### 22.2 Reimbursement of the regional tax

The regional tax will only be refunded if the waiver of the studies is concomitant with the waiver of enrolment that has been formally completed and registered by December 31, 2023.

## Section V – Scholarships

### Art.23 Regional tax

The regional tax for the right to education must be paid by all the students enrolled at a Lazio-based university, as per Annex A . Universities are obliged not to make enrolment for the academic year effective if payment by the student has not been proven.

The payment of the above tax is due for any courses the students enrolls in.

Failure to pay the above tax entail the interruption of the student's academic career and the loss of the benefits for eligible or beneficiary students as per this call.

Under the terms of this call, DiSCo shall refund the regional tax for the right to education to beneficiary or eligible students for the a. y. 2023/2024.

### Art. 24 Dining service benefits

Eligible/beneficiary students are granted dining service benefits, according to the following specific cases:

- a) *In-town* beneficiary students are entitled to one non-refundable free meal a day at DiSCo's Dining halls from January 1, 2024 to December 31, 2024, except when Dining halls are closed.
- b) Eligible, non-beneficiary, first-year students can take their meals at DiSCo Dining halls at the lowest rate (1<sup>st</sup> level) established by DiSCo, except when Dining halls are closed.
- c) Eligible, non-beneficiary, post first-year students are entitled to two non-refundable free meals a day that they can take at DiSCo's Dining halls from January 1, 2024 to December 31, 2024, except when Dining halls are closed.

## Section VI – Accommodation

### Art.25 Accommodation facilities

In an effort to reduce any inconvenience due to the distance from one's university and make it easier for students to attend their courses, DiSCo provides accommodations in its university Residences. The available accommodations, Annex G , may vary during the academic year 2023/2024. This is also due to any agreement that DiSCo may have with universities. In this case, the accommodation allocation criteria may be governed by the relative agreements.

The use of the accommodations hereunder complies with the rules applied to DiSCo's residences and the specific rules of the residences (also available from the link in Annex G ).

DiSCo deducts the accommodation cost, as per Annex I  from the scholarship amount.

If students intend to benefit from a more comfortable accommodation, they must indicate this desire in the application form, through the specific function to be activated on the application form.

In order to benefit from accommodations in these residences, students must possess all the requirements set out in this notice by September 14, 2023, without any administrative aberration suspending or blocking the entitlement to the accommodation.

Students who have expressed a preference for more comfortable residences and have an administrative block in their status as at September 14, 2023 lose their right to accommodation in more comfortable residences. However, these students shall anyway remain eligible for the allocation of an ordinary accommodation.

In application of any subsequent national and regional decrees on safety, the availability and accessibility of accommodations may vary during the academic year covered by this call for applications.

#### Art.26 Procedure for the allocation of accommodations

Beneficiary students are selected on the basis of available accommodations, as per Annex G; the accommodations to be first allocated shall be calculated without considering the more comfortable residences.

Respecting the principle of equal treatment, and equal access to accommodation services, DiSCo allocates accommodations proportionally to non-EU international students, Italian students and EU students based on the number of regular applications.

Accommodations are granted to beneficiary students based on their position on the relative rankings, without prejudice to the following division:

- 25% of available accommodations are assigned to first-year students. The accommodations for first-year students are granted in proportion to the number of regular applications filed by Italian/EU students and non-EU international students (in proportion to the number of regular applications respectively submitted by each nationality).

In any case, the following quotas are granted:

- an overall percentage of no less than 20% of the total assigned accommodations for non-EU international first-year students;
- an overall percentage of no less than 5% of the total assigned accommodations for stateless first-year students and recognized political refugees.
- 75% of available accommodation are assigned to post first-year students.

Students with disabilities are assigned specifically identified accommodations.

#### Protection of maternity rights

In its residences, DiSCo values and protects maternity rights, and provides support during and after pregnancy in the ways and to the extent laid down by the Rules for its Residences  .

#### Art.27 Duration of the accommodation

For the a. y. 2023/2024, the allocation of the accommodations will approximately start by October 15, 2023.

The accommodation is assigned for a period of no more than 10 months and anyway not exceeding July 31, 2024.

With the exception of the residences of Valle Aurelia, Ponte di Nona, Valleranello, Cardarelli and Folcara, the other residences are normally closed in the months of August and September, also to further enhance the quality of our services.

Students who do not vacate their accommodations by July 31, 2024 are not entitled to the residual amount of the scholarship.

For any matters not expressly addressed in this call for applications, please refer to the Rules for University Residences and accommodations, published on [www.laziodisco.it](http://www.laziodisco.it).<sup>xii</sup>

### Art.28 Accommodation acceptance procedure

Both the procedure to be followed and the date by which a student must accept the assigned accommodation formally will be communicated with a specific notice having value for all legal purposes on DiSCo's website and/or the students' personal accounts.

The students concerned will find a notification in their personal accounts containing the procedure and timeline to occupy the accommodation.

At the moment of takeover of the accommodation, students must:

- a) Have completed university enrolment by February 9, 2024 for the academic year 2023/2024;
- b) Have regularly paid the deposit of € 150,00  ;
- c) Have a status that is free from any inconsistencies or blocks.

Once the deadline for acceptance has expired, if the student has not acted according to the procedures required, he/she will lose the benefit.

Students who do not occupy the accommodation assigned within the deadline and according to the procedures indicated in the relative communication published in their personal accounts, lose the right to the accommodation.

### Art.29 Rank Advancements and appointment of new beneficiaries

Rank advancements may occur, if additional accommodations are available.

DiSCo may use a single ranking list of eligible non-beneficiary students, prepared in accordance with the proportionality criteria set out in Art. 26 and the classification criteria of Art. 15.

Students who have been declared beneficiary after a rank advancement will receive indications having value for all legal purposes on the acceptance timeline and procedures on their personal accounts.

### Art.30 Cost of accommodation

DiSCo offers the possibility to use accommodations against payment of a standard average cost. In consideration of a series of factors, including, last but not least, the growing operating costs of university residences (energy, heating, electricity bills) for the a. y. 2023/2024, DiSCo has reviewed

the accommodation costs, that can be found in Annex I .

Students who have been awarded both scholarship and accommodation will have such costs deducted from the gross amount of the scholarship.

The accommodation cost is deducted from the scholarship, and calculated from the effective date of the benefit, with the following methods:

- € 500,00 from the 1<sup>st</sup> instalment;
- the balance from the 2<sup>nd</sup> instalment.

An additional € 2 will be deduced as cost of the stamp duty.

### Specific situations

- **Students enrolled in the first year beyond the legal course duration and students with disabilities enrolled up to the second year beyond the legal course duration**

For scholarship holders, the overall cost of the accommodation equalling 5 and a half months will be deducted as follows:

- € 250,00 from the 1<sup>st</sup> instalment;
- the balance from the 2<sup>nd</sup> instalment.

An additional € 2 will be deducted as cost of the stamp duty.

For the remaining 5 and a half months, the student will stay in the accommodation free of charge.

#### Art.31 Waiver of the accommodation

Students must notify the waiver of the accommodation via ticket.

If students waive their benefit after occupying the accommodation, the cost for the accommodation service will be deducted from their scholarship, and calculated beginning from the day of first occupancy, including the cost for the month in which the waiver was notified.

Students who waive their accommodations may retain the *out-of-town* status, only if they open a ticket to submit, together with the waiver, copy of a valid rental contract that is duly registered with the Italian Revenue Agency and covers the remaining period up to 10 months between October 1, 2023, and September 30, 2024.

DiSCo will check the documentation and in case of irregularities/omissions, the student will be reclassified as *calculated commuter*.

A formal accommodation waiver, or the forfeiture for non-acceptance of the accommodation within the deadlines specified by the relevant notices, are irrevocable. Subsequent applications to reinstate the position in the ranking will not be considered.

#### Art.32 Revocation and forfeiture of the accommodation benefit

The accommodation benefit will be lost/forfeited for the following reasons:

- a) Failure to enrol at the University by February 9, 2024;
- b) Graduation from a programme of studies;
- c) Students withdraw from their studies or move to another University having its legal seat outside of the Lazio Region;
- d) Students concurrently perform the civilian volunteer service, if an accommodation is assigned for the performance of said service;
- e) Only when first-year students fail to meet the minimum merit requirements by the deadline specified in this call for applications. In this case, students must refund the cost of the accommodation service from which they had benefitted until then;
- f) Failure to occupy the allocated accommodation in the ways and by the deadlines indicated in the respective notices published on the institutional website and/or in the students' personal accounts;
- g) Failure to vacate an accommodation, used in the previous academic year, by the deadline set by DiSCo for such use;
- h) Submission of a formal waiver to the benefit.

For any matters not expressly established by this call for applications, please refer to the Regulations of DiSCo's University Residences and accommodations.

### Section VII - Contribution to international student mobility

#### Art. 33 Recipients

Students who have been declared eligible or beneficiary for the scholarship for a. y. 2023/2024, and selected by their universities for international mobility programmes for the same academic year, may apply.

### Art.34 Assignment criteria

The funds available for international student mobility are earmarked as follows:

- 90% to post first-year students;
- 10% to first-year students enrolled in a second-cycle specialization degree or PhD programme.

When filling in the online application form, students must mandatorily indicate the duration of the educational experience for which they have been selected.

### Art.35 Amount of the contribution

Students who are granted a scholarship by DiSCo and enrolled in a Lazio-based university, including PhD students, are entitled to receive a grant supplement, subject to the availability of funds, for a maximum of 510.00 euros per month, for the participation in international mobility schemes, promoted by the European Union or other non EU institutions.

### Art. 36 Contribution allocation procedure

The contribution will be paid in a single instalment by bank transfer to the account indicated by the student in the “Payment Mode” (Modalità di pagamento) section in the student’s personal account.

The addition of a maximum monthly € 510,00 is paid only for the months authorized and funded by the University (this does not cover any possible extensions of the stay) up to a maximum of 10 months.

The amount of any scholarship financed through the funds of the European Union or any other specific bilateral agreement, that the student must communicate to DiSCo under penalty of losing the benefit, is deducted from this contribution.

The reimbursement for travel expenses, if not paid already by the University, is granted for up to a maximum of 150,00 euros.

### Special cases

Beneficiaries of the accommodation grant can keep this right, on condition they do not leave the international educational experience for more than ninety days. For longer periods of absence, the right can be maintained upon the student’s specific request via ticket and positive feedback from DiSCo, also in consideration of the availability of accommodations.

Under no circumstances may students be classified as *out-of-town*, without the necessary documentation testifying that the period spent abroad as part of an international mobility programme and the time covered by the rental contract are in total of no less than ten months.

### Art.37 Student’s obligations

Beneficiary students must notify DiSCo within 30 days that they are back in Italy by opening a ticket.

## Section VIII – Graduation award

### Art.38 Recipients

Students who have been awarded a scholarship for the a. y. 2022/2023, are enrolled in post-1999 (new system) or post-2004 (latest system) degree programmes, and complete a first-cycle three-year or bachelor’s degree, a specialization or master’s degree or a single-cycle specialization or master’s degree within the legal duration of the programme in a. y. 2022/2023, may benefit from

a scholarship supplement equalling 50% of the scholarship amount obtained in the academic year they graduated, subject to the availability of funds.

### Special cases

- Students who shorten their degree programme cannot apply for graduation awards.
- Students with disabilities are entitled to graduation awards, if they graduate within the first year beyond the legal course duration.

### Art.39 Procedure to apply for the graduation award

Students must apply for the award by submitting the relevant form in their personal accounts , within no more than 30 days from the graduation date.

### Art.40 Criteria for the definition of rankings

In the event that applications exceed the availability of funds, the benefit will be allocated on the basis of the rankings drawn up according to the following priority criteria:

- 1) Students who have not been declared beneficiary of graduation awards in a previous study cycle, ordered by highest degree mark and, in the case of equal marks, by the lowest ISEE/ISEEUP value referred to the latest scholarship application;
- 2) Students who have been declared beneficiary of graduation awards in a previous study cycle, ordered by highest degree mark and, in the case of equal marks, by the lowest ISEE/ISEEUP value referred to the latest scholarship application.

## Section IX– First-year students - Specific provisions

Art.41 First-year students who enrol in a first year of a degree course, master's degree and single-cycle master's degree, first and second-cycle academic diploma (AFAM) in a. y. 2023/2024.

The application form must be submitted by July 20, 2023 at 12.

The form must be submitted by July 20, 2023 at 12 also in the following cases:

- Students who are still awaiting the results of their admission tests;
- Students who are awaiting to obtain their graduation;
- Students who are awaiting the end of the procedure relative to transfers to a different course, university, etc.
- Students who are awaiting the recognition of the exams passed during international mobility schemes.

### 41.1 Calculation of the entry year

The entry year is calculated from the first enrolment date, as per table 1 

There should be a correspondence between the years passed from the first enrolment and the course year attended. Therefore, students who repeated one or more course years are not entitled to the benefits.

### Special cases

#### Students who withdrew from their studies

For the students who formally withdrew from their studies and enrol again, the entry year starts at the enrolment date in the new course.

#### 41.2 Requirements to access benefits

Completion of the enrolment by February 9, 2024 and regular enrolment at such date.

#### 41.3 Minimum merit-based requirements

First-year students enrolled in one of the above courses in the a. y. 2023/2024 are declared eligible/beneficiary provisionally, based only on the economic requirement.

The payment of the scholarship balance is subject to the attainment of a minimum merit-based requirement, identified according to the type of course as hereafter described.

#### 41.4 Allocation procedure

The scholarship is paid in full only to students who will have obtained 20 credits, as recorded, and duly controlled by their university secretariat, by August 10, 2024.

DiSCo shall carry out the necessary controls, while no specific requirements must be fulfilled by students.

The 20 credits required must be obtained from exams taken by the student and recorded by the University in view of the attainment of the degree qualification.

The bonus (Art. 45.4 below) cannot be used to obtain the minimum merit-based requirement.

In the case of recognition of validated credits, Article 6 of the Prime Ministerial Decree of April 9, 2001 applies.

DiSCo automatically checks that the minimum merit requirement has been met: no formalities are therefore required of students in this regard.

#### 41.5 Reduction of the scholarship amount

The scholarship amount is reduced to 50% for those who obtain the merit-based requirements after August 10, 2024, but no later than November 30, 2024.

#### 41.6 Failure to attain the merit-based requirements – Revocation of the benefits

The failure to obtain 20 credits by November 30, 2024 shall cause the revocation of all the benefits, with obligation to return the amounts already received and the payment for the services used by December 31 of the year the revocation was issued and notified according to the procedures of Art. 21.

### **Specific situations**

#### **Extension for the attainment of the minimum requirement**

Should one of the following exceptional situations occur in the a. y. 2023/2024 and be appropriately documented, DiSCo may provide an extension of the minimum merit-based requirement:

- Death of any member of the student's family, as mentioned in the online application;
- Hospitalization of the applicant for at least 10 days;
- Birth of a child;
- Events falling within the description of natural disasters.

First-year students may open a ticket by November 23, 2024, and apply for a 3-month extension of the deadline for the attainment of the minimum merit-based requirement, including the due documentation.

The extension is only valid for the purpose of confirming the students' entitlement to a scholarship for the a. y. 2023/2024 and does not entitle to apply for the next year.

However, approval of a deadline extension is at DiSCo's sole discretion and technical evaluation.

Should the application for an extension be accepted, the student must notify DiSCo of the achievement of the merit-based requirement within 15 days of the deadline of the granted extension, under penalty of losing the benefit.

#### 41.7 Scholarship allocation deadlines

Subject to any administrative barriers and the availability of funds, the scholarships will be paid to beneficiary students as follows:

- a) First-years students enrolled in a first-level degree course and single-cycle master's degree course
  - The first instalment of the grant, i.e. 20% of the total, will be paid by November 10, 2023;
  - An additional down payment of the grant, i.e. 30% of the total, will be paid by December 28, 2023;
  - The remaining 50% of the scholarship is paid starting from and possibly by the month of October 2024 to those students who obtained the merit-based requirement as per Art. 41.4 by August 10, 2024, and after this has been duly registered and checked by the university secretariats.
- b) First-year students of a second-cycle degree course:
  - The first instalment of the grant, i.e. 50% of the total, will be paid by December 28, 2023;
  - The remaining 50% of the scholarship is paid starting from and possibly by the month of October 2024 to those students who obtained the merit-based requirement as per Art. 41.4 by August 10, 2024, and after this has been duly registered and checked by the university secretariats

#### Art. 42 First-year students enrolled in a post-graduate course and PhD

The application form must be submitted by July 20, 2023 at 12.

The form must be submitted by July 20, 2023 at 12 also in the following cases:

- Students who are still awaiting the results of their admission tests;
- Students who are awaiting to obtain their graduation;
- Students who are awaiting the end of the procedure to transfer to a different course, university, etc.

PhD students are entitled to the same scholarship amount as *out-of-town* students.

#### 41.2 Requirements to access the benefits

Completion of the university enrolment by February 9, 2024 and regular enrolment at such date.

#### 42.2 Merit-based requirements

First-year students in the a. y. 2023/2024 are declared eligible/beneficiary provisionally, based only on the economic requirement.

The whole scholarship and the other benefits are paid upon verification of the admission to the second year.

### 42.3 Scholarship payment procedures

Subject to any administrative barriers and the availability of funds, the scholarships will be paid to beneficiary students as follows:

- a) The first instalment of the grant, i.e. 50% of the total, will be paid by December 28, 2023;
- b) The remaining 50% of the scholarship is paid starting from and possibly by the month of October 2024 after regular enrolment to the second year has been duly checked by the university secretariats.

### Art.43 First-year students with disability of no less than 66%

The application form must be submitted by July 20, 2023 at 12.

The form must be submitted by July 20, 2023 at 12 also in the following cases:

- Students who are still awaiting the results of their admission tests;
- Students who are awaiting to obtain their graduation;
- Students who are awaiting the end of the procedure to transfer to a different course, university, etc.
- Students who are awaiting the recognition of the exams passed during international mobility schemes.

PhD students are entitled to the same scholarship amount as *out-of-town* students.

### 43.1 Requirements to access benefits

Completion of the university enrolment by February 9, 2024 and regular enrolment at such date.

### 43.2 Merit-based requirements

Students with disabilities are not required to achieve a minimum merit-based requirement. The scholarship is paid in full upon verification alone of the admission to the second year.

### 43.3 Scholarship allocation deadlines

Subject to any administrative barriers and the availability of funds, the scholarships will be paid to beneficiary students as follows:

- a) **First-years students enrolled in a first-cycle degree course and single-cycle master's degree course**
  - The first instalment of the grant, i.e. 20% of the total, will be paid by November 10, 2023;
  - An additional down payment of the grant, i.e. 30% of the total, will be paid by December 28, 2023;
  - The remaining 50% of the scholarship will be paid starting from and possibly by the month of October 2024 to those students who obtained the merit-based requirement as per Art. 6.1 by August 10, 2024, and after this has been duly registered and checked by the university secretariats.
- b) **First-year students enrolled in second-cycle degree courses and specialization degree courses and PhD courses**
  - The first instalment of the grant, i.e. 50% of the total, will be paid by December 28, 2023;
  - The remaining 50% of the scholarship will be paid starting from and possibly by the month of October 2024 after regular enrolment to the second year has been duly checked by the university secretariats.

## Section X– Post first-year students - specific provisions

### Art.44 Scholarship allocation deadlines

Subject to any administrative barriers and the availability of funds, the scholarships will be paid to beneficiary students as follows:

- The first instalment of the grant, i.e. 50% of the total, will be paid by December 28, 2023;
- The residual amount of the scholarship, i.e. 50% of the total, will be paid from the month of June 2024. Accommodation beneficiaries will receive the second instalment in September 2024 after verification that they left the accommodation by July 31, 2024.

### Art.45 Post first-year students enrolled in first-cycle or second-cycle or single-cycle master's degree courses, including the new music and art degrees under the post-1999/"new" system

#### 45.1 Requirements to access benefits

Completion of the university enrolment by February 9, 2024 and regular enrolment at such date.

#### 45.2 Calculation of the entry year

The entry year is calculated from the first enrolment date, as per table 1 

There should be a correspondence between the years passed from the first enrolment and the course year attended. Therefore, students who repeated one or more course years are not entitled to the benefits.

#### Special cases

##### Students who withdrew from their studies

For the students who formally withdrew from their studies and enrol again, the entry year starts at the enrolment date in the new course.

#### 45.3 Merit-based requirements

Merit-based requirements are assessed based on the total credits/exams earned in total and duly recorded from the date of enrolment to August 10, 2023, as established in Annex H .

#### Special cases

##### Students with disability of no less than 66%

Merit-based requirements are assessed based on the credits/exams earned in total and duly recorded from the date of enrolment to August 10, 2023, as established in table 4 .

#### 45.4 Art.8 Bonus (see video)

In addition to the credits earned and duly registered, post first-year students who have failed to earn the merit-based requirements may use the bonus credits, whose value is decided from the year of first use according to the following procedures:

<i>Available bonus credits</i>	<i>Course year</i>
5 credits	If used the first time to obtain the benefits for the second course year
12 credits	<ul style="list-style-type: none"><li>• If used the first time to obtain the benefits for the third course year</li><li>• If used the first time to obtain the benefits for the master's degree course</li></ul>

15 credits	If used the first time to obtain the benefits in the years after the third course year for single-cycle degree programmes or if used by students enrolled in the first year beyond the legal course duration for three-year degree programmes.
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The bonus may be used also partially: in this case, the residual credits can be used during the remaining university career.

To meet the merit-based requirements, students enrolled in a second-cycle specialization degree may use the remaining bonus credits left unused in the first-cycle three-year degree programme, up to a maximum of 12 credits.

The application to use the bonus must be filed mandatorily at the same time as the application for the benefits.

### Special cases

#### Bonus for students coming from universities in other regions

For students who have transferred to a Lazio-based University from a non-Lazio-based University, the bonus requested at the time the application was submitted will only be awarded once DiSCo has verified the residual bonus credits with the University of origin.

#### Students excluded from the bonus

The following students cannot use the bonus:

- a) Students who have obtained the recognition of credits/exams passed abroad, including the credits for foreign academic qualifications;
- b) Post first-year students who have already earned enough credits to obtain the benefits specified in this call;
- c) Students who have obtained a shortening of the degree programme, for any reason;
- d) Students already having a degree obtained abroad;
- e) Students enrolled in a second-cycle specialization degree with an entry degree from a pre-1999 (old system) programme;
- f) First-year students of a first-cycle three-year degree, second-cycle specialization degree, or single-cycle specialization or master's degree;
- g) Students enrolled in a second-cycle specialization degree, who have moved from a pre-1999 (old system with exam-based merit) to a post-1999 (new system) course to obtain their first-cycle three-year degree.

#### 45.5 Documentation on merit to attach to the application

Based on the student's declarations, the computer system may request that specific documents be attached to the online form to complete the application.

##### Documentation for the credits not registered on the exam certificate.

<b>Credits from laboratories, internships and training activities</b>	Relevant certificate issued by the University's secretariat
<b>Credits from exams divided into multiple modules</b>	
<b>Credits from internships</b>	

This documentation bearing the letterhead and official stamp of the university must be attached to the application by August 11, 2023, at 12, under penalty of exclusion.

#### Art. 46 Post first-year students enrolled in a post-graduate course and PhD programme

PhD students are entitled to the same scholarship amount as *out-of-town* students.

##### 46.1 Requirements to access benefits

Completion of the enrolment by February 9, 2024 and regular enrolment at such date.

##### 46.2 Merit-based requirements

The whole scholarship and the other benefits are paid upon verification of the admission to the subsequent year.

## Section XI – Final provisions

#### Art.47 Checks, revocations, penalties, disclosure requirements

According to the applicable regulations, DiSCo thoroughly checks if the declarations produced by beneficiary or eligible students are true and correct.

To this purpose, other than asking the students for any record that can substantiate the truthfulness of their statements, DiSCo can conduct any investigations it may deem reasonable, even with the help of the competent authorities, public bodies or law enforcement agencies, including:

- a) Tax police (Polizia Tributaria);
- b) Guardia di Finanza;
- c) State Police;
- d) Municipalities;
- e) Land and territorial agency (Agenzia del Territorio);
- f) Schools of all levels;
- g) Social security institutes;
- h) INPS (National Social Security Institute);
- i) Universities;
- j) Italian Revenue Agency (Agenzia delle Entrate);
- k) Embassies or Consulates;
- l) Other bodies and organizations that provide services or benefits for the Right to Education;
- m) Other offices that hold data relative to economic conditions/merit and personal status;

##### 47.1 Assessment of inconsistencies and related sanctions

In the event that, during the course of verification procedures, discrepancies are found between the students' statements and the findings of the inspections, DiSCo will proceed to revoke the benefits and initiate the applicable administrative procedure against the student concerned.

If the investigations prove that the students made false statements about themselves or their families, without prejudice to Art. 316ter of the Criminal Code, such 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 grant whatsoever throughout their academic career, as specified in Art. 10, paragraph 3 of Legislative Decree no. 68/2012.

#### [Art. 48 Termination rule for cases not contemplated in this notice](#)

For the cases not covered in the previous articles, DiSCo reserves the right to apply the measures regulating similar cases or matters, the general principles of the rules, and the practices and customs consolidated by the Administration, in this order.

However, DiSCo's technical-administrative discretion will be exercised.

In the cases described in the above paragraph, the General Director, upon proposal of the Manager in charge of scholarships and benefits, shall adopt the relevant measure.

#### [Art.49 Confidentiality and Privacy](#)

Prior to the completion of the online application, a specific notice  will inform students that DiSCo will process their data and information, pursuant to Art. 13 GDPR 679/2016.

Personal data are processed only for the exclusive purpose of giving due execution to all the obligations under this call for applications.

In any case, DiSCo undertakes to process the personal data provided according to the principles of correctness, lawfulness and transparency in full compliance with the aforementioned European Regulation No. 679/2016 and Legislative Decree no. 196/2003 and subsequent amendments and additions, with particular regard to the safety measures to be taken, pursuant to Art. 32 of EU Regulation 679/2016.

In particular, in the implementation of all the activities related to the execution of the requirements of this call and that may involve the processing of personal data, DiSCo undertakes to act in accordance with the regulations in force by observing appropriate organizational and technical measures, as well as suitable actions to ensure the security of information in terms of confidentiality, availability and integrity of the personal data processed and to prevent the risk of destruction, loss or alteration, even accidental, of data and information.

For the purposes of this call for applications and any connected activities, the Data Protection Officer is the General Director, Via Cesare De Lollis 24/b, 00185 Rome.

#### [Art.50 Final provisions](#)

The provisions of this call for applications may be subject to change in light of different and subsequent national and regional decrees on the Right to Education and safety.

## [Annexes](#)

[Annex A - Facilities](#)

[Annex B – Commuter students](#)

[Annex C – Out-of-town students](#)

[Annex D – Draft consular declaration](#)

[Annex E – List of particularly poor and developing countries](#)

[Annex F – List of yearly exchange rates](#)

[Annex G – List of University Residences](#)

[Annex H - Tables of reference](#)

[Annex I - Cost of the accommodation](#)

[Annex L – Deadlines](#)

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*i pursuant to Law 33/2022*

*ii Ministerial Decree no. 203 of February 23, 2023.*

*iii Ministerial Decree no. 1320 of December 17, 2021.*

*iv Ministerial Decree no. 204 of February 23, 2023.*

*v Ministerial Decree no. 204 of February 23, 2023.*

*vi As regards the determination of the family composition, the income situation indicator, the assets indicator and the procedure to request the specific indicator for the benefits regarding the right to education, as well as for any other matter relating to the calculation of the ISEE, this call for applications refers to the Prime Ministerial Decree no. 159 of December 5, 2013, "Regulations on the revision of the determination and the fields of application of the ISEE Equivalent Economic Situation Indicator".*

*vii Ministerial Decree of April 8, 2022, no. 344.*

*viii Prime Ministerial Decree of April 9, 2001, art.4*

*ix Prime Ministerial Decree of April 9, 2001, articles 15 and 1*

*x Law 241/90.*

*xi Law 241/90.*

<sup>xii</sup> <http://www.laziodisco.it/wp-content/uploads/2021/12/Regolamento-sulla-gestione-delle-Residenze-Universitarie-1.pdf>



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