



CONTRIBUTO AFFETTO



ORGANISATION FOR THE RIGHT TO UNIVERSITY EDUCATION IN THE LAZIO REGION

ORIENTAMENTO LAVORO



MISURE COMPENSATIVE

# BANDO PER IL DIRITTO ALLO STUDIO 2018-2019

RINNOVO

RISTORAZIONE



HUB CULTURALI

MOBILITÀ INTERNAZIONALE



ALTA FORMAZIONE



CONTRIBUTI AUSILI PER DISABILI

CONTRIBUTO ERASMUS



Info on the site [www.laziodisu.it/bandi](http://www.laziodisu.it/bandi)



POR



REGIONE LAZIO

Dear student,

the Lazio Region, through Laziodisu, continues in its commitment to make the right to education in our Region more effective and inclusive.

What you have in your hands is the Call for scholarships, lodging grants, Erasmus grants and graduation prizes for the academic year 2018/2019. During the year, on the site [www.laziodisu.it](http://www.laziodisu.it) we will publish other Calls for the assignment of book vouchers, for rent contributions, transport subsidies and other useful contributions to guarantee the right to study for commuting students.

This is a concrete commitment by Laziodisu that, also thanks to resources from the European Social Fund, has made it possible to award 20,000 scholarships, eliminating the despicable occurrence of non-winning suitable students.

Not to mention the allocation of more than 2,000 beds, 780 rental contributions and "minor" benefits to thousands of students.

As you may know, the Lazio Region, for the last four years has broadened the concept of "right to study" by organising all its interventions in favour of the young population around the construction of a route that ideally accompanies the students from their access to university to the entry into the labour market.

This has led to the following projects:

### **I'll be right back: I go, train myself... and return**

Thanks to a pioneering use of the ESF Funds, in about three years nearly six thousand students between the ages of 18 and 35 have been able to combine "the dream" linked to the journey to the "concreteness" of training experiences at companies and universities throughout the world. On their return, their new acquired knowledge has been shared with the production context of Lazio, thus reducing the distance between labour supply and demand. If you are interested in this experience, you can find all the information on [www.tornosubito.laziodisu.it](http://www.tornosubito.laziodisu.it).

### **Do you love music, theatre or multimedia? Are you interested in books and live shows?**

The Cultural Hubs Moby Dick, Officine Pasolini, Casal Bertone, Viterbo and Cassino in 2017 hosted more than 250 book presentations and other activities related to the labour market, free training and enhancement of the territory. In fact, these are spaces created to be inhabited by a community, of young citizens but not only, capable of interpreting the culture and services linked to it in all possible ways. In the events section of the site [laziodisu.it](http://laziodisu.it) you will find all the appointments.

### **Porta Futuro Lazio: a network with universities to better position yourself in the labour market**

Many free services immediately available:

- Over 40 types of training courses to develop your soft and hard skills.
- Professional guidance and skill assessments.
- Encounters with companies and software.

On the site [www.portafuturo lazio.it](http://www.portafuturo lazio.it) you will find the calendar of courses and encounters with companies.

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## SECTION I

### General principles, interventions and classification of recipients

#### Art.1 General principles

In compliance with the provisions of the Prime Minister's Decree of April 9, 2001 "Equal treatment regarding the right to university education, pursuant to Article 4 of Law no. 390 of December 2, 1991", Legislative Decree no. 68 of March 29, 2012 "Revision of the basic legislation regarding the right to education and enhancement of legally recognised university colleges, implementing the delegation provided for in article 5, paragraph 1, letters a), second sentence, and d) of Law no. 240 of December 30, 2010, and according to the guiding principles and criteria established in paragraph 3, letter f), and paragraph 6, as well as to national and regional legislation on the right to education, Laziodisu regulates the access to benefits for the academic year 2018/2019.

Students requesting benefits must simultaneously possess the income and merit requirements established by this call.

#### Art.2 Definitions

For the purposes of this call:

- a) **Universities:** The University Institutions listed in Annex A and every other state or non-state University, University Institutes, Institutes of High Musical and Dance Culture, with registered office in the Lazio Region that issue qualifications having legal value, hereinafter simply indicated as universities.
- b) **Student:** The student who enrolls in courses at the universities referred to in the previous point.
- c) **Winner:** The student possessing the merit and income requisites provided for by this call for applications, who will be declared to be a winner following the publication of the related ranking.
- d) **Non-winner eligible student:** The student who, although in possession of the of merit and income requisites, is not declared to be a winner in the related ranking due to lack of availability.
- e) **Freshmen students:** Students enrolling in a first year of studies (three-year degree, single-cycle master's degree, specialist degree, specialisation schools, doctorates, etc.).
- f) **Students enrolled in subsequent years:** Students enrolled for a year following the first one.
- g) **Disabled students:** Students with disabilities recognised in Italy of not less than 66%<sup>1</sup>, or with recognition of handicaps pursuant to art. 3, paragraph 3, of Law no.104 of February 5, 1992,
- h) **On-site students:** Students residing in the Municipality where the university course is based, and students enrolled in online universities.
- i) **Commuting students:** Students residing in the Municipalities indicated in Annex B to this call or in any case at a distance of less than 50 kilometres from the site where the university course is held.
- l) **Off-site students:** Students residing in Regions other than Lazio or in the Municipalities indicated in Annex C to this call or in any case at a distance greater than km. 50 from the Municipality where the university course is held.
- m) **Calculated commuters:** Students who, despite having the characteristics required for off-site students, do not submit a regular ten-month lease contract, in the municipality where the courses are held using public residential facilities or other private or public housing.

#### Art.3 Benefits and services object of the call

##### 3.1 Scholarships

Laziodisu, in order to facilitate capable and deserving university students without resources, grants within the limits of available funds scholarships for attending graduation courses.

The maximum amounts are established as follows<sup>2</sup>:

- € 1,950.44 for on-site students.
- € 2,852.71 for commuting students.
- € 5,174.66 for off-site students.



### 3.2 Lodging places

Laziodisu, in order to reduce the inconvenience related to the distance from the place of study and facilitate the attendance to university courses, assigns accommodation in its facilities, within the limits of availability, for a period not exceeding eleven months, and in any case no later than September 30, 2019. Only off-site students enrolled in universities with registered offices in Lazio can apply for accommodation.

### 3.3 Contributions for international mobility

Students receiving Laziodisu scholarships, enrolled at the Universities of Lazio, including those enrolled in doctorates, are entitled within the limits of availability to additional funds related to their participation in international mobility programs, only once for each graduation cycle.

### 3.4 Graduation award

The scholarship winning students<sup>3</sup> in the academic year 2017/2018, enrolled in the degree programs of the new and very new system, who obtain the three-year degree, the second-level specialisation degree or the single-cycle master degree within the legal duration of the relevant course of study, can benefit from an additional amount equal to 50% of the scholarship obtained in the academic year of reference of the degree. The benefit can be granted for a single course of study.

For students with disabilities, the right to benefit from the graduation award is determined by the achievement of the degree by the 1st year after the regular duration of the course.

The right to the graduation award is subject to the availability of funds allocated annually. In the event of the requests exceeding the allocated fund, the benefit will be allocated based on a ranking that will be prepared taking into account the highest degree grades, and with an equal score, based on the lower ISEE value declared in the last scholarship application.

## Art.4 Beneficiaries

Italian and foreign students from the member states of the European Union and foreign students as per Presidential Decree no. 394 of August 31, 1999, implementing Legislative Decree no. 286 of July 25, 1998, who enrol in Universities with registered office in the Lazio Region.

Eligible students are those who enrol in the following courses:

#### **Courses established with Ministerial Decree no. 509/1999** (new system)

- Three-year degree

#### **Specialisation degree**

- Single-cycle and master's degree programs.
- Specialisation school, with the exclusion of students belonging to the medical area who receive a scholarship, an apprenticeship contract or other benefits and remunerations<sup>4</sup>

#### **Courses established with Ministerial Decree no. 270/2004** (very new system)

- Graduation course.
- Master's degree.
- Master's degree program with a unified course.

**Ph.D.** with the exclusion of students who receive a scholarship or other contribution from the University or other institutions

## Art.5 Duration of the benefits

Benefits are granted for the first-time achievement of each of the levels of the study courses indicated below:

- a) **1st level degree or three-year degree courses, 2-year 2<sup>nd</sup> level specialisation degree or Master's degree, single-cycle or unified specialisation/Master's degree, including new degree programs of high artistic and musical training:** Benefits are provided for the legal duration of the study courses, starting from the year of first enrolment, plus one semester for the scholarship competition (equal to 50% of the amount), plus two semesters for the other competitions.

- b) **PhD courses** with the exclusion of students who are recipient of scholarships or other contributions from universities or other public or private institutions: the enjoyment of the benefits is limited to the legal duration of the course of study, starting from the year of first enrolment.
- c) **Specialisation (post graduate) courses<sup>5</sup>** with the exclusion for students belonging to the medical area who benefit from a scholarship, an apprenticeship contract or other benefits and remunerations: the benefit is provided for the legal duration of the course of study, starting from the year of first enrolment.
- d) **Courses of high artistic and musical training institutions** with the old degree course (exams instead of credits): the enjoyment of the benefits is limited to a period equal to the legal duration of the courses provided for by the respective didactic systems, starting from the year of initial enrolment.

Students already in possession of a three-year degree that enrol in a single-cycle degree program can take advantage of the benefits of this call only for the difference between the number of years needed for the achievement of the qualification and the number of years for which the benefits are recognised in the single-cycle degree program (starting from the year of initial enrolment).

## SECTION II

### Income requirements and related documentation

#### Art.6 Determination of the merit requirement

The year of enrolment is calculated taking into account the academic year in which the student first enrolled in a course, as specified below:

*Table 1 - Enrolment year*

Study Course	Year of first enrolment
- 1 <sup>st</sup> level three-year degree - Single cycle specialisation/Master's degree	Academic year of enrolment for the first time in any University in Italy after the achievement of the high school diploma
- 2 <sup>nd</sup> level specialisation degree - Master's degree	Academic year subsequent to the achievement of the three-year degree for which the student has enrolled for the first time in any University in Italy
- Specialisation school - Doctorate	Academic year of enrolment in this type of course in any University in Italy

Students are eligible for the benefits/services if they meet the merit requirement indicated below:

#### 6.1 Freshmen students

Students enrolled in the first year of a first level three-year degree course, specialist degree course, single cycle/master's degree course, including courses of the new system established at the Academies/Conservatories/Higher Institutes of university level with a three-year duration, regularly enrolled for the academic year 2018/2019, provisionally obtain the benefits based on the requirement relating to the economic condition. The merit requirements are evaluated ex-post, with reference to the various courses of study.

To those who achieve the relevant merit by August 10, 2019, the scholarship is awarded for the full amount, after the verification of the regular registration of credits by that date by the University's secretariat.

To those who acquire 20 credits after August 10, 2019 and by November 30, 2019, only half of the total amount of the scholarship is paid (1st instalment).

The scholarship and other benefits are revoked if the student does not achieve 20 credits by November 30, 2019.

**For students enrolled in the single-cycle degree courses of Pharmacy, Chemistry and Pharmaceutical Technologies and Building Engineering Architecture of the University of Rome La Sapienza:** The balance of the scholarship is paid upon the achievement of 15 credits by August 10, 2019, following the verification of the regular registration of credits by the University's secretariat.

The scholarship and other benefits are revoked if the student does not achieve 15 credits by November 30, 2019.

**For students enrolled in a specialisation course excluding those in the medical area referred to in Legislative Decree no. 368/1999 or in a doctorate** excluding scholarship winners referred to in M.D. no. 224/1999, the entire scholarship and other benefits are revoked if the student does not achieve admission to the second year.

**For students enrolled in Higher Artistic and Musical Training courses** which do not provide for the acquisition of credits but only the passing of exams, the entire scholarship and the other benefits are revoked if the student does not pass by September 30, 2019 the basic exams required for enrolment in the second year. The possible registration with reserve for the 2nd year, in the absence of the required exams, is a reason for exclusion from the benefits.

**Extensions:** In the presence of the following exceptional situations, the deadlines for the achievement of merit for freshmen students may be extended by three months, exclusively for the purpose of confirming the right to a scholarship for the academic year 2018/2019:

- a) Mournful events referring to the members of the household declared in the on-line application.
- b) The scholarship applicant being hospitalised for at least ten days.
- c) Birth of a child.
- d) Events falling within the category of natural disasters.

The duly documented extension request must be submitted to Laziodisu before the deadline set for achieving the merit required by the call. The acceptance of the requests is in any case subject to the discretionary and unquestionable evaluation made by Laziodisu.

In case of acceptance of the request, the student must notify the achievement of the merit within 15 days from the expiry of the granted extension, under penalty of forfeiture of the benefit.

## 6.2 Students enrolled in subsequent years

The merit requirements are assessed based on the total acquired credits/exams duly registered from the time of enrolment until August 10, 2018.

The minimum requirements for accessing the benefits referred to in this call are indicated in the following table no. 2.

*Table 2 - Number of credits to be obtained*

Course year 2018/2019	Three-year degree courses	Single-cycle specialisation degree courses	Two-year specialisation or Master's degree courses
2 <sup>nd</sup>	25	25	30
3 <sup>rd</sup>	80	80	-
4 <sup>th</sup>	-	135	-
5 <sup>th</sup>	-	190	-
1 <sup>st</sup> after the normal duration	135	245	80
6 <sup>th</sup> (Medicine)	-	245	-
1 <sup>st</sup> after the normal duration (Medicine)	-	300	-

**The following situations contribute to the achievement of the merit requirement:**

- 1) **Credits earned following the attendance of laboratories, internships and training activities, including any credits acquired for the progressive achievement of integrated exams.** The sum of these credits must be declared in the specific field on the online form, and must be added to the credits deriving from exams. The certification of the aforementioned credits, issued by the University's secretariat must be submitted together with the application.
- 2) **Credits deriving from internship activities.** The recognition of partial credits earned in the academic year 2017/2018, calculated as at August 10, 2018, is subject to passing the final exam by October 31, 2018, unless the interested party declares that he/she could not take the final exam due to causes attributable to the University. In this case, the student must still take and pass the final exam within the first useful session. The attestation of the final internship exam must be sent online via PIN.

Failure to pass the exam involves the cancellation of the declared internship credits, and therefore the student must promptly notify the territorial Adisu, in order not to incur the penalties envisaged for those who make untruthful declarations.

- 3) **Credits arising from eligibility.** These credits must be counted among those connected to the exams and must not be certified or documented. For the purposes of conferring the benefits, only the credits/exams within the educational path established in each degree course are considered valid. Therefore, credits/exams obtained in excess of the same for the enhancement of personal education cannot be assessed in the context of the competition procedures of this call.

### Single/unmarried students with children

For single/unmarried students with children under the age of three, the merit requirements referred to in this article are reduced by 10%.

### Special situations

Students enrolled in the courses indicated below for years following the first must have achieved by August 10, 2018 the number of credits indicated in the following table no. 3 and be admitted to the year of the course for which the credits are requested.

**Table 3 - Number of credits to be obtained by course years – Particular situations**

University	Faculty	Course type	Course	Course year	No. of credits		
Sapienza	Pharmacy	Single cycle specialisation degree (M.D. 509)	Pharmacy	2 <sup>nd</sup>	20		
				3 <sup>rd</sup>	60		
				4 <sup>th</sup>	108		
				5 <sup>th</sup>	154		
				1 <sup>st</sup> additional	245		
	Pharmacy	Single cycle specialisation degree (M.D. 509)	C.T.F.	2 <sup>nd</sup>	17		
				3 <sup>rd</sup>	60		
				4 <sup>th</sup>	107		
				5 <sup>th</sup>	157		
				1 <sup>st</sup> add.	245		
	Engineering	Single cycle specialisation degree (M.D. 509)	Building Architecture	2 <sup>nd</sup>	20		
				3 <sup>rd</sup>	68		
				4 <sup>th</sup>	124		
				5 <sup>th</sup>	170		
				1 <sup>st</sup> add.	245		
Mathematic physical and natural sciences	Two-year specialisation degree (M.D. 509)	Astronomy and Astrophysics	1 <sup>st</sup> add.	63			
			Mathematic physical and natural sciences	Two-year specialisation degree (M.D. 509)	Physics	1 <sup>st</sup> add.	58
						Mathematic physical and natural sciences	Two-year specialisation degree (M.D. 509)
LUISS	All faculties	Three-year degree	All courses	2 <sup>nd</sup>	31		
				3 <sup>rd</sup>	100		
				1 <sup>st</sup> add.	155		
	All faculties	Single cycle specialisation/Master's degree	All courses	2 <sup>nd</sup>	31		
				3 <sup>rd</sup>	100		
				4 <sup>th</sup>	168		
				5 <sup>th</sup>	230		
All faculties	Two-year specialisation/Master's degree	All courses	1 <sup>st</sup> add.	265			
			2 <sup>nd</sup>	38			
				1 <sup>st</sup> add.	90		

### 6.3 Students enrolled in training courses M.D. 616/17

Students enrolled at the Universities of Lazio, who simultaneously access the training courses provided for by Ministerial Decree 616/17, can apply for the benefits, without prejudice to the merit and income requirements.

### 6.4 Extensions

In exceptional cases and in any case in circumstances not attributable to the students, due to which the possibility of taking the exams is not guaranteed by the universities, Laziodisu will regulate the possible extensions for the acquisition of the envisaged merit.



## Art.7 Determination of the merit requirement for students with disabilities

Without prejudice to the provisions regarding the income requirement, students with a disability recognised in Italy of not less than 66%<sup>6</sup>, or with a recognised handicap pursuant to art. 3, paragraph 3, of Law no. 104 of February 5, 1992, enjoy a more favourable merit requirement as described in the following cases.

### Students enrolled in degree courses of the new and very new system

For those enrolled in study courses set up in implementation of M.D. no. 509/1999 and of M.D. no. 270/2004, the benefits are granted for the first-time achievement of each level of three-year degree courses, single-cycle/master's degree courses, and second level degree, with the following modalities:

- For a period equal to nine semesters for the 1<sup>st</sup> level degree courses starting from the first enrolment.
- For a period equal to seven semesters for the 2<sup>nd</sup> level degree courses starting from the first enrolment.
- For a period equal to thirteen semesters for the single cycle/master degree courses starting from the first enrolment.
- For a period equal to fifteen semesters for the single cycle/master degree courses (6-year medicine course) starting from the first enrolment.

Students enrolled in years following the first must have achieved by August 10 2018 the number of credits indicated in the following table no. 4 and be admitted to the year of the course for which the credits are requested.

**Table 4 - Number of credits to be obtained for students with disabilities**

Course year	Three-year degree courses	Specialisation degree courses	Two-year specialisation/Master's degree courses
2 <sup>nd</sup>	15	15	18
3 <sup>rd</sup>	56	56	-
4 <sup>th</sup>	-	94	-
5 <sup>th</sup>	-	133	-
1 <sup>st</sup> add.	94	171	56
2 <sup>nd</sup> add.	133	222	94
6 <sup>th</sup> Medicine	-	171	-
1 <sup>st</sup> add. Medicine	-	222	-
2 <sup>nd</sup> add.	-	228	-

The number of credits per course year to be acquired by August 10, 2018, for the particular cases indicated below, is amended as follows:

**Table 5 - Number of credits to be obtained by course years – Students with disabilities**

University	Faculty	Course type	Course	Course year	No. of credits
Sapienza	Pharmacy	Single cycle specialisation degree (M.D. 509)	Pharmacy	2 <sup>nd</sup>	12
				3 <sup>rd</sup>	42
				4 <sup>th</sup>	75
				5 <sup>th</sup>	107
				1 <sup>st</sup> additional	171
				2 <sup>nd</sup> add.	222
	Pharmacy	Single cycle specialisation degree (M.D. 509)	C.T.F.	2 <sup>nd</sup>	10
				3 <sup>rd</sup>	42
				4 <sup>th</sup>	74
				5 <sup>th</sup>	109
				1 <sup>st</sup> add.	171
				2 <sup>nd</sup> add.	222
	Engineering	Single cycle specialisation degree (M.D. 509)	Building Architecture	2 <sup>nd</sup>	12
				3 <sup>rd</sup>	48
				4 <sup>th</sup>	86

If the student enrolled in subsequent years does not have the required number of credits, he/she can use the bonus, according to the procedures indicated in the following art. 8.

With regard to the scholarship competition, students enrolled in the 2<sup>nd</sup> year after the regular duration of the course will be paid an amount equal to 50% of the total benefit.

## Art.8 Bonus

Students who do not meet the merit requirements can use, in addition to the credits actually earned and registered, a bonus whose value varies based on the year of the course attended, according to the following procedures<sup>7</sup>:

Bonus points available	Course year attended
5	If used for the first time to achieve the benefits for the second course year
12	If used for the first time to achieve the benefits for the third course year
15	If used for the first time to achieve the benefits for the subsequent course years

The value of the bonus is defined by the year of first use, therefore during the remaining career only the points of the bonus not used for the first time remain available. Any remaining portion of the virtual bonus credits can be used for the remainder of the career.

Students enrolled in 2<sup>nd</sup> level degree courses can use the residual portion of the bonus during the three-year degree, up to a maximum of 12 credits.

The 15 bonus points can be used by students enrolled in years following the third, or by students enrolled in a first year after the regular duration of the three-year course, or in single-cycle degree course<sup>3s</sup>.

The request for the possible use of the bonus must be submitted when filling in the application for the benefit. Students coming from a university other than those existing in the Lazio Region, in order to take advantage of the bonus, must self-certify the number of credits used in their previous career. Laziodisu will verify the student's declaration when filling in the application.

### The bonus cannot be used by students:

- Enrolled in 2<sup>nd</sup> level degree courses, with an entry academic degree related to courses of the old system and/or with a foreign degree.
- Enrolled in 2<sup>nd</sup> level degree courses, who have made a transition from the old system (whose merit is expressed in exams) to the new system for the attainment of the three-year degree.
- Enrolled in a first year of an undergraduate degree program, a two-year specialisation degree or a single cycle/master's degree.
- Enrolled in a course of study, among those for which the use of the bonus is allowed, who have obtained recognition of credits/exams taken abroad, including those for the successful completion of a foreign academic qualification.
- Enrolled in a year following the first one who already have the credits necessary to obtain the benefits envisaged by the call.
- Who have obtained career abbreviations for various reasons.

## Art.9 Transfers - New Enrolment following dropping out of studies

Benefits are granted only once for each year and/or course level.

### University and Course Transfers

In case of transfer between degree courses or between universities, the number of credits/exams necessary to enjoy the benefits is calculated based on the years of attendance from the year of first enrolment, i.e. taking into account the years of enrolment related to the degree course prior to the transfer.

### Recognition of Titles/Exams

Students who require the recognition of an academic qualification (exams, credits, qualifications, etc.) obtained abroad or in Italy, can only enjoy the benefits for the remaining academic years necessary for obtaining the degree.

A student who has obtained the abbreviation of his/her university career or the access to a second level degree course and/or a doctorate or master following the recognition, total or partial of the degree (Italian or foreign), is required to return any benefits/costs of the services referred to the years

of enrolment for which he/she has received the recognition.

Pending the decision of the University, the disbursement of benefits to the student is suspended, until the student proceeds to regularise his or her position with respect to the competition.

The student must submit, under penalty of exclusion from the benefits, the documentation relating to the recognition of foreign qualifications/exams by the competent University, within the mandatory deadline of March 31, 2019.

If the degree or exams/credits are recognised, the student cannot use the bonus.

### **Dropping out of studies**

For students who have dropped out of their studies and are enrolled again the years prior to the last enrolment are not counted, provided that the university has not confirmed credits/exams obtained/passed in the previous career.

These students can participate again in the competitions organised by Laziodisu on condition that they have returned with a lump sum payment and before participating in the competitions, all the amounts received in the period subject to renunciation or referred to the cost of services possibly enjoyed.

If the benefits have been provided by another institution for the right to education, the student must prove, through appropriate documentation, the reimbursement of what was received in the years object of the dropping out.

### **Variations**

Students are required to give notice to the Adisu office of reference regarding the following variations:

- a) Dropping out of studies
- b) Course and/or university transfer with recognition of exams/credits or otherwise.
- c) Scholarship granted by other entities other than Laziodisu.
- d) Any other variation regarding the data declared in the application form.

The communication must be promptly made in writing, and in any case within one month of the event.

## **Art.10 Regional tax**

Unless instructed otherwise by the University of reference, the regional tax must be paid into the account of LAZIODISU's treasury - Banca Popolare di Sondrio - IBAN IT46P0569603211000051111X93.

For the academic year 2018/2019, the regional tax is € 140.00. At the time of payment, the student must specify the following reference:

### **T.R. 2018/2019 - University + Tax Code + Surname and Name of the student**

The name of the student must be indicated in order to correctly record the payment. The non-payment of the regional tax for each academic year, or the payment of sums lower than those due, has repercussions on the university career.

The preservation of documentation proving the payment is the responsibility of the student. Students who plan to graduate by the extraordinary session of the academic year 2018/2019 are not required to pay the regional tax.

Those who graduate in the extraordinary session of the academic year are not entitled to the reimbursement of the regional tax. 2017/2018 and proceed with the enrolment for the academic year 2018/2019, unless they submit suitable documentation proving the cancellation of the enrolment by the University of reference.

## **SECTION III**

### **Income requirements and related documentation**

#### **Art.11 Determining the income requirement for students residing in Italy**

For the purposes of participation in the Laziodisu Competitions, it is necessary to submit the ISEE related to the provision of special benefits for the right to education. For the academic year 2018/2019, the income and assets limits, except for a subsequent modification of the maximum ceiling set out by the Ministry of Education, University and Research, are the following<sup>8</sup>:

<b>ISEE (Equivalent Economic Situation Indicator):</b>	<b>€ 23,253.00,</b>
<b>ISPE (Equivalent Financial Situation Indicator):</b>	<b>€ 50,550.00.</b>

If even only one of these values is exceeded, the student is excluded.

To access the benefits envisaged for the academic year 2018/2019, all students with financial assets and income produced in Italy are required to complete a Unified Substitute Declaration (DSU) relating to their income for the year 2016 (two thousand and sixteen).

Pursuant to current legislation<sup>9</sup> the DSUs submitted before January 15, 2018 are no longer valid. The option to confirm the income/assets declared in previous years is not granted.

Regarding the determination of the composition of the household<sup>10</sup>, the indicator of the income situation<sup>11</sup>, the indicator of the financial situation<sup>12</sup> and how to complete the section for requesting benefits connected to the right to education<sup>13</sup>, as well as for any other matter related to the calculation of the ISEE, this call for proposals makes reference to Prime Ministerial Decree no. 159 of December 5, 2013 "Regulation concerning the revision of the methods of determination and the fields of application of the Equivalent Economic Situation Indicator - ISEE".

The student is required to verify the truthfulness and correctness of the data entered in the DSU. In the case of DSUs with omissions or discrepancies, the student is required, for the purposes of this call, to promptly make the necessary additions and corrections at the CAF (Fiscal Assistance Center), in any case no later than November 30, 2018.

The certificate, complete with the section relating to benefits for the right to university education, must be signed by a CAF - Fiscal Assistance Centre or at INPS by the mandatory term of July 25, 2018 under penalty of exclusion from the benefit.

For the purposes of this call, Laziodisu will obtain the ISEE certification from the INPS database by November 30, 2018, provided that it is submitted by 25/07/2018.

#### **Political refugee students**

Non-EU students with recognised status as political refugees are required to sign the Unified Substitute Declaration - DSU by 25/07/2018.

#### **Art.12 Income documentation for non-EU students**

The income requirement, the limits of which are defined in art. 11, is calculated based on the sum of income received in the country of origin in 2016 by each member of the household, and 20% of the assets held as at December 31, 2017, comparing the value obtained to the equivalence scale parameter, applied to the household in relation to the number of components plus possible increases.

The documentation concerning the economic and financial condition of foreign students not belonging to the EU<sup>14</sup> must be issued by the competent authorities of the country where the income was produced. This documentation must be translated into Italian by the Italian diplomatic authorities responsible for the territory.

The income received as at December 31, 2016 and the assets held abroad as at December 31, 2017 are valued based on the average exchange rate of the foreign currencies of the reference year, determined in accordance with the law and expressed in euro.

The real estate held as at December 31, 2017 is valued only in the case of buildings and based on the conventional value of € 500.00 per square meter.

For those countries where there are proven difficulties in obtaining a certification from the local Italian Embassy, such documentation is provided by the competent foreign embassy or consular offices in

Italy based on the provisions of Annex D of this call. If necessary, this certification must be legalised by the Prefecture<sup>15</sup>.

All students from non-EU countries have the obligation to submit the certification of their economic condition, under penalty of exclusion from the benefits. Those unable to submit the 2016 income documentation can avail themselves of the right to declare the income for 2017.

For foreign students coming from one of the particularly poor countries indicated in Annex E<sup>16</sup>, the assessment of the income requirement is made based on the documentation issued by the Italian Embassy in the country of origin, certifying that the student does not belong to a household known to have high income and high social standing.

In the case of students enrolled in universities in the country of origin connected with agreements or conventions with the University of reference in Italy, this documentation can be issued by the foreign University.

For students enrolled in the first year of a course, the certification in question can be issued by Italian institutions authorised to provide economic coverage guarantees, as per the current provisions on the registration of foreign students in Italian universities. In this case, the certification institution must declare to commit itself to the possible return of the sums received as services and/or cash on behalf of the student, should the services and/or benefits provided be revoked.

### **Art.13 Documentation relating to the economic requirements for EU students**

Without prejudice to the limits of the ISEE and ISPE referred to in Article 11, foreign students coming from one of the European Union countries must declare in the application the total income received abroad in 2016 and the assets held abroad as at December 31, 2017.

Real estate is valued only in the case of buildings, and based on the conventional value of € 500.00 per square meter; assets are valued based on permanent parities and are expressed in euro.

All EU students, within the deadline, must attach to the application in digital format their household status and documentation relating to the economic and financial conditions already declared in the application form translated into Italian and, where necessary, legalised in accordance with current legislation. Alternatively, they may use Annex D to this call<sup>17</sup>.

Those unable to submit the 2016 income documentation can avail themselves of the right to declare the income for 2017.

## **SECTION IV Benefits and services object of the competition**

### **Art.14 Classification of students**

For the purposes of participation in the competitions provided for in this call for applications, each student is granted a residence status, depending on the distance between his/her residence and the University of reference.

In cases where students attend the course of study at a branch of the University, the classification is carried out considering the distance between the Municipality of residence and the actual location of the courses.

Foreign students whose household resides entirely or for more than half in Italy, must declare their domicile in the same way as for Italian students.

The residence status is attributed by Laziodisu based on the data declared by the student when submitting the application, as established below:

#### **Off-site students**

An off-site student, to be considered as such, must be resident in a region other than Lazio or in the Municipalities indicated in Annex C of this call. Furthermore, he/she must prove to be domiciled in the place of study by signing a tenancy contract with a minimum duration of ten months between October 1, 2018 and October 31, 2019. The student whose contract expires in the indicated period, must promptly notify the relevant Adisu about its renewal or the signing of a new contract.



To this end, in the online application form, the student must indicate the name of the landlord and enter all data regarding the registration of the contract made at the office of the Revenue Agency.

**For scholarships:** Those who have not yet signed the tenancy contract, must indicate in the "domicile" section of the form their intention to enter a tenancy contract by December 30, 2018. Off-site status is recognised only if no later than January 30, 2019 the student enters with the PIN in the application form the details of the tenancy contract regularly registered with the Revenue Agency. Pending the entering of this data, the student awarded with the scholarship will be paid the first instalment with the amount expected for commuters, without prejudice to the subsequent integration. The student who, as at January 30, 2019, has not entered the details of the aforementioned contract with a pin into the system, is granted the calculated commuter status. The student who, when completing the form does not express his/her intention to take up residence in the municipality of the studies, is granted the calculated commuter status. In the possible ranking enlargements, the definition of the status of the new winners takes into account the documentation acquired as at January 30, 2019. Foreign students with half of the members of their household residing abroad receive an off-site scholarship, without the obligation of declaring a tenancy contract.

**For the lodging place:** The (eligible) student who does not win a lodging place, in case of renunciation or forfeiture to maintain the off-site status must enter the pin and the details of the tenancy contract. Students who have a tenancy contract with religious or private institutions must complete all fields related to this option in the online form. As regards the Universities of Cassino and southern Lazio, students are considered to be off-site if, while residing in municipalities less than 50 km away, take more than 60 minutes to reach the university or if, due to public transport timetables, cannot attend classes and for this reason they enter a tenancy contract in a location close to those premises, using public residential facilities or other private accommodation and institutions. The winners enrolled in a doctorate, are awarded a scholarship with the same amount of off-site students.

### **Commuting students**

**Commuting students:** Students residing in the Municipalities indicated in Annex B to this call or in any case at a distance of less than 50 kilometres from the site where the university course is held are considered to be commuting students.

### **On-site Students**

For the purposes of this call for applications, students who are resident in the municipality where their university course is based are considered to be on-site.

The scholarship winners referred to in this call, enrolled in courses carried out digitally, at a distance or with similar systems, are officially assigned the on-site status.

Students who are subject to measures limiting personal freedom, who are scholarship winners, are granted the on-site status.

Particular situations or relating to locations not listed in Annexes B and C to this call, are evaluated by Laziodisu on a case-by-case basis and on specific request, based on the documentation produced by the parties concerned and in accordance with the relevant legislation<sup>18</sup>.

## **Art.15 Scholarships**

Students meeting the income and merit requisites declared as winners following the publication of the related ranking are entitled to the scholarship.

The maximum amounts of the scholarship<sup>19</sup> are established as follows:

- € 1,950.44 for on-site students.
- € 2,852.71 for commuting students.
- € 5,174.66 for off-site students.

The scholarships are fully paid to students with an ISEE of less than or equal to 2/3 of the reference threshold.

The amount of the scholarship is proportionally reduced, up to half, in the presence of an ISEE above 2/3 and until the threshold is reached.

## Granting of scholarship

### First instalment

The payment of the first instalment is expected within two months from the publication of the rankings, subject to availability of funds. The winners will be paid half of the amount of the scholarship. For the winners of lodging places, the amount of € 500 will be deducted from the first instalment as an advance on the cost of the service.

### Second instalment

- a) Freshmen students are paid starting from the end of March 2020, after verifying the achievement of the required merit within the terms, and the regular registration of credits by the University's secretariat, subject to the transfer of the necessary funds by the Lazio Region.
- b) For students enrolled in years following the first one it is paid starting from the end of June 2019, subject to the transfer of the necessary funds by the Lazio Region.
- c) For students enrolled in doctorates and specialisation schools, the payment is made after the ascertainment of the enrolment to the following year, and in any case with the terms indicated in points a) and b).

### Communications on payments

The news regarding payment dates are published in the section "Register of outcomes/payments" within the area reserved for students and/or in the official website [www.laziodisu.it](http://www.laziodisu.it).

The winning students are required to periodically consult the Laziodisu website and/or the section "Register of outcomes/payments" to ascertain the moment in which the payment of the related economic provisions will be made in their favour.

The student must indicate in the online application form the email address on which he/she intends to receive any communication from Laziodisu.

### Obligations borne by the student

The scholarship is paid to the winners by crediting a current account in the name of the student, without any charge for the beneficiaries (postal savings books and similar are excluded).

Within **six months** from the date of publication of the ranking listing the winners of the scholarship, the student must compulsorily communicate his/her bank details, under penalty of forfeiture of the right to the payment of the scholarship benefit.

The same is true in the cases in which the ranking is enlarged, for students who have passed from eligible to winners.

If the IBAN code shown is incorrect, or the account is in the name of a person other than the beneficiary, any penalty applied by the Treasury will be charged to the student.

In the event of errors attributable to Laziodisu or the Bank, a new payment order will be issued.

The student who finds any difficulty in collecting the provisions issued in his/her name, must provide a timely written notification to the relevant territorial Adisu.

### Suspension of payments

For winners who still have to regularise their position the payment of the scholarship is suspended, along with any other benefits, until they produce the required documentation. Any inconsistencies and/or irregularities are reported in the section "Register of outcomes/payments" of the student's personal area. The student is required to periodically check his/her situation and take an active part in resolving any inconsistencies. The non-regularisation of the competition position by March 31, 2019 is a cause for exclusion from all benefits.

### Regional tax

The winners and eligible students (non-winners) of the scholarship competition are entitled to the reimbursement of the regional tax for the academic year 2014/199 by Laziodisu (if previously paid).

Any university tuition fees paid are reimbursed by the University of reference<sup>20</sup>.

### **Facilitated access to the canteen service**

- a) Students who are on-site scholarship winners are entitled to a free daily meal<sup>21</sup> not refundable at the Laziodisu canteens, from January 1, 2019 to December 31, 2019, excluding the canteens' closing period.
- b) Eligible students (non-winners) enrolled in the first year of a course can benefit from the service at the Laziodisu canteens, paying the lowest rate provided by the Organisation (1st level).
- c) Eligible students (non-winners) enrolled in subsequent years are entitled to two free daily meals at the Laziodisu canteens, not refundable, from January 1, 2019 to December 31, 2019, excluding the canteens' closing period.

### **Revocation of benefits**

The winning and eligible students who had their scholarship revoked are required to:

- a) Return any sums received.
- b) Reimburse the monetary value of the enjoyed services.
- c) Pay the regional tax if the payment had not been made during registration.

They must also regularise their position with the university of reference, with the payment of university fees if they are not paid.

### **Return of amounts received following revocation**

The repayment of the sums, in a single payment or in instalments, must be completed within six months from the communication of the revocation. Exceptions will be made for documented cases related to family/personal difficulties, for which a further six months/one year period may be granted. If the student fails to make the aforementioned payments, the Organisation, after reporting the fact to the competent authorities, takes legal action and calculates the legal interest on the credits due. Laziodisu also sends to the university of reference the request for suspension of the university career of the concerned party for the period of insolvency of the accrued debt. Laziodisu may in any case deduct the amounts due from any future economic benefits to be granted to the student for any reason.

### **Dropping out of studies after the granting of the scholarship**

If the student drops out of his/her studies during the academic year of the scholarship assignment, he/she is obliged to return the amounts received, as well as the sums related to the value of the services possibly enjoyed.

The reimbursement of the regional tax is recognised only if the aforementioned dropping out is formalised and defined before December 31, 2018.

## **Art.16 Lodging place**

Laziodisu assigns lodging places in proportion to the number of regular applications submitted, in compliance with equal treatment, ensuring a balanced access to lodging services between non-EU, Italian and EU students.

The awarding of a lodging place to the winners is made by considering the position of the student in the related ranking and taking into account the distribution between new enrolments and subsequent years.

In any case, the following quotas are reserved:

- a) A total percentage of no less than 20% of the total for non-EU foreign students. Lodging places are assigned, for each nationality, in proportion to the number of regular applications respectively presented.
- b) A total percentage of no less than 5% of the total for stateless full-time students and political refugees.

Students winners of lodging places have the right to stay in university residences for a period not exceeding eleven months, and in any case no later than September 30, 2019.

For the academic year 2018/2019, the allocation of lodging places will be carried out, in principle, by the first half of October 2018. During the month of August, the residences are normally closed.

In August the assistance service for students with disabilities is suspended.

### **Communication of the outcome of the competition and acceptance of the lodging place**

The final results of the competition are published both on the institutional site and in the student's reserved area. With specific notice, the relevant procedure will be subsequently communicated, together with the date by which the student must formalise his/her acceptance of the assigned lodging place. This communication is meant to meet and fulfil every communication requirement related to the competition results. After the acceptance deadline, if the student has not followed the required procedures, he/she is excluded from the benefit.

After the deadline established for the acceptance of the lodging place, in case there are still places available, Laziodisu proceeds to an enlargement of the ranking. In this case, the further assignments will be communicated through a dedicated notice published on the institutional website.

### **Protection of the right to maternity**

Laziodisu recognises and protects the right to maternity and provides support during and after the pregnancy, in the forms and measures established by the call and by the Regulations of the residences.

In the case of childbirth during the assignment period, if there are suitable spaces, Laziodisu guarantees the residence of the mother and the new-born for the first six months. Laziodisu, during the last period of pregnancy and after childbirth, identifies the most suitable lodging place to ensure an adequate and comfortable stay of the assignee and preserve the prerogatives of the other housed students.

### **Taking over the lodging place**

The student must present himself or herself at the residence within the terms indicated in the notice, taking with him/her:

- a) A valid identification document.
- b) A personal statement regarding his/her lack of knowledge of current infectious diseases that could negatively affect community cohabitation. In case of health problems already established (food intolerances, diseases and/or therapies in progress, etc.) it is necessary to attach the relative medical documentation.

Students winners of lodging places whose outcome proves to be subject to certain conditions, cannot take possession of the assigned lodging place as long as they do not regularise their position.

For students admitted as winners to the lodging benefit, the assignments are subject to availability at the residences. In the case of unavailability of accommodation, the student concerned is still awarded an off-site scholarship regardless of the presentation of the tenancy contract.

Laziodisu may reduce the availability of lodging places for extraordinary works or unforeseeable needs at the residences listed in Annex G. In this case, the winners of lodging places are paid the off-site scholarship or alternatively are assigned a lodging place at other contracted private facilities.

### **Cost of the lodging place**

For students who receive a scholarship and a lodging place, the conventional average cost of the living service enjoyed or to be enjoyed is deducted from the total gross amount.

The student who is only the lodging place and not the scholarship, receives it free of charge.

#### **The cost of service for all residences in Rome is set as follows:**

€ 145.00 per month for accommodation in a single room.

€ 135.00 per month for accommodation in a "superior" double room (Residenza Valleranello).

€ 125.00 per month for accommodation in a double room.

#### **For the residence in Latina it is set as follows:**

€ 120.00 per month for accommodation in a single room.

€ 100.00 per month for accommodation in a double room.

#### **For the residences in Viterbo it is set as follows:**

€ 120.00 per month for accommodation in a single room.

€ 100.00 per month for accommodation in a double room.

#### **For the residences in Cassino it is set as follows:**

€ 120.00 per month for accommodation in a single room.

€ 100.00 per month for accommodation in a double room.

For students who are recipient of both a scholarship and a lodging place the cost of the housing service will be deducted from the amount of the scholarship, as follows: € 500.00 with the 1st instalment and the rest with the 2nd instalment.

For the scholarship winners enrolled in the first year after the regular duration of the course under the new and very new system, the total cost of 5 months and half of housing service is deducted as follows: € 250.00 from the 1st instalment of the grant, and the rest from the balance. For the remaining 5 months and a half, the use of the residential service is free of charge, in consideration of the fact that the right to the scholarship for the 1st year after the regular duration of the course is equal to 50% of the amount.

### **Lodging waiver**

The student may waive his/her right to the requested lodging place by submitting or sending a communication to the territorial Adisu of competence.

For the student who renounces the lodging benefit after taking over the accommodation, the cost of the housing service enjoyed is deducted from the economic benefits.

### **Retention of the off-site status following the lodging waiver**

For the purposes of this call, the student who renounces the lodging place can maintain the off-site status on the condition of submitting, at the same time of the lodging waiver, a copy of a tenancy contract with a minimum duration of ten months between September 1, 2018 and October 31, 2019, duly registered with the Revenue Agency. Failing that, the student will be classified as a calculated commuter.

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

Students with a degree of disability equal to or greater than 66%, or with a recognised handicap pursuant to art. 3, par. 3, of Law no. 104 of February 5, 1992, may receive assistance upon presentation of an application, with a participation to the cost of the service in the amount of € 65.00 per month. They can also benefit from a transport service, paying a monthly amount of € 12.00.

Students with disabilities must make the corresponding payment to the relevant territorial Adisu.

Failure to pay the sums due within the terms will result in the revocation of the assistance, and the recovery by Laziodisu of the established debt.

### **Withdrawal of the lodging place and forfeiture**

The following constitute grounds for forfeiture of the lodging place:

- a) The achievement of the academic title related to the degree program.
- b) Dropping out of the studies or moving to a University with registered office outside Lazio.
- c) The contextual performance of the civil voluntary service, where an accommodation is assigned for the performance of that service.
- d) In the case of "freshmen" only, failure to achieve the minimum merit requirement within the terms required by the call. In this case, the student must reimburse the cost of the lodging service.

For anything not expressly established by the present Call for Proposals, please refer to the Regulations of the Residences or the guidelines of the Political Body regarding the management of the lodging places.

## **Art.17 Contribution for international student mobility**

Laziodisu makes available supplementary contributions for participation in international mobility programs promoted by the European Union or non-EU countries.

Students winners or considered eligible for a scholarship, selected by their university for international mobility programs promoted by the European Union for the academic year 2018/2019 (Erasmus/Socrates), may apply.

The available funds for the supplementary contributions are broken down as follows:

- 90% for students enrolled in subsequent years.
- 10% for freshmen enrolled in 2nd level specialist degree courses.

At the time of completing the online form, the student must indicate the training experience for which he/she has been selected.



The winning student must communicate his/her return to Italy to the territorial Adisu within 30 days. The contribution is disbursed in a single payment.

The disbursement of the contribution, only for the months authorised and funded by the University (therefore excluding any extension of the stay), is subject to participation in the mobility program that must be certified by the Italian University of reference.

The planned supplement is equal to a maximum of € 510.00 on a monthly basis for the period spent abroad, up to a maximum of ten months. The amount of a possible contribution granted from European Union funds or any other specific bilateral agreement will be deducted from this amount.

The reimbursement of travel expenses (round trip) is provided up to a maximum of € 150.00. The student who is also the winner of a lodging place can retain it on condition that the absence for the training experience abroad does not exceed ninety days. After this period, the right to the lodging place automatically expires.

Therefore, only the student whose stay abroad is equal to or less than three months, in the period between October 1, 2018 and September 30, 2019, may apply for a lodging place.

Under no circumstances may the student be recognised as having an off-site status in the absence of documentation proving that the period he/she spent abroad under the international mobility program, as well as the period covered by the tenancy contract, is ten months overall.

### **Art.18 Graduation award**

The scholarship winning students in the academic year 2017/2018<sup>22</sup>, enrolled in the degree programs of the new and very new system, who obtain degree within the legal duration of the relevant course of study, can benefit from an additional amount equal to 50% of the scholarship obtained in the academic year of reference of the degree.

For students with disabilities, the right to benefit from the graduation award is determined by the achievement of the degree by the 1<sup>st</sup> year after the regular duration of the course.

The degree award can only be obtained once in the entire academic career. Therefore, students already declared winners of this benefit for a course of study cannot apply again.

Students must request the benefit within the mandatory term of 30 days from the awarding of the degree, filling in every part of the online form accessible from within the reserved area, and transmitting it with the pin.

Failure to comply even with only one of the indicated steps is cause for exclusion from the award.

The assignment of the graduation award is subject to the availability of funds allocated annually. In the event of exceeding requests, the benefit will be allocated based on a ranking prepared taking into account the highest degree grade, and with an equal score, based on the lower ISEE value declared in the last scholarship application.

## **SECTION V**

### **Filling in and submitting the applications**

#### **Art.19 Procedures for filling in and submitting the applications**

##### **Registration**

Students must register in the system with a "username" and a "password" of their choice. Those who have already used the procedure in previous years will have their login credentials confirmed and will not have to register again.

##### **PIN request**

The PIN request is made after registration, and only in the following ways:

- a) With registered letter with return receipt - From the "reserved area" enter the "Ostium" section and continue with the authentication, according to the indications shown on the various screens.

The final steps of the procedure are the printing of the pin request and its shipment by registered mail with return receipt along with a copy of an identity document, within the mandatory deadline of July 25, 2018.

- b) In person - Go to the nearest Adisu Scholarship Office and authenticate yourself directly at the counter presenting a valid identity document along with a photocopy of the same. This procedure must be carried out by August 10, 2018 at 11.00 a.m.

Delegations are not allowed for the release of the PIN.

### **Online transmission of the application - First phase**

From May 10, 2018 to July 25, 2018 at 12.00 p.m., students fill in the online application form in all its sections, stating the truthfulness of the data entered.

At the end of this procedure, using the "send" function, the system automatically certifies receipt of the application by issuing an identification number.

In the first phase, the transmission of the application can take place either with a PIN for the holders of the same, or without a PIN for those who are waiting to receive it.

Those who have sent the application with a pin, if they need to make changes, can cancel the sending via the "unlock" function, which also cancels any attachments sent. Therefore, it will be necessary to carry out a new submission of the application with all the required attachments.

Students who by July 25, 2018 at 12.00 p.m. did not complete the online application form in all its sections according to the procedure indicated above, are declared excluded from the procedure and cannot access the second phase.

### **Publication of provisional rankings**

By August 1, 2018 Laziodisu will publish the provisional results of the competitions, with the aim of notifying the students of their personal position, in order to make any necessary corrections/additions.

### **Changes, corrections and additions**

From August 1 to 10, 2018 the online form is reopened. The access is made possible again so that students can make any changes or corrections if necessary, with respect to what was declared in the first phase, using the function "Insert a variation/ addition or proceed to the transmission of the application", accessible both for those who transmitted the application with a pin or without it.

### **Final submission of the application via PIN - Second phase**

The transmission of the application along with the required documentation must be carried out with the PIN.

If the student in the first phase has sent the application without the PIN, in this second phase he/she must proceed with the transmission with the PIN within the mandatory deadline of August 10, 2018 at 3:00 p.m. under penalty of exclusion. The submission with the pin is mandatory whether the previously entered data is confirmed or changes have been made.

If the student has submitted the application in the first phase with the PIN and has not made any unlocking or claims, the transmission is considered to be final.

If the student in the first phase has submitted the application with the PIN and has subsequently made unlocks or has used the "Insert variations/additions" function, he/she must proceed with the transmission of the application with the PIN along with any related attachments within the mandatory deadline of August 10, 2018 at 3:00 p.m. under penalty of exclusion.

**For students from countries outside the European Union** it is compulsory to attach to the application in digital format the documentation referred to in points a) and b):

- a) Copy of the residence permit (or paper documentation certifying the request/renewal of the same). A copy of the passport will be accepted provisionally, pending the original documentation, which must be produced by March 31, 2019 to the Benefits Office of the Adisu of reference, under penalty of forfeiture of the benefit.
- b) Income statement for 2016, financial situation for 2017 and composition of the household referred to 2018 issued by the competent authorities of the country where the income was produced and translated into Italian by the Italian diplomatic authorities responsible for the territory.

Provisional documentation will be temporarily accepted, pending the original documentation, which must be produced by March 31, 2019 to the Benefits Office of the Adisu of reference, under penalty of forfeiture of the benefit.

**Italian students residing abroad and with income produced in a foreign country** (not self-certified pursuant to the preceding art.12) must attach to the application in digital form the original of the income statement for 2016, the financial situation for 2017 and the composition of the household referred to 2018, issued by the competent authorities of the country where the income was produced, and translated into Italian by the Italian diplomatic authorities responsible for the territory.

Provisional documentation will be temporarily accepted, pending the original documentation, which must be produced by March 31, 2019 to the Benefits Office of the Adisu of reference, under penalty of forfeiture of the benefit.

**For students from countries outside the European Union** it is compulsory to attach to the application in digital format the documentation referred to in points a) and b):

- a) Household status
- b) Income statement for 2016, financial situation for 2017 and composition of the household in 2018, translated into Italian and legalised in accordance with current legislation.

Provisional documentation will be temporarily accepted, pending the original documentation, which must be produced by March 31, 2019 to the Benefits Office of the Adisu of reference, under penalty of forfeiture of the benefit.

### Art.20 Deadlines

<b>Submission of the applications</b>	
From May 10 until July 25, 2018 at 12.00 p.m.	Filling in and transmission of the online application (first phase)
From August 1 to August 10, 2018 at 3.00 p.m.	Period for correcting errors/anomalies and deadline for submitting the application form with the PIN
<b>PIN request</b>	
July 25, 2018	Deadline for sending to ADISU the PIN request via certified mail with return receipt
August 10, 2018 11.00 a.m.	Deadline for the identification in person at the Adisu branches of competence for the PIN request.  Deadline for changing the mobile number already registered for the PIN request
<b>DSU/ISEE</b>	
July 25, 2018	Deadline for subscribing the DSU in relation to the benefits for the right to education
November 30, 2018	Deadline for collecting the DSU from the INPS database
<b>Tenancy Contract</b>	
December 30, 2018	Deadline for entering the tenancy contract
January 30, 2019	Deadline for entering the data relating to the tenancy contract in the system
<b>Regularisation of the competition position</b>	
March 31, 2019	Deadline for university enrolment
	Deadline for the delivery of certificates related to merit (internship, Ade, etc.)
	Deadline, for foreign students, for the delivery of final documents to the Adisu of reference.

## SECTION VI

### Preparation, publication and enlargement of the rankings

#### Art.21 Ranking criteria

For the academic year 2018/2019, the funds and services available for the competitions referred to in this call are broken down as follows:

- 25% for freshmen students.
- 75% for students enrolled in subsequent years.

Depending on the verification of the requisites, the ranking position and the availability of funds for each announced competition, the student can be classified as:

- Winner
- Eligible (not winner)
- Excluded

Students are declared eligible (non-winners) if, although meeting the requirements, cannot be declared winners due to lack of availability. The selection of the beneficiaries<sup>23</sup> of the competitions referred to in this call for applications, is made based on the following criteria:

- a) **Freshmen:** For those enrolled in the 1st year of a course, the provisional and final rankings are defined by an increasing order of income based on the ISEE. Should the ISEE<sup>24</sup> being equal, the student's senior age will be taken into account.
- b) **Following years:** The provisional and final rankings are defined based on the "joint coefficient", obtained with the following formula:

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

where CFNRip is the normalised merit ratio adjusted according to the possible use of the bonus and the possible acquisition of higher credits compared to those envisaged by the DPCM:

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

in which the CFN is the normalised merit coefficient:

$$\text{Merit achieved} - \text{Minimum merit expected}$$

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$$\text{Maximum merit achievable} - \text{Minimum merit expected}$$

The two extremes, the maximum and the minimum, depend on the distribution of the credits of all students of the current academic year.

The average N is the average of the normalised grades:

$$\text{AverageN} = \frac{\text{Average} - 18}{30 - 18}$$

and the ISEEN is the normalised ISEE:

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

in which the maximum ISEE is the limit mentioned in the call.

- c) **Subsequent years of PhD or specialisation courses:** The rankings are strictly defined in a growing order of the ISEE.

Each Adisu will transmit to the Universities of reference the lists of the beneficiaries of the competitions, for the continuation of competence.

### **Ranking enlargements**

After the publication of the final results, in case of allocation of additional funds, these will be distributed, with the same criteria as in the previous article, to eligible students (non-winners) according to the resources available.

The definition of the status of the new winners takes into account the documentation acquired as at January 30, 2019.

The communication to students regarding the change of their status from eligible to winner will be provided in the section "Register of outcomes/payments" accessible from their own reserved area, as well as through specific notices published on the site [www.laziodisu.it](http://www.laziodisu.it).

For students who are winners of scholarships following the enlargement of the ranking, the amount corresponding to free meals that may have been enjoyed will be deducted, calculated at the 1st level rate.

### **Art.22 Publication of the results**

The provisional/final results of the competitions are published by Laziodisu and made available on the site [www.laziodisu.it](http://www.laziodisu.it).

The final results of the competitions concerning the lodging places will be published by September 21, 2018.

The final results of the scholarships competition and the supplementary contribution for training experience abroad are published by October 8, 2018.

The ranking related to the Degree Award competition is published in the second semester of 2019.

The publication of the rankings and any other communication will be carried out based on procedures that guarantee the protection of confidentiality with reference to sensitive data, as required by the law. For this purpose, each student is assigned an individual code for the verification and consultation of the relevant rankings. Any variation relating to the position within the competition is published in the reserved area of the student.

Any further communications by Laziodisu published in the reserved area of each student are considered as notified for all legal purposes<sup>25</sup>. Therefore, the student is required to periodically consult his/her own reserved area.

In the event of errors, Laziodisu may proceed, following a self-protection statement and/or a duly motivated request, to the readmission of students excluded from the final rankings.

Students who are interested in opposing the final results of the ranking, can make a timely appeal to the TAR Court of Lazio and in any case within 60 days of the ranking publication. They can also appeal to the Head of State within the time limits set for the appeal.

### **Art.23 Causes for exclusion or forfeiture**

Students are excluded from the competitions in the following cases:

- a) Having chosen the PIN request option via registered letter with return receipt, if they do not require a PIN by July 25, 2018.
- b) Having chosen the personal identification option, they do not appear at the Adisu for identification purposes by 11.00 a.m. on August 10, 2018.
- c) They do not transmit the final application through the online form with the PIN.
- d) They send the application by registered letter with return receipt instead of sending it by entering the PIN.
- e) They do not send the application in the manner and in the terms provided for in this call.
- f) They do not enrol with the University by March 31, 2019.
- g) They do not regularise their administrative position and/or do not submit the final documentation required by the call within the mandatory deadline of March 31, 2019.
- h) They exceed the income/financial thresholds established by this call.
- i) They sign the DSU for benefits related to the right to education after July 25, 2018.
- i) Their DSU is not retrieved from the INPS database by November 30, 2018.



- j) They do not attach to the application in digital format by August 10, 2018 the income and financial documentation referring to household income produced abroad (possibly to be supplemented).
- k) In the presence of income/assets produced abroad, they do not produce the original documentation relating to household income by March 31, 2019.
- l) They drop out of their studies before the end of the academic year.
- m) They do not promptly communicate, and in any case no later than 30 days from the event, any variation in relation to the declared data including change of residence, domicile, etc.
- n) They are in a situation for which, pursuant to this call and the legislation it refers to, they are not entitled to receive benefits.
- o) They produce untruthful declarations.
- p) In a previous academic year had their lodging place revoked for undue use by third parties, or another reason.
- q) Dropping out of the studies or moving to a University with registered office outside Lazio.

**In particular, regarding the merit requirement,** students are excluded from the competitions if:

- a) They are enrolled in years subsequent to the first, carry out a transfer of study course during the same academic year, with recognition of credits/exams lower than the requirements for participating in the competition.
- b) They are enrolled in a first year and do not achieve the merit required by the call within the terms established therein.
- c) They are already in possession of a degree/diploma of the same level.
- d) They have obtained the recognition of an academic qualification abroad and enrol in a course of study of the same recognised level.
- e) They are enrolled or have been previously enrolled in a year following the normal duration of the course or in a repeating year (with the exception of students enrolled in the 3rd year of a three-year degree at the Faculty of Engineering of the University of Rome Tor Vergata or at the 2nd repeating year of a specialisation degree at the Faculty of Engineering of the University of Rome Tor Vergata).
- f) They have completed graduation courses with repetition of enrolment in the same year of the course.
- g) Following a transfer to a different study location, they are enrolled in a year of a course in which they were already enrolled at the University of origin.
- h) They are in a situation incompatible with the benefits envisaged by this call for applications in relation to provisions contained in other laws and regulations.
- i) They are holders of public/private scholarships for the same academic year and/or course, with the exception of grants for the additional training or research activities with stays abroad and fellowships awarded by the University, as well as other benefits for which the current legislation allows a cumulation.
- j) Already in possession of an academic qualification with a legal duration of five years, they enrol in a course of a first or second level degree.
- k) They enrol in a first year of a second level degree course while being in possession of an academic degree related to a four-year course of study. The same can participate in a second year of a specialist degree.
- l) They are enrolled at the same time in more than one study course or are enrolled in a new course of study and have not completed the previous one (due to the acquisition of the qualification or dropping out), except for the provisions of Ministerial Decree of 28 September 2011.
- m) They are in default of the formal and substantial requisites.
- n) They are winners or recipients of scholarships granted by other bodies/subjects, public or private, including those assigned by the Ministry of Foreign Affairs. In such a case, the parties concerned may, however, opt for the benefit provided by Laziodisu upon presentation of the waiver delivered to the other body.
- o) They have been excluded from the benefits for the remaining period of studies.
- p) They move to a university with registered offices outside the Lazio Region.
- q) They have achieved the academic title related to the degree program.
- r) They have made a formal renunciation to the studies.

Students who within six months of being awarded the scholarship winner status do not communicate their bank details lose the right to receive the disbursement of the scholarship.

**In particular, for the lodging place benefit:**

- a) The contextual performance of the civil voluntary service, where an accommodation is assigned for the performance of that service is ground for exclusion.
- b) Students who obtain the academic qualification related to their degree course lose the right to the benefit.
- c) Freshmen students who have not achieved the minimum merit requirement within the terms required by the call lose the right to the benefit.
- d) Students who fail to accept/transfer to the assigned residence in the manner and within the terms indicated lose the right to the benefit.

## **Section VII**

### **Verifications and revocations, penalties and communication obligations**

#### **Art.24 Verifications**

Laziodisu carries out, according to the law, accurate checks on the truthfulness of self-certifications produced by the students who are declared winners or suitable-non winners of the competitions. To this end, in addition to requesting from the student all the documentation necessary to prove the truthfulness of what has been declared, the Organisation can carry out all investigations it deems appropriate, also referring to the following bodies:

- a) Tax Police
- b) State Financial Administration
- c) Municipal administrations
- d) Land Registry
- e) Schools of every type and level
- f) Social Security institutions
- g) Universities and other departments in charge of data relating to economic/academic merit and personal situation.

#### **Assessment of discrepancies and related penalties**

In the event that the verification procedures find discrepancies between what was declared by the student and what was ascertained during the verification, Laziodisu suspends the benefits and initiates the consequent administrative procedure against the concerned party.

If the verifications have shown that the student has made false declarations regarding his/her own situation or his/her household, such as to exceed the ISEE or ISPE limit, without prejudice to the provisions of art.316-b of the Italian Criminal Code, the same student loses the right to receive the benefits, and is subject to administrative sanctions consisting of the payment of a sum three times the amount received, as well as the payment of the costs of the services enjoyed, losing the right to obtain other disbursements for the duration of the studies pursuant to art. 10, par. 3 of Legislative Decree 68/2012.

#### **Art.25 Information pursuant to Legislative Decree 196/2003**

Prior to completing the online application, the student is informed about the processing and dissemination of data and information provided for in art. 13 of Legislative Decree no. 196/2003. By proceeding to the completion of the application, the student certifies that he/she has read the information contained in the related information, and in particular that:

- a) The processing of the personal data provided is carried out exclusively for the institutional purposes of Laziodisu pursuant to the requirement of the law, and in connection to the consequent obligations.
- b) Data is processed lawfully and fairly in written form and/or on magnetic, electronic or digital supports. Specific security measures are followed to prevent the loss of data, their illicit and incorrect use, and unauthorised access to them.
- c) The provision of data is mandatory for the fulfilment of the purposes provided by law on the right to education as well as accounting and tax obligations. Any refusal to supply the data, or the lack of consent to their processing, implies the impossibility of awarding the benefits.
- d) The student can exercise at any time all rights envisaged by Leg. Decree 196/2003.
- e) The data can be consulted and transmitted to the other subjects indicated by the law for the controls and the processing of their respective competence.

- f) Personal data is used for the institutional purposes of Laziodisu, as well as to provide information on the initiatives, activities and benefits reserved for scholarship winners.
- g) The rankings are published in compliance the requirements of privacy and protection of personal data contained therein.

For the purposes of this call and any other consequent and connected activity, the Data Controller is Laziodisu - Via C. De Lollis 24b - 00185 Rome, Italy.

Rome May 7, 2018

The General Director

Ing. Antonio De Michele

## Annex A - Adisu offices

<p><b>Adisu Roma Uno</b> Via Cesare De Lollis 22 - 00185 Rome Telephone 06 49701</p> <p><b>Front office reception hours</b> Monday and Wednesday from 9.00 a.m. to 12.30 p.m. Tuesday and Thursday from 2.30 p.m. to 4.00 p.m.</p> <p><b>Hours for telephone contacts</b> Monday and Wednesday from 2.30 p.m. to 12.30 p.m. Tuesday and Thursday from 9.30 a.m. to 12.30 p.m.</p>	<p><b>Office of reference for students enrolled in:</b> Sapienza University of Rome and branch offices of the Accademia di Belle Arti of Rome Accademia di Costume e Moda Accademia Internazionale di Teatro Accademia Nazionale d'Arte Drammatica Silvio D'Amico Conservatorio Santa Cecilia of Rome Conservatorio Statale di musica O. Respighi of Latina Istituto Centrale per il Restauro e la Conservazione Istituto Superiore di Industrie Artistiche of Rome I.S.I.A Libera Accademia di Belle Arti - Rome University of Fine Arts Libera Università Maria SS. Assunta LUMSA LUISS Libera Università Internazionale degli Studi Sociali Guido Carli QUASAR Design University Saint Louis College of Music SSML San Domenico, High School for Linguistic Mediators University of Rome Foro Italico Università Europea of Rome</p>
<p><b>Adisu Roma Due</b> Via Cambridge 115 - 00133 Rome</p>	<p><b>Office of reference for students enrolled in:</b> Università degli Studi Tor Vergata SSML Istituto Armando Curcio Unicamillus</p>
<p><b>Adisu Roma Tre</b> Via della Vasca navale 79 - 00146 Rome</p>	<p><b>Office of reference for students enrolled in:</b> Università degli Studi Roma Tre Accademia Arti e Nuove Tecnologie Accademia Nazionale di Danza Istituto Superiore per la Conservazione ed il Restauro Link Campus University High School for Linguistic Mediators "Gregorio VII" University of International Studies of Rome UNINT Campus BioMedico University</p>
<p><b>Adisu of Cassino</b> Viale dell' università - College studenti Folcara - 03043 Cassino</p>	<p><b>Office of reference for students enrolled in:</b> University of Cassino and southern Lazio and branch offices Accademia di Belle Arti of Frosinone Conservatorio L. Refice of Frosinone Digital Universities</p>
<p><b>Adisu of Viterbo</b> Via Cardarelli 75 01100 Viterbo</p>	<p><b>Office of reference for students enrolled in:</b> Tuscia University Accademia di Belle Arti di Viterbo</p>

*This list is only a summary. Students enrolled in university institutions and institutes of high musical artistic and dance culture not included in this annex and recognized by the MIUR, may apply for participation.*

## Annex B - Commuting students

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

## Annex C - Off-site students

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



## ANNEX D - Template of the consular declaration

The declaration must be issued by the competent diplomatic or consular representation in Italy and subsequently legalised by the Territorial Office of the Government (Prefecture).

Laziodisu reserves the right to transmit the submitted data to the Italian representations abroad for verification of truthfulness and in case of false declarations to proceed in accordance with the provisions of current legislation.

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

Given the documentation submitted by the student:

Surname \_\_\_\_\_ First name \_\_\_\_\_

Date of birth / \_\_\_\_ / \_\_\_\_ Place of birth \_\_\_\_\_ Citizenship \_\_\_\_\_

Gender  M  F

Marital status:  Single/Unmarried -  Married -  Widowed -  Clergy

Passport no. \_\_\_\_\_ Issuing date / \_\_\_\_ / \_\_\_\_

### DECLARES

that the household of the student as at \_\_\_\_\_ is as follows:

No.	Surname	Name	Date of birth	Family relationship	Gross income in euro
1					
2					
3					
4					
5					
6					

### DECLARES

that the total gross income of the household for the year  2016  2017 was equal to euro \_\_\_\_\_

applying the average official exchange rate for the year of reference

### DECLARES

that the overall financial situation of the household as at December 31, 2017 was as follows:

- Owner of the dwelling house as at 12/31/2017:  Yes -  No - with a total area of \_\_\_\_\_ square meters.
- Owner of other buildings (including those owned abroad) as at 31/12/2017 with a total floor space of \_\_\_\_\_ square meters.
- The average amount of securities (bank deposits, postal deposits, etc.) as at December 31, 2017 is equal to euro \_\_\_\_\_ applying the average official exchange rate for the year of reference according to the "Annual average price list"  
<https://tassidicambio.bancaditalia.it/averageRates>

Signature of the Ambassador or the Consul  
(or their representative)

## Annex E - List of particularly poor countries not belonging to the European Union

*Pursuant to Ministerial Decree no. 689 of September 16, 2015 - Definition of developing countries for the purposes of the provisions of art. 3 par. 5 of Prime Ministerial Decree of April 9, 2001, for the assessment of the economic condition, for the provision of the respective interventions, the regional management bodies apply the provisions of art. 13, par. 5, of Prime Ministerial Decree of April 9, 2001, mentioned in the introduction, to students coming from the following countries:*

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

## Annex F - Annual exchange rate/currency

Annual average exchange rate

<https://tassidicambio.bancaditalia.it/averageRates>

Source: Bank of Italy

## Annex G - List of Laziodisu Residences

Adisu	Residence	Address	Places	Places reserved for students with disabilities	Totals
<b>Roma Uno</b>	A. Ruberti	Via Cesare De Lollis 20 - Rome	178	57 for non self-sufficient students with disabilities	235
	E. Tarantelli	Via De Dominicis 13/15 - Rome	475		475
	Assisi	Via Assisi 77 - Rome	80	8 for self-sufficient students with disabilities	88
	Valle Aurelia	Via Baldo degli Ubaldi 265 - Rome	190	10 for self-sufficient students with disabilities	200
	Ponte di Nona	Via Ponte di Nona - Rome	151	12 for self-sufficient students with disabilities	163
	Villafranca	Via Villafranca - Latina	46	2	48
<b>Roma Due</b>	Falcone e Borsellino	Via Mario Angeloni 13/17 - Rome	286	16 for self-sufficient students with disabilities	302
	New Cambridge	Via Cambridge 115 - Rome	40	7 for self-sufficient students with disabilities	47
	Archeologia	Via dell'Archeologia 29 - Rome	122	8 for self-sufficient students with disabilities	130
<b>Roma Tre</b>	Valleranello	Via Valleranello 99 - Rome	380	20 for self-sufficient students with disabilities	400
	Ostia	Via Leopoldo Ori - Ostia (RM)	46	4 for self-sufficient students with disabilities	50
<b>Viterbo *</b>	San Sisto	Piazza San Sisto 8 - Viterbo	61	4 for self-sufficient students with disabilities	65
	Cardarelli	Via Cardarelli 77	153	9 for self-sufficient students with disabilities	162
<b>Cassino</b>	Folcara **	Viale dell'Università - College studenti Folcara - Cassino	188	12 for self-sufficient students with disabilities	200
<b>Totals</b>			<b>2446</b>	<b>169***</b>	<b>2615</b>

\* In Viterbo 80 places are reserved for Erasmus students

\*\* At the Folcara di Cassino residence, additional 146 beds will be available during the academic year, of which 8 are reserved for self-sufficient students with disabilities.

\*\*\* Places reserved for students with disabilities that are not assigned will be assigned to other students meeting the qualifications.

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- <sup>1</sup> Prime Ministerial Decree of April 9, 2001, art. 14
- <sup>2</sup> Ministerial Decree no. 486 of July 14, 2015
- <sup>3</sup> Prime Ministerial Decree of April 9, 2001 art. 3 paragraph 5
- <sup>4</sup> Legislative Decree no. 368/1999
- <sup>5</sup> Legislative Decree no. 368/1999
- <sup>6</sup> Prime Ministerial Decree of April 9, 2001, art. 14
- <sup>7</sup> Prime Ministerial Decree of April 9, 2001, art. 6 paragraph 6
- <sup>8</sup> Ministerial Decree no. 174 of March 23, 2016 "Update of ISEE and ISPE thresholds for the academic year 2016/2017".
- <sup>9</sup> Prime Ministerial Decree no. 159 of December 5, 2013 Regulation concerning the revision of the methods of determination and the fields of application of the Indicator of the equivalent economic situation (ISEE)
- <sup>10</sup> Prime Ministerial Decree no. 159 of December 5, 2013 concerning the revision of the methods of determination and the fields of application of the Indicator of the equivalent economic situation (ISEE), art. 8
- <sup>11</sup> Prime Ministerial Decree no. 159 of December 5, 2013 Regulation concerning the revision of the methods of determination and the fields of application of the Indicator of the equivalent economic situation (ISEE), art. 4
- <sup>12</sup> Prime Ministerial Decree no. 159 of December 5, 2013 concerning the revision of the methods of determination and the fields of application of the Indicator of the equivalent economic situation (ISEE), art. 5
- <sup>13</sup> Prime Ministerial Decree no. 159 of December 5, 2013 concerning the revision of the methods of determination and the fields of application of the Indicator of the equivalent economic situation (ISEE), art. 8
- <sup>14</sup> Presidential Decree no. 394 of August 31, 1999, art. 46 paragraph 5
- <sup>15</sup> Law no. 15 of January 4, 1968, art. 17, paragraph 4. The legalisation of signatures is not necessary for the deeds and documents issued by the following Embassies and/or Consulates adhering to the European Convention of London of June 7, 1968: Austria, Cyprus, Estonia, France, Germany, Greece, Ireland, Liechtenstein, Luxembourg, Norway, Netherlands, Poland, Portugal, Czech Republic, Republic of Moldova, United Kingdom, Romania, Spain, Sweden, Switzerland, Turkey.
- <sup>16</sup> M.D. May 8, 2001
- <sup>17</sup> Prime Ministerial Decree of April 9, 2001, art. 5 par. 9
- <sup>18</sup> Prime Ministerial Decree of 9 April 2001
- <sup>19</sup> M.D. no. 486 of July 14, 2015
- <sup>20</sup> Law 537/1993, art. 5, par. 20
- <sup>21</sup> Prime Ministerial Decree of April 9, 2001, art. 9 paragraph 2
- <sup>22</sup> Prime Ministerial Decree of April 9, 2001, art. 3 paragraph 5
- <sup>23</sup> Prime Ministerial Decree of April 9, 2001, art. 4
- <sup>24</sup> Prime Ministerial Decree of April 9, 2001, articles 15 and 1
- <sup>25</sup> L. 241/90