



Regione Toscana

GIOVANI *si*

**ANNOUNCEMENT FOR THE GRANTING OF SCHOLARSHIPS AND PLACES IN
ACCOMMODATION
FOR THE 2018/2019 ACADEMIC YEAR**

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ANNOUNCEMENT FOR THE GRANTING OF SCHOLARSHIPS AND PLACES IN
ACCOMMODATION
FOR THE 2018/2019 ACADEMIC YEAR

(traduzione in lingua inglese del bando di concorso per borse di studio e posti alloggio a.a. 2018/2019 approvato con Provvedimento del Direttore dell'Azienda per il Diritto allo Studio Universitario della Toscana n. 333 del 19 luglio 2018. Per tutti gli effetti giuridici rimane valida solo ed esclusivamente la stesura in lingua italiana)

The Azienda Regionale per il Diritto allo Studio Universitario della Toscana (Tuscany Regional Agency for the right to university study, hereinafter "the Agency") has issued an Announcement for the granting of scholarships and places in accommodation for university students for the 2018/2019 academic year.

The regulatory framework is as follows:

- Regional Law no. 32 of 26 July 2002 and following amendments and additions;
- Decree of the President of the Regional Council no. 47/R of 8 August 2003 and following amendments and additions;
- 2012-2015 general orientation plan, approved by the Regional Council of Tuscany with resolution no. 32 of 17/04/2012;
- Decree of the President of the Council of Ministers of 9 April 2001 on "Equality of treatment in the right to university education";
- Legislative Decree no. 68 of 29 March 2012 on the "Review of the principles of the right to study and enhancement of legally accredited university colleges, implementing the proxy provided for in article 5, paragraph 1, letter a), second sentence, and d), law no. 240 of 30 December 2010, and according to the directive principles and criteria established in paragraph 3, letter f) and paragraph 6";
- D. M. 10 August 2017, n. 616 "Method of acquisition of university and academic training credits as per art. 5 of the legislative decree 13 April 2017 n. 59 ", in particular art. 4 paragraph 2;
- Note from the Ministry of Education, University and Research n. 29999 of 25 October 2017 "Clarifications on the 24 CFU";
- Resolution no. 783 of 16 July 2018 by the Regional Council of Tuscany, approving the document setting out the "Guidelines for the Tuscany Regional Agency for the right to university study for the provision of measures in favour of university students AA 2018/2019";
- Resolution no. 53 of 16 July 2018 by the Board of the Tuscany Regional Agency for the right to university study on "Announcement for the granting of scholarship and places in accommodation for the 2018/2019 academic year: acknowledgement of resolution no. 783/2018 by the Regional Council of Tuscany"

The benefits referred to this announcement are included in the measures of the Right to university Study for the 2018/2019 academic year and are provided by Giovanisi project and are of utmost importance of the "Study and Training" area.

ART. 1
SUBJECT OF THE ANNOUNCEMENT
SCHOLARSHIPS AND PLACES IN ACCOMMODATION

The scholarship and place in accommodation are benefits awarded - upon application to be submitted pursuant to the terms specified below, in article 13, to those students in possession of the general, merit-based and financial requirements specified in this Announcement. The application could be submitted, pursuant to the terms stated by this announcement, also by the students enrolled after the examination or the test of admission to course of degree or the master's degree.

Winners of scholarships are entitled to a sum of money, free use of the Canteen and, if they have won a place in accommodation, to free allocation of a place in accommodation in the University Residences or, if no places are available, to payment of a contribution for rent. The granting of the contribution for rent is subject to the respect of the requirements stated below, in article 18, point 3. The application for the contribution for rent must be supplied by a copy of a valid lease contract.

The benefits subject of this Announcement can be awarded to students enrolled in the following universities, schools and institutes in Tuscany below called University:

- in Florence: University of Florence, Conservatorio Cherubini, Accademia di Belle Arti, Accademia Italiane di Arte, Moda e Design, Opificio delle Pietre Dure, Scuola di Musica di , Fiesole, ISIA and Libera Accademia delle Belle Arti di Firenze;
- in Pisa: University of Pisa, Accademia di Belle Arti di Carrara, Scuola Superiore per Mediatori Linguistici di Pisa, Istituto Superiore di Studi Musicali “Pietro Mascagni” in Livorno, Istituto Musicale “Luigi Boccherini” in Lucca and Istituto Modartech in Pontedera;
- in Siena: University of Siena, Università per Stranieri, Istituto Musicale Rinaldo Franci and Siena Jazz University.

ART. 2 DEFINITIONS

A) MAIN SITE OF THE STUDY COURSE ATTENDED

Main site of the study course attended means the Municipality where the student attends the greatest number of hours of the teaching activities scheduled for the course year for which he or she is registered, excluding internships hours.

B) ON-SITE, OFF-SITE AND COMMUTING STUDENTS

An on-site student is understood as a student who lives in the Municipality that is the main site of the attended study course. In the same way, this is understood as a student whose main site of the study course attended is in the Municipality of:

- Florence, Bagno a Ripoli, Calenzano, Campi Bisenzio, Fiesole, Lastra a Signa, Pontassieve, Rignano sull’Arno, Scandicci, Sesto Fiorentino, Signa and Vaglia if he or she is resident in any one of these Municipalities;
- Pisa, with residence in the Municipalities of Calci, Cascina, San Giuliano Terme and Vecchiano;
- Siena, with residence in the Municipalities of Monteriggioni, Monteroni d’Arbia, Sovicille, Castelnuovo Berardenga and Asciano;

An off-site student is understood as a student living in a Municipality which is not the Municipality of the main site of the study course attended, with travel times with public transport of more than one hour between said Municipalities.

A commuting student is understood as a student who is neither on-site, nor off-site.

The online procedure for applying for scholarships involves an automatic system to determine the status of off-site, on-site or commuting, based on the site of the study course attended and the Municipality of residence, information which the student must state in the application.

If students feel they should be considered in a different category, they should request for their status to be reviewed within 11 October 2018, using a specific, duly documented application stating the time taken to reach the municipality of the main site of the study course attended from their place of residence.

If a student lives in a Municipality which is not the Municipality of the main site of the study course attended, with travel times with public transport of more than one hour but less than 90 minutes between said Municipalities, he could request for his status to be reviewed for a commuting student.

Appendix A lists the municipalities with travel times with public transport from 60 to 90 minutes than the main site of universities and institutes. For students living in those municipalities the request of changing the status shall be accepted.

Students who want to request to review their status to a commuting student must request it within 11 October 2018 in the following way:

1. Students attending at main site of universities and institutes and living in municipalities listed in Appendix A could request to change status from off-site student for a commuting student with the specific online application form;
2. Students attending at secondary site of universities and institutes and students attending at the main site of universities and institutes but living in municipalities not present in Appendix A, could request to change their status with a duly documented online application stating the time taken to reach the municipality of the site of the study course attended from their place of residence.

If the conditions are met, the Agency shall, at its discretion, accept the application, through publication of the final ranking.

Foreign students, whether resident in Italy or not, are considered off-site, with the exception of the student whose household lives in Italy or the self supported student as stated at art. 8 paragraph D of this announcement.

Long-distance students or students enrolled on long-distance curricula of study or courses and students who are in prison are always considered on-site.

C) CONVENTIONAL YEAR OF ENROLMENT

The merit-based requirements which the students must meet (see article 5) always apply to the conventional year of enrolment, which:

- for students enrolled on three-year degree courses and single-cycle laurea magistralis degree courses: corresponds to the total number of registrations carried out at the University from the academic year in which they first enrolled up to and including the 2018/2019 academic year;
- for students enrolled on second-cycle degrees: corresponds to the total number of registrations carried out for those courses, after having obtained the three-year degree, increased, in cases where the first entry occurred in a year subsequent to the first, by the number of years in which registration was not performed.

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The conventional year of enrolment is determined by the following procedure:

1. for students who transferred from a course year to the first year of another course prior to the 2018/2019 academic year, the years preceding the transfer shall be counted, provided that the University had approved previously earned credits;
2. for students who, having abandoned their studies, registered again for a first course year prior to the 2018/2019 academic year, the years preceding the last registration are counted, provided that the University had approved previously earned credits in the previous university career;
3. for students who, having obtained the three-year degree or a qualification conventionally equivalent, are or have been admitted to a single-cycle laurea magistralis degree, the years of enrolment at University from the academic year of first registration up to and including the 2018/2019 academic year are counted, without prejudice, in that calculation, to enforcement, where necessary, of points 1 and 2 above;
4. for students who, having attended a three-year degree course (regardless of whether the qualification was obtained or not), are or have been admitted to a single-cycle laurea magistralis degree, as they are unable to continue their studies in the corresponding second-cycle degree because this has not been activated, and in presence of the confirmation of previously earned credits by the University, of the duration (3 years) of the three-year degree course and the years of enrolment in the single-cycle laurea magistralis degree are counted (including 2018/2019);

5. for students who, having attended a degree course abroad, are or have been admitted to a degree course with acknowledgement of the credits obtained, the years of enrolment at University (both abroad and in Italy) from the academic year of the first registration up to and including the 2018/2019 academic year are counted;
6. the years for which the Universities allowed exemption from tax payment due to interruption of studies, pursuant to article 8, 4th and 5th paragraphs of Decree of the President of the Council of Ministers of 9 April 2001, as well as the years for which the students were not able to perform any action with respect to their university career are not counted.

D) DEFINITIONS CONCERNING THE STUDENT'S FINANCIAL STATUS

- a. CAF: tax assistance centre where the student or a member of his or her household can go to present the single substitutive declaration (DSU) and obtain the documentation certifying the financial/assets status (ISEE Certificate valid for the benefits of the right to university study);
- b. Single substitutive declaration (DSU): a form listing the details for determining the financial/assets status of the household of the individual applying for funded service (in this case the scholarship and the place in accommodation), pursuant to Decree of the President of the Council of Ministers no. 159/2013, as modified by Decrees of the Ministry for Labour and Social Politics of 7 November 2014, n.146 of 1 June 2016 and n. 138 of 13 April 2017.
- c. ISEE Certificate: certificate showing the ISEE and ISP indicators and their value on the equivalence scale, based on the information in the Self-Declaration (DSU). For participating to this Announcement the ISEE certificate must be valid for the benefits of the right to university study;
- d. ISE: Financial Status Index;
- e. Equivalence Scale: variable coefficient based on the number of members in the household and the presence in the same of any of particular situations set forth in the regulations;
- f. ISEE: Equivalent Financial Status Indicator: obtained by dividing the ISE by the equivalence scale;
- g. ISP: Assets Indicator;
- h. ISPE: Equivalent Assets Status Indicator: obtained by dividing the ISP by the equivalence scale (this value is calculated by the Agency);

ART. 3
GENERAL REQUIREMENTS

Students enrolled or who intend to enrol in the 2018/2019 academic year on the following study courses offered by the Universities of Tuscany, are entitled to apply for the granting of scholarships and the places in accommodation under this Announcement with respect to the first qualification for each level of study only:

- three-year degree courses, single-cycle laurea magistralis courses, second-cycle degrees;
- specialization courses, with the exception of those on a specialist training contract or on benefits which are not consistent with article 21, point A1 below;
- PhD courses activated pursuant to Legislative Decree 210/98, article 4, with the exception of students with scholarship or other benefits referred to PhD courses that are stated as being inconsistent pursuant to article 21, point A1 below.

The qualification obtained upon conclusion of a study course of the old university system at special purpose schools, ISEF, Academies of Fine Arts, ISIA and at the end of university degree courses, is conventionally understood as being equivalent to a three-year degree course (first level qualification) and, just as the latter, enables application under this Announcement for the granting of the scholarship and the place in accommodation for a second-cycle degree only, including single-cycle laurea magistralis, provided, in the latter case, that entry has occurred, or shall occur in years subsequent to the first year.

An old university system degree is generally understood as being equivalent to a second-cycle degree (second level qualification, just as the single-cycle laurea magistralis degree) and enables to submit application for the granting of the scholarship and the place in accommodation for attainment of the specialization degree or PhD (third-level qualification).

A university degree (or equivalent qualification) obtained abroad is generally understood as being equivalent to a three-year degree if the duration envisaged for that course abroad is three years or less, i.e. a second-cycle degree if the duration is more than three years, regardless of the acknowledgement of equivalence with any degree obtained or which can be obtained in Italy. A qualification obtained abroad can be acknowledged as equivalent independently from the duration of the course, provided that this qualification corresponds to a first or second level degree by the declaration of value issued by the Italian Embassy in the country of origin.

Students that obtained a diploma upon conclusion of old university system studies, completed at state music conservatoires and parified music colleges of the same level, can apply for scholarship:

- only for magistralis degree if they are enrolled at state music conservatoires and parified music colleges of the same level;
- for all level of study if they are enrolled at all other universities.

It is necessary to be an off-site student (see article 2, point B) to apply for the granting of a place in accommodation under this Announcement.

The following students may not obtain the scholarship and the place in accommodation:

- Students who already have an educational qualification (including where obtained abroad) of an equal or higher level than the final one envisaged for the study course for which they are newly registered;
- Students who were already listed as suitable in the final ranking of a scholarship competition for a conventional year of enrolment (see article 2, point C) equal to the one entered for the 2018/2019 academic year, if they have received the amount of money of that scholarship and/or benefited from the services connected thereto;
- Students with a conventional year of enrolment (see article 2, point C) that is greater than the number of years for which the benefit may be granted (see article 4);
- Students with more than one supplementary year of enrolment or repeating a year during the course of study;
- Students enrolled on part-time degree courses;
- Students who have not submit application pursuant to art. 13 of this Announcement;

ART. 4

DURATION OF THE GRANTING OF BENEFITS

1. SCHOLARSHIP

Students may obtain the scholarship for the first qualification of each level of study, for a maximum period, calculated from the year of first enrolment, equal to:

- a) Enrolled on three-year degree courses: three years plus one semester;
- b) Enrolled on single-cycle laurea magistralis degree courses: duration envisaged by the respective educational systems, plus one semester;
- c) Enrolled on second-cycle degree courses: two years plus one semester;
- d) Enrolled in PhD or specialization courses: duration envisaged by the respective educational systems;
- e) Students who, having obtained a three-year degree or a conventionally corresponding level of qualification (see article 3), are admitted or have been admitted on to a single-cycle laurea magistralis degree: the difference between the normal duration of the single-cycle laurea magistralis degree increased by one semester and the number of years of enrolment taken to obtain the study qualification in their possession. Exception is made for

those students identified in article 2, point C.4, for whom the maximum period of granting of the scholarship is equal to the difference between the normal duration of the single-cycle laurea magistralis degree course increased by one semester and the three years of normal duration of the three-year degree course.

2. PLACE IN ACCOMMODATION

For students enrolled on the abovementioned degree courses under points a), b), c), e), the duration of the provision of a place in accommodation, with reference to the duration of the scholarship, is extended by another semester against payment;

3. STUDENTS ENROLLED TO THE TRAINING PATHS IN THE MINISTERIAL DECREE N. 616 OF 10 AUGUST 2017

For students enrolled in the degree courses indicated in points a), b), c), e) who have enrolled in the training paths referred to in Ministerial Decree n. 616 of 10 August 2017, in the level of studies to which they are enrolled in the academic year 2018/2019, the duration of concession of the accommodation and the catering service, compared to that of the scholarship, is increased by a further semester for free.

These students must explicitly indicate in the online application that they have enrolled in the training paths referred to in Ministerial Decree n. 616 of 10 August 2017 during the course of study attended in the academic year 2018/2019.

ART. 5 MERIT-BASED REQUIREMENTS

Students fulfilling the following merit-based requirements, organised according to the conventional year of enrolment (see article 2, point C), may apply for allocation of benefits for the 2018/2019 academic year.

Merit-based requirements will be evaluated on the basis of the valid credits valid to achieve the degree and whose date of achievement is certified by University.

1. STUDENTS ENROLLED IN THE FIRST YEAR

Students enrolled on three-year degree courses, second cycle degree and single-cycle master's courses

An instalment equal to 50% of the monetary amount of the scholarship and the services connected thereto is paid in advance to these students, based on their financial status only, as merit is assessed ex-post, as stated below.

Two deadlines have been set for assessment of merit: the first is on 10 August 2019 and the second, on 30 November 2019.

10 August 2019

Students who meet the following minimum requirements within 10 August 2019, shown in the table below with the number of credits, valid for the study course on which they are enrolled for the 2018/2019 academic year, are entitled to receive the remaining 50% of the monetary amount of the scholarship and to maintain the services connected with this scholarship.

Study course	Merit-based requirements
Three-year degree	20 credits
Second-cycle degree	15 credits
Single-cycle Laurea magistralis degree	20 credits
Pisa – Construction Engineering and Architecture	16 credits
Florence – Laurea magistralis degree in Medicine and Surgery	13 credits

To that end, they must produce a specific document self-certifying the credits, in the ways indicated in article 20, point 1.

Students who, on the other hand, do not manage to obtain the credits in the above table, shall lose the right to the provision of the remaining 50% of the monetary amount of the scholarship, and the services connected with the scholarship itself shall be forfeited starting from 1 September 2019 (see Article 21, point A.13).

30 November 2019

If the students set forth in the last paragraph of the previous point succeed in meeting the minimum requirements expressed in the above table within 30 November 2019 as number of credits for the study course on which the students were enrolled in the 2018/2019 academic year or for the one on which they will enrol for the 2019/2020 academic year, even where this course different from the previous one, or, lastly, even where the aforesaid credits were awarded partly for one study course and partly for another, then they shall continue to be entitled to the monetary amount of the scholarship which they have already received (50%).

Should these students not manage to obtain the aforesaid credits by as late as 30 November 2019, then they shall be obliged to return the monetary amount of the scholarship already received (50%) (see article 21, point B.1).

The forfeiture and revocation with respect to failure to obtain the credits, pursuant to article 21, do not apply to students with disabilities (see art. 9), students with children under the age of seven (see art. 10), students who are in prison (see art. 11) and students athletes (see art. 11bis).

2. STUDENTS ENROLLED IN YEARS SUBSEQUENT TO THE FIRST

At 10 August 2018, students enrolled on degree courses must meet the following minimum requirements, expressed as the number of credits valid for the course of study on which they were enrolled in the 2017/2018 academic year (in tables 1 and 1bis, see the column of the conventional year calculated for the 2018/2019 academic year):

Table 1	Merit-based requirements					
	Conventional year					
Study course	2 nd	3 rd	4 th	5 th	6 th	7 th
Three-year degree	25	80	135	=	=	=
Second-cycle degree	30	80*	=	=	=	=
Single-cycle master's degree	25	80	135	190	245	300

*Or the maximum number of credits attainable, excluding those for the final examination.

Specific cases

Table 1 bis	Merit-based requirements					
	Conventional year					
Study course	2 nd	3 rd	4 th	5 th	6 th	7 th
Pisa – Construction Engineering and Architecture	21	63	108	147	201	=

Pisa – Laurea magistralis degree in Chemistry and Pharmaceutical Technology	25	78	128	185	245	=
Pisa – Laurea magistralis degree in Medicine and Surgery	24	77	128	180	231	283
Firenze – Laurea magistralis degree in Medicine and Surgery	16	52	110	161	216	272
Siena – Laurea magistralis degree in Medicine and Surgery*	23	75	124	179	236	287

* merit requirements valid only for those enrolled until 2014/2015. Students enrolling from the academic year 2018/2019 must meet the merit requirements of table 1. Students enrolled starting from the 2015/2016 academic year must meet the merit requirement of table 1 bis but from the academic year 2019/2020 must achieve the credits provided in table 1.

In order to obtain the merit, any credits above 180 obtained from the three-year degree will also be calculated, as long as they are valid for the second-cycle degree.

This provision does not apply to students enrolled on second-level Higher Art and Music Education (AFAM) courses in possession of the diploma issued at the end of a four-year course. In this case, the number of credits shown in table 1 shall be increased by the number of credits acknowledged as already having been attained at the time of enrolment.

Please note that, for all the degree, second-cycle and single-cycle laurea magistralis degree courses, credits for integrated courses shall be understood as obtained and therefore valid for the purposes of the merit-based requirement only where they have been substantiated, in all their parts, at the end of the last useful module. Surplus credits (in excess or outside the study programme), i.e. those which are not useful for obtaining the qualification, shall not be considered as valid when calculating merit.

BONUSES

Three-year degree and single-cycle laurea magistralis degree

If the student does not obtain the minimum number of credits stated above, he or she may use a “bonus”, in addition to the credits actually obtained. The bonuses are as follows:

- a) 5 credits, if used for the first time for the granting of the benefits for the second conventional year of enrolment;
- b) 12 credits, if used for the first time for the granting of the benefits for the third conventional year of enrolment;
- c) 15 credits, if used for the first time for an conventional year of enrolment after the third.

Any bonus which may have been used to award the services scholarship shall not be taken into account for awarding the scholarship.

For students at Universities and Schools in FLORENCE in particular:

3 credits for the single-cycle laurea magistralis degree in Medicine and Surgery, if used for the first time to obtain the benefits for the second conventional year of enrolment;

8 credits for the single-cycle laurea magistralis degree in Medicine and Surgery, if used for the first time to obtain the benefits for the third conventional year of enrolment;

12 credits for the single-cycle laurea magistralis degree in Medicine and Surgery, if used for the first time for a conventional year of enrolment after the third.

For students at Universities and Schools in SIENA in particular:

14 credits for the single-cycle specialised degree in Medicine and Surgery, 12 credits for the single-cycle laurea magistralis degree in Medicine and Surgery, if used for the first time for a conventional year of enrolment after the third.

If the student uses the bonus partially, the amount of the “bonus” left unused in the conventional year concerned may be used in the following years. This provision also applies in cases where the bonus has been used in previous study careers.

Second-cycle degree

The “bonus” accrued and not used during the three-year degree can be used when the student enrolls on a second-cycle degree course.

This provision does not apply to those enrolled on second-cycle courses following attainment of an equivalent first level degree of the old university system (see article 3).

In the case of a three-year degree obtained abroad, the student may use a “bonus”, in addition to the credits actually obtained, as follows:

- a) 5 credits, if used for the granting of the benefits for the second conventional year of enrolment;
- b) 12 credits, if used for the first time for the granting of the benefits for the third conventional year of enrolment.

Individual “bonuses” may not be used in conjunction with each other.

For example: students applying to use the “bonus” to meet the merit-based requirement for the second year of a three-year degree shall be entitled to a total “bonus” of 5 credits for the whole of his or her university career (three-year degree + second-cycle degree); students deciding to use their bonus for the third year shall be entitled to a total “bonus” of 12 credits, etc.

Therefore, if the student uses 3 “bonus” credits for the second year, then he or she shall be entitled to use the remaining 2 “bonus” credits for the rest of his or her university career.

Students who have used a “bonus”, or a part thereof, may not include the “bonus” or the part thereof used in the previous year as valid credits to obtain the merit for the granting of the scholarship or the place in accommodation for the following academic year.

If the credits declared in the application are not sufficient to meet the merit-based requirement of this Announcement, then the part of the bonus which can be spent to obtain the scholarship shall be assigned automatically.

3. STUDENTS ENROLLED ON PHD OR SPECIALIZATION COURSES

These students must be duly enrolled and admitted entry on to courses according to the methods of the respective educational systems, with no supplementary years or repetitions from the first year of enrolment.

4. STUDENTS COMING FROM OTHER UNIVERSITIES IN THE 2018/2019 ACADEMIC YEAR

For students coming from other Italian Universities in the 2018/2019 academic year, the merit-based requirements shall be assessed with regard to that academic year, with reference to the number of credits obtained during the study course on which they were enrolled in the 2017/2018 academic year at their university of origin and certified by said University.

For students coming from foreign Universities, the merit-based requirements shall be assessed with reference to the credits certified by the University where the new enrolment takes place.

5. STUDENTS WHO CHANGES COURSES IN 2018/2019

Students, who have changed courses in the 2018/2019 academic year, are considered as being enrolled on the same study course for the 2018/2019 academic year as the study course on which they were enrolled for the 2017/2018 academic year, the conventional year is

calculated as stated in art. 2.C.

The merit-based requirements specified in this article shall be assessed with regard to academic year 2018/2019, with reference to the number of credits obtained during the study course on which they were enrolled in the 2017/2018 academic year.

6. PROROGATION

In the event that the student fails to achieve the merit requirements referred to in this article because of the national strike of university professors called for the summer session of the 2018 exams, as a result of which the Universities have not guaranteed the possibility of carrying out exam appeals, the Agency, on the basis of a specific declaration by the student in the online application and after verification at the Universities, will evaluate the possibility of extending the deadline for the achievement of the merit requirement to 30 September 2018 only if the exams appeals will be really interested by the national strike.

ART. 6

GRADUATION FROM A THREE-YEAR DEGREE AND ENROLMENT ON A SECOND-CYCLE DEGREE

a) Enrolment on a second-cycle degree: scholarship conversion

Students obtaining a scholarship for the 2018/2019 academic year and who after graduating from the three-year degree, enrol on a second-cycle degree course for the same academic year, shall apply to the office of the Agency in charge for the relevant University, within 15 days of enrolment, for the scholarship assigned to them to be converted into a scholarship for students enrolled on the first year of a second-cycle degree course or the fourth year of a single-cycle second-cycle degree course.

In the latter case, the number of valid credits obtained during the three-year degree must be sufficient for the student to maintain possession of the merit requirements for the scholarship for the new course of study.

b) Students expecting to graduate from the three-year degree and enrol on a second-cycle degree for the 2018/2019 academic year

Although these students do not meet the requirements envisaged for the awarding of the scholarship for the 2018/2019 academic year, they may, by 10 August 2018, apply for the scholarship and the place in accommodation as though they were students enrolled on the second-cycle degree, including where this enrolment has not yet taken place, on the condition that they have obtained at least 150 credits valid for the degree course on which they were enrolled in the 2017/2018 academic year.

The monetary sum of the scholarship shall be paid to these students - who are listed in the ranking with a pending status - only once they have actually enrolled on the second-cycle degree, while the services connected with the scholarship shall be provided in advance to students submitting a specific written request to the Agency.

If these students do not graduate from the three-year degree, or, despite graduating from the three-year degree, they do not enrol on a second-cycle degree for the 2018/2019 academic year within the deadline set by the Universities concerned (no pre-enrolments are valid), then they are obliged to leave any place of accommodation they may be occupying and to pay back the value of the services used.

Any rent contributions shall instead be paid in respect of the requirements stated below in article 18.3, only after the reason for the pending status no longer exists.

Said students shall inform the Agency upon attainment of the degree, as well as the subsequent enrolment, or failure to enrol, on a second-cycle degree; this within 10 days of attainment of said degree.

Students who in 2017/2018 were awarded a place in accommodation and whose benefit has not lapsed, may also apply for "confirmation of accommodation".

c) Students intending to enrol on a second-cycle degree in the 2019/2020 academic year

Students who have been awarded a scholarship and place in accommodation for the 2018/2019 academic year and who, having completed the three-year degree, do not enrol on the second-cycle degree course (including single-cycle) for that academic year but intend to enrol on the same for the 2019/2020 academic year, may retain the services connected with the scholarship for the envisaged period in order to continue their educational activity and studies, without prejudice to their being entitled to the monetary sum of the scholarship due to them.

Winners of half-yearly scholarships and places in accommodation may continue to benefit from the place in accommodation in the second semester, at a charge of €175.00 per month (see article 18) and from the canteen service at the charge stated with resolution by the Board of the Agency.

In order to obtain the above, they must send the Agency, within 10 days of obtaining their degree, a specific application accompanied by documentation proving the need to continue educational activity in order to enrol on one of the second-cycle courses established at Universities in Tuscany for the 2019/2020 academic year (for example enrolment to single courses, language courses, ecc...).

If, for any reason, they do not enrol on a second-cycle degree course organised by the Universities in Tuscany in the 2019/2020 academic year, they shall vacate any place in accommodation they may be staying in and pay back the value of the services used free of charge since their obtaining the three-year degree.

d) Second-cycle degree: enrolling on single transition courses

Those students who have obtained the three-year degree and register on single transition courses for the 2018/2019 academic year in order to obtain the credits required for regular enrolment on the second-cycle degree, may apply for the scholarship and place in accommodation as though they were enrolled on the second-cycle degree, even if that is not the case.

These students, who are listed in the ranking with a pending status, will only be paid the monetary amount of the scholarship once they have actually enrolled on the second-cycle degree (pre-enrolment is not valid), whereas the services connected with the scholarship shall be provided in advance to those students who send a specific written request to the Agency.

In the event that these students do not enrol on the second-cycle degree in the 2018/2019 academic year, they shall vacate any place in accommodation they may be staying in and to pay back the value of the services used.

Any rent contributions shall instead be paid in respect of the requirements stated below in article 18.3, only after the reason for the pending status no longer exists.

The students referred to in points a), b) and d) that for the academic year 2018/2019 are scholarship winners in the first year of the second cycle degree and who do not meet the merit requirements indicated in art. 5 point 1.A.2 are subject to the revocation of the scholarship as provided for by art. 21 point B1.

All those students who have to pay back the value of the services used must pay the Agency the fees set forth in article 21, point C.

ART. 7 FINANCIAL REQUIREMENTS

1. Thresholds of the financial status and assets indicators

Without prejudice to the provisions of article 9 for students with disabilities and article 10 for students with children under the age of seven, the ISEE and ISPE amounts of students applying for benefits may not exceed the upper thresholds shown below:

ISEE	€23,000.00
ISPE	€50,000.00

2. Financial Status Indicators

The financial status of the student, pursuant to Decree of the President of the Council of Ministers no.159/2013, as modified by Decrees of the Ministry for Labour and Social Politics of 7 November 2014, n. 146 of 1 June 2016 and n. 138 of 13 April 2017, is determined based on the Equivalent Financial Status Indicator (ISEE) and the Equivalent Assets Status Indicator (ISPE) of the student's household.

The composition of the household of origin refers to the situation at the application submission deadlines.

The single substitutive declaration (DSU) (see article 2, point D) must include the income generated in the year 2016 by each member of the student's household and the movable and immovable properties of each member as of 31/12/2017 (see the ISEE instructions on the INPS internet site for more information).

The financial statuses of foreign students and Italian students with residence abroad will be assessed based on the documentation stated in article 8.

For students who are in prison and for those belonging to religious orders, the reference household for calculation of the ISEE and ISPE indicators is always made up of the student only.

Participation in the selection for granting of the scholarship is subject to the signing of the DSU ISEE 2018, within the application submission deadline.

The Agency shall only accept DSU valid for benefits of the right to university study, that referring to the student who submit the application for scholarship, according to article 8 of Decree of the President of the Council of Ministers no.159/2013.

The Agency shall retrieve the data electronically from INPS (the Italian national social security agency) database, based on the identification number, the date of signing of the ISEE Certificate and fiscal code of student stated on the online application.

The student shall be listed in the ranking with the ISEE and ISPE indicators related to last certificate ISEE valid for benefits of the right to university study.

If student has signed the current ISEE, as stated on article 9 of Decree of the President of the Council of Ministers no.159/2013, the Agency shall consider related DSU for the purposes of the application for granting of the scholarship. The current ISEE must be signed within the application submission deadline. Since current ISEE has two months of validity it must be valid at the date of submission of the application.

The student who will participate for granting of the scholarship with current ISEE must submit specific request to the Agency within the application submission deadline attaching DSU and ISEE Certificate.

The amount received in 2016 as a grant for scholarship, dispensed by an Agency for the right of university study and stated in the DSU as a free from taxes income, will be deducted by the Agency and the student shall declare it in the online application.

The students shall be listed in the ranking with a pending status:

- D) if the ISEE Certificate and DSU details cannot be obtained from the INPS database;
- E) if the ISEE Certificate is not valid for benefits of the right to university study;
- F) the students who will have an ISEE Certificate with ISEE and ISPE indicators incalculable;
- G) if the ISEE Certificate has incorrect values or omissions.

The student listed in the ranking with a pending status have to regularize his own position within the deadline of 2 November 2018 and 2 January 2019 for students enrolled in PhD or specialization courses.

Students on the abovementioned case under point 2) must sign a new DSU ISEE 2018 or they will be excluded from the benefit.

As exceptional case, students on the abovementioned case under point 4) must sign a new DSU ISEE 2018 or must provide suitable documentation to demonstrate what is stated in the omissions.

The students on the abovementioned case under point 4) that will not correct their position within the above deadline will be placed in the final ranking in suspended status and will be included in the sample of the students who are subject to the check of the declaration of the economic condition.

From the academic year 2019/2020 the subscription of the DSU not valid for the benefits for the right to university study by the expiry of the application will result in exclusion from the competition.

Students on the abovementioned cases under points 1) and 3) must verify causes of the missing of the DSU ISEE or of the incalculable indicators ISEE and ISPE.

Any changes in the student's ISEE reported after the approval of the final ranking will not result in an increase in the scholarship.

ART. 8

FOREIGN STUDENTS AND ITALIAN STUDENTS LIVING ABROAD

Foreign students, Italian students living abroad, displaced students, political refugees and students asking for political asylum enrolled on or who intend to enrol on the courses detailed in article 3 may take part in the competition to obtain benefits.

Foreign students who live with their families in Italy, without income and/or assets abroad, are considered equivalent to Italian students for all purposes, and therefore also for the purposes of determining their financial status. They must therefore obtain the ISEE Certificate by submitting the Self-Declaration to a tax assistance office (CAF).

As well as having to fill in the online application, the other foreign students must prove that they meet the financial and household requirements set forth in article 7, by means of the following documents to be attached to the paper form of the application:

A) Students from the European Union

Self-Declaration, filled in by the student on the dedicated form, concerning the gross income earned in an EU-country in 2017 by each member of the family, any buildings owned in an EU-country by each of the members as of 31/12/2017, specifying their surface area, as well as the personal assets available abroad at the same date.

Any rent charges borne for the house of residence of the family shall also be declared.

B) Non-European Union Students

Specific documents issued by the competent Authorities of the Country where the income was generated, where the buildings are owned and the assets are available, legalised by the Italian Diplomatic Authorities competent for the area and accompanied by a translation in Italian certified by the same Authorities.

Documentation that must be attached to the application for scholarship is listed in the appendix B of this announcement.

Legalisation may be performed through issuance of an apostille for Countries signatory to the Hague Convention of 5 October 1961.

For those Countries where it is particularly difficult to obtain a certificate issued by the local Italian Embassy, a Certificate may be exhibited issued by the diplomatic or consular representative in Italy of the Country where the income was generated and the assets are owned, drafted in Italian and legalised by the Prefectural Offices pursuant to article 33, paragraph 4 of Presidential Decree no. 445 of 28 December 2000.

The consular certificate must make express reference to the documents coming from the Country of origin.

No form of Self-Declaration may therefore be accepted – self-certification, affidavit, sworn declaration.

C) Non-European Union students from the developing Countries set forth in Ministry of Education, Universities and Research Decree no. 351 of 03/05/2018

Certification by the Italian Representative in the Country of origin or by the diplomatic or consular representative in Italy of the Country that certifies that the student does not belong to a known high-income or upper class family; for the purposes of quantifying the amount of the ISEE and ISPE indicators, the value of both indicators is indicated as €0 in this certificate. This certificate may also be issued by Italian Organisations licensed to loan securities for financial coverage pursuant to the current provisions concerning the registration of foreign students in Italian Universities; if this is the case, the Organisation issuing said certificate undertakes to return the scholarship on behalf of the student in case of revocation.

Certification must be legalised by Prefecture as stated in subsection 4 of art. 33 of D.P.R. 28 december 2000 no. 445.

D) Self supporting student

Student with household status different from that of their parents is considered self-supporting student only if following rules are satisfied:

1) student has been resident outside the housing unit of the family of origin for at least two years with respect to the application deadline date, in accommodation that is not owned by one of the members of the family of origin;

2) student resident in Italy must have gross income from work (including salary and similar) for the 2016 calendar year that must be higher than €6,500.00. In this case the student must submit the ISEE 2018 declaration according to the provisions of art. 7;

2 bis) student resident abroad must have gross income from work (including salary and similar) for the 2017 calendar year that must be higher than €6,500.00. In this case the student must submit the documentation according to the provisions of this article points A) and B).

In case of marriage, student can participate with the spouse's salary. The documentation related to spouse's gross income must be submit according to the provisions of previous points 2) and 2 bis).

Self-supporting student's household of reference is normally that of the registered family status, without prejudice to the specific provisions of the ISEE regulations and current Announcement.

If the student does not meet the requirements to be considered as an self supporting student, then he or she is regarded as part of the parents' household.

E) Stateless students, political refugees or student with subsidiary protection
Stateless students, political refugees or student with subsidiary protection must prove this "status" using the official documentation issued to them by the Civil Court, for stateless students, and by the specific Commission established by the Ministry of the Interior, for political refugees.

These students are exempt from submitting declarations issued by Embassies and Consular Offices. Only income and any assets which may be owned in Italy will be taken into consideration when assessing the financial status.

F) Students asking political asylum

The students who asking political asylum must attach to the application for the scholarship the official documentation for requesting asylum.

These students are exempt from submitting declarations issued by Embassies and Consular Offices.

However the grant of the scholarship shall remain suspended till it shall be granted the status of refugee. Once the status of refugee shall be granted, the student obtains the right to receive the scholarship amounts and may use the services connected thereto (use of the place in accommodation only if available).

Only income and any assets which may be owned in Italy will be taken into consideration when assessing the financial status.

G) Italian students who are resident abroad

Italian students who are resident abroad and who intend to take apply for the scholarship and place in accommodation must submit the documentation according to the provisions of this article points A) and B).

H) Italian students with one parent resident abroad

Italian student with one parent resident abroad and who intend to take apply for the scholarship and place in accommodation must submit the documentation according to the provisions of this article points A) and B) concerning incomes and assets owned by the parent resident abroad.

It is an exception the application of article 3 point 2 of the Decree of the President of the Council of Ministers no. 159/2013 regarding ISEE.

Income and/or personal assets abroad will be assessed based on the mean exchange rate of the Euro for 2017 as stated by a specific act of the Bank of Italy published on 1 February 2018. Buildings owned abroad shall be understood as being assessed at €500.00 per square metre.

Foreign students shall also always declare any incomes and assets owned in Italy by his or her household , if they have. In this case students have to submit the declaration of incomes for 2018 and the documentation about financial assets with the balance at 31/12/2017 or the average stock for 2017.

ART. 9 STUDENTS WITH DISABILITIES

The following is provided for disabled students with recognised disabilities pursuant to article 3, paragraph 3 of Law no. 104 of 5 February 1992, or with invalidity of 66% or more:

A. DURATION OF THE PROVISION OF BENEFITS

These students may obtain the benefits for the first qualification of each study level only, for a maximum time period calculated from the year of first enrolment, equal to:

SCHOLARSHIP AND FREE CANTEEN SERVICE

- a) students enrolled on three-year degree, single-cycle laurea magistralis degree and second-cycle degree courses: duration provided in the respective educational systems plus three semesters;
- b) students enrolled on PhD or specialization courses: duration provided by the respective educational systems.

PLACE IN ACCOMMODATION

For students enrolled on the abovementioned degree courses under point a) the duration of the provision of a place in accommodation free of charge, with reference to the duration of the scholarship, is extended by another semester;

B. MERIT-BASED REQUIREMENTS

Students enrolled in years subsequent to the first year of degree courses must meet the following minimum requirements as of 10 August 2018, shown with the number of credits valid for the course of study on which they were enrolled in the 2017/2018 academic year.

Table 2	Merit-based requirements						
Course of study	Conventional year						
	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Three-year degree	15	48	81	114	=	=	=
Second-cycle degree	15	48	81	=	=	=	=
Single-cycle Laurea magistralis degree	15	48	81	114	147	180	213

Specific cases

Table 2 bis	Merit-based requirements						
Course of study	Conventional year						
	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Pisa – Construction Engineering and Architecture	13	38	65	88	121	154	=
Pisa – Laurea magistralis degree in Chemistry and Pharmaceutical Technology	15	47	77	111	145	178	=
Pisa – Laurea magistralis degree in Medicine and Surgery	15	46	77	108	139	170	205
Florence – Laurea magistralis degree in Medicine and Surgery	9	31	65	96	127	163	197
Siena – Laurea magistralis degree in Medicine and Surgery*	13	45	74	107	141	172	208

* merit requirements valid only for those enrolled until 2014/2015. Students enrolling from the academic year 2018/2019 must meet the merit requirements of table 1. Students enrolled starting from the 2015/2016 academic year must meet the merit requirement of table 1 bis but from the academic year 2019/2020 must achieve the credits provided in table 1.

The Bonus shall not be considered for determination of the merit-based requirements outlined for students with disabilities.

C. THRESHOLDS OF THE FINANCIAL STATUS AND ASSETS INDICATORS

The ISEE and ISPE amounts of students with disabilities applying for the benefits must not exceed the upper thresholds shown below:

ISEE	€30.000,00
ISPE	€60.000,00

For the purposes of determining the scholarship amount and drafting the rankings, the following formula is used to calculate the ISEE of students with disabilities:

$$\frac{23.000,00 \times \text{ISEE of the individual}}{30.000,00}$$

D. ADDITIONS TO THE SCHOLARSHIP AND GRANTING OF THE SERVICES CONNECTED THERETO

The sum of the scholarship for students with disabilities (see article 17, point 1) is increased by €2,000.00 (€1,200.00 in the case of a half-yearly scholarships), to help them make use of the educational activity and study.

The place in accommodation is awarded to students with disabilities on a priority basis with respect to the other students and they are given the chance to benefit from the rent contribution in place of the place in accommodation itself, and to receive the monetary value of the Canteen Service, which must be expressly requested in the online scholarship application.

E. STUDENTS ENROLLED IN THE FIRST YEAR: FORFEITURE AND REVOCATION

Forfeiture and revocation in relation to failure to obtain the merit pursuant to article 21, points A.13 and B.1., shall not apply to students with disabilities who are enrolled in the first conventional year of a three-year course, second-cycle degree or a single-cycle laurea magistralis course (or corresponding course).

Students with disabilities shall declare their status in the online application in which they have also to attach the corresponding certificate.

The regulations provided in this Announcement shall apply for anything which is not regulated by this article.

ART. 10
STUDENTS WITH CHILDREN

In order to make it easier for students with cohabitant children born on or after 1 January 2012, the merit-based and financial requirements, as well as the duration of the provision of the scholarship and the place in accommodation, are the same as those set in article 9.

Please note that children under the age of seven must be reported in the family status of the student submitting the application, as stated above.

Students that live with their children are given the chance to receive the monetary value of the Canteen Service, which must be expressly requested in the online scholarship application, and they are given the chance to benefit from the rent contribution in place of the place in accommodation, in the ways given in Article 18, point 3, below.

Forfeiture and revocation in relation to the failure to obtain the merit pursuant to article 21, points A.13 and B.1, do not apply to students with children under the age of seven, as detailed above, who are enrolled in the first conventional year of a three-year degree course, second-cycle degree or a single-cycle laurea magistralis course.

The regulations provided in this Announcement shall apply for anything which is not regulated by this article.

ART. 11
STUDENTS WHO ARE IN PRISON

The merit-based requirements and the duration of the provision of the scholarship are the same for students who are in prison as those for students set in article 9, while the range of the ISEE and ISPE indicators are those set forth in article 7 for students in general.

When calculating the ISEE and ISPE indicators, the household of reference for students who are in prison is always made up of the student only.

These students are always considered as being on-site.

Forfeiture and revocation in relation to the failure to obtain the merit pursuant to article 21, points A.13 and B.1, do not apply to students who are in prison who are enrolled in the first conventional year of a three-year degree course, second-cycle degree or a single-cycle laurea magistralis course.

The regulations provided in this Announcement shall apply for anything which is not regulated by this article.

ART. 11bis STUDENTS ATHLETES

The merit-based requirements and the duration of the provision of the scholarship are the same for students who are athletes at national level as those for students with disabilities set forth above in article 9, while the range of the ISEE and ISPE indicators are those set forth in article 7 for students in general.

These students must declare their status on the online application in which they have also to attach a specific certification released by the Society and the Federation of the sport done. The certification must be sent within the deadline of the application for scholarship in the way stated at art. 13 point B2.

Forfeiture and revocation in relation to the failure to obtain the merit pursuant to article 21, points A.13 and B.1, do not apply to students who are athletes who are enrolled in the first conventional year of a three-year degree course, second-cycle degree or a single-cycle laurea magistralis course.

The regulations provided in this Announcement shall apply for anything which is not regulated by this article.

ART. 12 INTERNATIONAL MOBILITY GRANTS

The Agency grants students satisfying both of the conditions below additions to the scholarship for participation in international mobility programmes:

- Scholarship holders pursuant to this Announcement;
- Those admitted entry by the University on to EU and non-EU international mobility programmes for the 2018/2019 academic year;

More than one addition can be made to the scholarship for international mobility purposes but for a maximum period of ten months for each level of study followed (twenty months for single-cycle laurea magistralis degree course).

The addition amount is quantified in a all included grant.

The monthly amount is diversified as stated in the following table:

ISEE	monthly amount
from € 0,00 to € 9.000,00	€ 480,00
from € 9.000,01 a € 14.000,00	€ 430,00
from € 14.000,01 to €23.000,00	€ 400,00

For periods equal to parts of a month, the amount shall be calculated proportionally to the number days and rounded to the nearest whole number.

For periods longer than 10 months covered by the addition, if the conditions are met, the correspondent value of the services connected to scholarship could be granted. The amount

shall be calculated proportionally to the number days and rounded to the nearest whole number.

During periods of participation in international mobility programmes all free of charge services connected to the scholarship (canteen, accommodation and rent contribution) will be suspended.

For periods of temporary return during the mobility program abroad, the student assigned to accommodation is guaranteed hospitality only in case of availability of seats at the rate provided for the guest service.

Once it has ascertained that the requirements are satisfied, the Agency shall issue an advance payment not exceeded €900.00 to the student.

If total integration is less than €900,00, the advance will not be granted and the whole integration will be granted after the end of the international mobility program.

Issuance of the advance payment must be requested by the student before leaving and accompanied by specific documentation certifying entry on to the mobility programme; the advance payment shall be granted with a dedicated approved deed within 30 days of publication of the provisional rankings or within 30 days of the request, if made after issuance of the provisional scholarship.

If the mobility programme covers living expenses the integration will be reduced by the values of the free accommodation service and the free canteen service valorized as stated at art. 17.

The integration is not granted if the mobility programme starts after the graduation.

The period in which the mobility programme takes place must be certified by the University at the end of the time spent abroad and the grant will be disbursed, after the check of the acknowledgement of at least 6 cfu taken abroad valid for the course of study of enrolment. These requirements don't apply to students whose international mobility program is for the thesis drafting. These students must submit a statement by the thesis supervisor.

The grant will be disbursed, with a specific administrative act in the following dates:

1 March 2019, 1 July 2019, 13 December 2019.

Please note that failure to collect the grant by 31 December 2020 shall result in the student forfeiting the benefit (see article 21).

The addition of the scholarship for participation in international mobility programmes is entitled to Lucrezia Borghi, Valentina Gallo and Elena Maestrini, in memory of the three deceased Tuscan female students in 2016 in a car accident in Spain, during an Erasmus stay.

ART. 13

APPLICATION SUBMISSION DEADLINES AND METHODS

The scholarship or scholarship and place in accommodation application shall be submitted in the ways and within the deadlines outlined below.

A. DEADLINES FOR SUBMITTING THE APPLICATION

The final application submission deadlines are as follows:

From 20 July 2018 To 13:00 of 14 September 2018	STUDENTS IN GENERAL (enrolled on three-year, second- cycle degree and single-cycle laurea magistralis degree courses)
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From 1 October 2018
To 13:00 of 15
November 2018

PHD STUDENTS AND STUDENTS ON
SPECIALIZATION COURSES

The aforesaid deadlines must be observed by all students, including those who can only enrol for the 2018/2019 academic year after the dates shown, after having passed tests or entrance examinations (students on specialization courses, PhD students, those applying for Announcements with limited places, etc.).

B. APPLICATION SUBMISSION METHODS

It is compulsory to fill in the application for the scholarship and allocation of the place in accommodation online at www.dsu.toscana.it. At the end of the online data input procedure, the student must enter a PIN, which is automatically sent to the email address specified upon registration. The application will then be considered signed with a cutting-edge electronic signature and the details will be automatically sent to the Agency.

The application is deemed valid if sent using the following methods:

STUDENTS WITH HOUSEHOLD RESIDING IN ITALY AND WITH INCOME AND/OR ASSETS ONLY IN ITALY

should send the application via the website only

STUDENTS WITH HOUSEHOLD RESIDING ABROAD AND WITH INCOME AND/OR ASSETS ABROAD should send the application via the website, print the corresponding form and submit it using the methods specified below, attaching the document required as set forth in article 8 and a copy of valid ID document. Documents must be attached to application in original version. If the student need a copy of the documents, the copy has to be supplied at the submission time of application.

Only those students who are required to submit the printed application must proceed in one of the ways below:

SENDING BY REGISTERED POST WITH RETURN RECEIPT

□ FLORENCE

ARDSU Toscana - Servizio Interventi Monetari

Viale Gramsci, 36 - 50132 FIRENZE

□ PISA

ARDSU Toscana - Servizio Interventi Monetari

Piazza Cavalieri, 6 - 56126 PISA

□ SIENA

ARDSU Toscana - Servizio Interventi Monetari

Via Paolo Mascagni, 53 - 53100 SIENA

The outgoing postmark date shall be proof of despatch.

SUBMISSION BY CERTIFIED EMAIL

Submission to the following Certified E-mail

Inbox: dsutoscana@postacert.toscana.it

If the student is under the age of eighteen, the application form must be signed by the student himself/herself and countersigned by a parent or guardian and, if submitting by post, a copy of both sides of the student's identity card and that of the person countersigning the application should be attached thereto. These students must then send the application via the website, print the corresponding form and submit it using the methods specified above.

Students who have not submitted the application as instructed in points A and B above may not obtain the scholarship.

The Agency must be promptly informed in writing of any event occurring in relation to the scholarship after the application deadline (provision of a scholarship or other financial help, leaving to move to another University, dropping out of studies, failure to enrol, change of residence, etc.).

4. TRANSFER THE APPLICATION FOR SCHOLARSHIP FROM AND TO OTHER AGENCY FOR THE RIGHT TO UNIVERSITY STUDY

Students applying for scholarship in other Region and enrolling in a Tuscany University may request to transfer their application.

To transfer his application, the student must transmit in the manner described in points 1, 2 and 3 above:

- the request for transfer;
- a copy of the application submitted to the other regional agency from which the regularity and date of submission (eg number and date of the protocol of the agency) are shown;
- duplicate copy of his ID.

The application could be considered valid if it was sent to the regional agency of origin within the deadline established by that agency and within the deadline stated at point A of this article. This second deadline can be postpone to 1 October 2018 for those students who participate to national competitions to access courses of degree at programmed number.

The request to transfer the application must be submit within 15 November 2018.

The Agency could ask to students who asking to transfer the application to supply all the information and documentation not present in the original application but mandatory to access to scholarship pursuant to this announcement.

Students applying for scholarship in Tuscany that would like to participate to the competition in other Region may ask to transfer the application submit to the Agency. To obtain the transfer the student must request it with a specific application. In the application for transfer the student must indicate the email or postal address where the application for scholarship have to be sent.

The Agency is not responsible for any misunderstanding in the transfer due to erroneous communication of the above information.

ART. 14

CRITERIA FOR DETERMINING THE NUMBER OF SCHOLARSHIPS TO BE PROVIDED

The number of scholarships to be provided in the 2018/2019 academic year depends by the available financial resources obtained by the sum of the regional tax proceeds for the right to university study and the percentage of the state supplementary funding allocated to Regione Toscana e specific regional resources.

If its budget permits, the Agency may add amounts from the regional funds assigned to it for management expenses or amounts originating from its own tariff income to the aforesaid resources.

A percentage of the above sum is set aside for awarding scholarships to students enrolled on PhDs or specialization courses who are confirming scholarships in the 2017/2018 academic year.

ART. 15

CRITERIA FOR DRAFTING THE RANKINGS

A. SCHOLARSHIP

For the purposes of drafting the rankings, students who won in the DSU Toscana scholarship announced for the 2017/2018 academic year and who did not forfeit the benefit are considered scholarship confirmations.

Students who won in the DSU Toscana scholarship for the 2017/2018 academic year and did not forfeit the benefit and who, having obtained the three-year degree, are also applying for the scholarship for the 2018/2019 academic year as second-cycle degree students, are also considered scholarship confirmations.

Each ranking shall be drafted without making any distinction between courses and arranged in ascending order of the ISEE, based on the following priorities and methods:

1. Degree course students eligible for grant of scholarship
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- Scholarship confirmation students
- All other students

The scholarship shall be awarded to at least 50% of those eligible among students enrolled on the first year of a three-year degree course, a single-cycle laurea magistralis.

In case of a draw, the scholarship shall be awarded according to the descending order of a ranking score (RS), awarded to each student, which is a function of the merit obtained. The RS score is calculated as follows:

$$RS = 1000 * MS \text{ (where MS is the merit score)}$$

MS is calculated as follows:

$$MS = \frac{\text{(Merit value of the student – Minimum merit threshold)}}{\text{(Maximum merit threshold – Minimum merit threshold)}}$$

Conventional year	Type of degree	Maximum threshold	Minimum threshold	Student's merit value
1	Three-year and single-cycle laurea magistralis	Maximum secondary school diploma grade obtainable	Maximum secondary school diploma grade	Secondary school diploma grade

			obtainable	
Subsequent years	All courses	Maximum credits obtainable with reference to the conventional year	Minimum credits required, net of the bonus, with reference to the conventional year	Credits obtained within the deadlines specified in article 5

If there is still a draw situation, precedence shall be given to the youngest student.

2. PhD and specialization course students eligible for the Announcement

- Scholarship confirmation students (for whom a dedicated reserve fund has been set aside)
- All other students

These students may obtain the benefits only once they have been awarded to the winning students in the rankings outlined in point 1 if, and to the extent that, resources are available.

Within each group, pending students identified in point C, paragraphs 6, 8 and 11 below, shall be listed in the rankings set forth in points 1 and 2 above with a stipulated ISEE value of €23.000,00.

3 Students eligible but not scholarship holders

Based on the funds available, the percentage of eligible students that will benefit the scholarship will be established. This percentage will be applied to ensure the same coverage of winners among eligible Italian students and eligible foreign students as defined in art. 8. Students who will qualify as eligible but not scholarship holders will be placed on the list after the winners of the scholarship.

In the event that the available resources do not allow the allocation of the scholarship to all eligible people in the ranking, during the academic year if additional funds are available the Agency will be able to scroll down the ranking and do new scholarship holders. The same ways of identifying the scholarship holders will be applied when new funds are found and the ranking will be scrolled.

B. PLACE IN ACCOMMODATION

The criteria for drafting the rankings for the granting of accommodation are listed in article 18.

C. STUDENTS LISTED IN THE RANKING WITH PENDING STATUS

Students may be listed as pending in the ranking for the following reasons:

1. students whose enrolment does not yet appear to have been finalised;
2. students who do not result to have enrolled yet;
3. students pending for merit- and/or financial status- and assets-related reasons;
4. students under points b and d of article 6;
5. students indebted to the Agency;
6. students whose ISEE Certificate details cannot be found in the INPS database;
7. students whose ISEE Certificate is not valid for benefits of the right to university study;
8. students whose DSU 2015 has ISEE and ISPE indicators incalculable;
9. students whose ISEE Certificate has incorrect values or omissions;
10. students under point 6 of article 5;

11. students under point C of article 13 with economic documentation that must be integrated.

For the scholarship holders who are listed as pending in the rankings for:

- the reasons set forth in points 1, 2, 3, 5, 6, 7, 8, 9, 10 and 11 the scholarship and the services connected thereto shall only be provided once the students have eliminated the reasons for their status pending;
- the reasons set forth in point 4, the monetary amount shall only be paid once the students have eliminated the reasons for their status pending; the services shall be awarded in any case, using the methods outlined in article 6;

If students under points 1 and 2 do not believe that the reason for the pending status is their fault (e.g. delay in the enrolment procedure by the University) and where they uphold their right to the scholarship, they may draft a request to the Agency, asking for the services in connection with the scholarship itself to be provided in advance.

If they do not uphold their right to the benefit, they must vacate any place in accommodation they may be staying in and pay back the Agency for the value of the services benefited from at the charges set forth in article 21, point c).

Any rent contribution shall instead only be paid with respect of the requirements stated below in article 18 point 3, once the reason for the status of pending is no longer valid.

The provisions of article 21, point A.5 shall apply for students falling under point 5.

ART. 16 ANNOUNCEMENT RESULTS AND PUBLICATION OF THE RANKINGS

The results of the Announcement for the granting of benefits shall be issued to all students concerned through publication of a notice on the www.dsu.toscana.it website. Personal result can be consulted in the student's reserved area of the DSU website.

The provisional rankings shall be approved by 1 October 2018

Any applications for review could be drafted on specific form duly motivated, downloadable on the Agency website, and submitted to the Azienda Regionale per il Diritto allo Studio Universitario (the Agency) in the ways stated at article 13 points B.2.1 and B.2.2 of this announcement by 11 October 2018

Applications for review shall not be taken into consideration if they concern:

- exclusion due to applications submitted after the deadlines;
- failure to award for legitimate reasons;

The results of the applications for review shall be communicated through publication of the final rankings.

The final rankings shall be approved by 30 November 2018

Any appeal against the decision of the Agency not to award the scholarship or place in accommodation for legitimate reasons can be made at first instance at the TAR - Regional Administrative Court of Tuscany and at second instance, at the Council of State.

The above dates are for all those competitors, apart from those on PhD or specialization courses, for whom a deferred application submission deadline is envisaged.

The rankings for PhD and specialization course students shall be approved by:

- 14 December 2018 provisional ranking
- 14 January 2019 final ranking

Any applications for review could be submitted by 27 December 2018.

In any case, no personal notice shall be sent to the student.

ART. 17

AMOUNTS OF THE SCHOLARSHIP AND THE SERVICES CONNECTED THERETO

1. SCHOLARSHIP AMOUNTS

The scholarship amount varies as shown in the table below and is made up of the monetary amount and the value attributed to the services provided for free.

ISEE	On-site students	Commuting students	Off-site students
from € 0,00 to € 9.000,00	€1.130,00 1 free meal a day	€2.030,00 1 free meal a day	€ 1.480,00 2 free meals a day and free place in accommodation
from € 9.000,01 a € 14.000,00	€1.060,00 1 free meal a day	€1.670,00 1 free meal a day	€ 1.070,00 2 free meals a day and free place in accommodation
from € 14.000,01 to €23.000,00	€1.000,00 1 free meal a day	€1.410,00 1 free meal a day	€ 680,00 n. 1 free meal a day

Holders of the half-yearly scholarship are entitled to a monetary amount equal to 50% of that specified and free use of the canteen and place in accommodation for six months.

The yearly value attributed to the free services is the following:

	On-site students	Commuting students	Off-site students
Canteen	€ 850,00	€ 850,00	€ 1.600,00
Accommodation	Not provided	Not provided	€ 2.100,00

Services shall not be converted into their cash value in any way, except as specified further on in this article and in article 18.

For students who are in prison the yearly value of the free canteen service is not attributed on the basis that the service cannot be received.

Students who obtain the educational qualification during the period in which they are taking advantage of the benefits, without prejudice to the provisions of article 6, shall continue to be entitled to the monetary amount of the scholarship (annual or half-yearly), they shall forfeit the free services (canteen and accommodation and any contribution for rent) connected thereto.

These students must therefore inform the Agency that they have obtained the qualification within 10 days..

2. EXEMPTION FROM REGIONAL TAX FOR THE SELF-DECLARATION.

Pursuant to Law no. 549 of 28 December 1995, Regional Law no. 4 of 3 January 2005 and Legislative Decree no. 68 of 29 March 2012, students who declare that they are eligible or were scholarship holders for the 2018/2019 academic year are exempt from paying the regional tax due for registration and enrolment, which is fixed at a total of €140.00

Forfeiture as provided for in article 21, point A.13 of this Announcement, as well as the revocation of the scholarship provided, pursuant to article 21, points B.1 and B.2 of the same,

do not cause the student concerned to lose his or her right to be exempt from paying the regional tax.

Pursuant to Regional Law no. 4 of 3 January 2005, article 6, paragraph 1, letter c), students enrolled on courses at the Scuola Normale Superiore di Pisa, the Scuola Superiore di Studi Universitari e di Perfezionamento Sant'Anna di Pisa and the IMT in Lucca, who submit scholarship applications pursuant to the procedures outlined and who are in possession of the merit-based requirements and the financial status outlined in this Announcement to benefit from the scholarship, are exempt from paying the regional tax for the right to university study.

3. CANTEEN SERVICE

In the time periods given below and during opening hours, scholarship holders are entitled to one free meal per day at the University Canteens or the restaurants partnered with the Agency, in the case of on-site or commuting students, and two free meals per day in the case of off-site students:

	Start	End
annual scholarship winners	03/10/2017	30/09/2018
half-yearly scholarship winners	03/10/2017	31/03/2018
PhD students and specialization course students	01/01/2018	31/12/2018

For half-yearly scholarship winners who have enrolled in the training paths referred to in Ministerial Decree n. 616 of 10 August 2017, in the level of studies to which they are enrolled in the academic year 2018/2019, the period of the free catering service ends on 30 September 2019.

The number of free meals per day is subject to change should the student cease to qualify as being off-site.

There shall be no reimbursement for meals not eaten, unless as a result of the circumstances given below:

- a) students scholarship winners with disabilities identified in article 9;
- b) students scholarship winners living with their children under the age of seven identified in article 10;
- c) students scholarship winners taking part in international mobility programmes, for periods longer than 10 months covered by the addition as stated at article 12;
- d) students scholarship winners doing training courses or attending a study course whose main site is in a Municipality where there are not restaurants providing the Canteen Service or in a place outside the Municipality e far from restaurants providing the Canteen Service more than 2 Km and where there is not bus or train services.

Subject to a duly substantiated application, the students under points c) and d) will be reimbursed an amount based on the daily value of the Canteen Service rounded to the nearest whole number, net of any meals eaten in the time period of reference.

Students under points a) and b) may request the cash value of the service in the online application. This will be granted quarterly as a deferred payment within 30 days of the end of the quarter, net of any meals eaten during the time period of reference.

In case of failure to collect the reimbursement of the value of the Canteen Service by 31 December 2020, the forfeiture outlined in Article 21, point A.5 shall apply.

4. ACCOMMODATION SERVICE

Off-site scholarship holders applying for granting of the place in accommodation under this Announcement are named as winners regardless of how many places there are to win, unless they fall within the grounds for forfeiture or revocation provided for in article 21.

These students will benefit from the place in accommodation free of charge in the housing facilities available to the Agency.

No sum shall be paid for total or partial failure to benefit from the Accommodation Services, even during periods of closure of the University Halls of Residence, unless this is due to a lack of available places (see article 18, point 3) or as a result of the circumstances given below:

- a) students with disabilities identified in article 9;
- b) students with cohabitant children under the age of 18 identified in article 10;
- c) married students cohabitant with their spouse; students in civil union or *de facto* coexistence of Law 20 May 2016, n. 76 are equivalent to married students;
- d) students taking part in international mobility programmes, for periods longer than 10 months covered by the addition as stated at article 12;
- e) students who carry out training or curricular internships that effectively prevent the use of the service and not carried out in the Municipality of residence;
- f) students attending a study course whose main site is in a Municipality where the Agency has no housing facilities.

Subject to application, students under points a), b), c) and f) may benefit from rent contribution in place of a place in accommodation, in accordance with the ways set forth in article 18, point 3.

Subject to a duly substantiated application, students under points d) and e) shall be reimbursed an amount based on the value per day of the Accommodation Service, rounded to the nearest whole number.

Article 18 below provides the details and methods for granting of the place in accommodation and payment of the rent contribution.

5. ELIGIBLE STUDENTS WHO ARE NOT SCHOLARSHIP HOLDERS

Students eligible but not scholarship holders for 2018/2019 academic year due to the lack of funds obtain the exemption from paying the regional tax due for registration and enrolment as stated at previous point 2 and are allowed to benefit the services connected with the scholarship in the following ways:

- canteen service free of charge: the benefit shall last for the duration specified in point 3 above. The number of meals which can be consumed as such per day is set at 1 meal for on-site or commuting students and 2 meals for off-site students. No refund will be granted for meals not eaten;
- accommodation service (only if available): the benefit shall be granted in accordance with the provisions of article 18 below at monthly fee of €175,00.

ART. 18 ACCOMMODATION SERVICE

As well as meeting the general, financial and merit-based requirements under this Announcement, it is necessary to be an off-site student to apply for the granting of a place in accommodation (see article 2, point B).

The Agency offers the following places in accommodation, available in its housing facilities, under this Announcement:

- in FLORENCE: 1650
- in PISA: 1565; 39 of which in Carrara (awarded on a priority basis to students of the Accademia di Belle Arti)
- in SIENA: 1316; 26 of which in Arezzo

These figures are subject to change.

The places in accommodation are allocated to winners of this Announcement subject to the availability of said places, without prejudice to the right of those winning a place in accommodation to continue living in the same place, as students confirming places. Should the number of winners of the Announcement exceed the number of places available in accommodation, then those entitled may benefit from a rent contribution in place of the place in accommodation (see point 3 of this article).

Students eligible but not scholarship holders will be collocated in the ranking for place in accommodation in the manner specified at point 2.1 below. Students eligible who will be granted the scholarship because of new funds available as stated at art. 15 point 3 will be called for the allocation of the accommodation only when the call of the students winners of the scholarship in the final ranking is completed. For these students the accommodation service will be free of charge from the date of the administrative act that grants the scholarship. No refund will be granted for the previous period.

1. DURATION OF THE ALLOCATION OF A PLACE IN ACCOMMODATION

The place in accommodation is allocated to winning students for the time periods indicated below, usually excluding the month of August and any closure periods for the Christmas holidays as established by the Agency for the various sites:

- annual scholarship winners: from 02.10.2018 to 30.09.2019, free of charge;
- half-yearly scholarship winners:
 - from 02.10.2018 to 31.03.2019, free of charge;
 - from 01.04.2019 to 30.09.2019, against payment (€175.00 per month);

PhD students or students on specialization courses: from 1.01.2019 to 31.12.2019, free of charge.

For half-yearly scholarship winners who have enrolled in the training paths referred to in Ministerial Decree n. 616 of 10 August 2017, in the level of studies to which they are enrolled in the academic year 2018/2019, the place in accommodation is free of charge until 30 September 2019.

During periods of closure, the residence service facilities are available to the Agency for its institutional purposes.

Without prejudice to the established deadlines, places may be allocated from dates subsequent to those specified above.

Should the student cease to qualify as off-site during the period of allocation of his or her place in accommodation (or rent contribution), then he or she shall inform the Agency of this immediately, in writing, and shall vacate said place. For students benefiting from rent contribution, the same shall discontinue starting from the date on which the aforesaid capacity is lost.

The Agency may only consider any applications received from boarding students to stay against payment (€175.00) during the periods of closure in cases of adequately documented necessity. The applications will be accepted where there is availability, and the bed could be granted may even be in a different residence to the one where the student usually lives. The applications shall be evaluated in first-arrived first-served order.

Students can stay free of charge during the Christmas period only, subject to the payment of an €80.00 penalty for those who apply to stay but then do not show up.

2. CRITERIA FOR THE GRANTING OF THE PLACE IN ACCOMMODATION

Drafting of the rankings

For the purposes of drafting the rankings, students confirming accommodation are understood as students who won a place in accommodation in the 2017/2018 academic year and who, for the same academic year, were actually allocated a place by the Agency and:

- did not forfeit the benefit;
- forfeited because they attained a three-year degree or second-cycle degree;

Students who were allocated a place in accommodation on an exceptional basis for the 2017/2018 academic year are also considered students confirming accommodation.

These provisions also apply to students who actually obtained a place at one of the sites of the Agency for the 2017/2018 academic year, even if different from the place in accommodation they will win for the 2018/2019 academic year.

PhD and specialization course students will be listed in separate rankings from the other Announcement participants, as they have a deferred application submission deadline (see article 13).

15 places are reserved for these students at each site, and if more are needed, then the number of places reserved shall be equal to the number of places required for those confirming the place in accommodation obtained in the 2017/2018 academic year.

A. Students eligible under this Announcement and enrolled on degree courses

The following priority criteria will be used for each site of the Agency when drafting the ranking:

Students confirming accommodation for 2018/2019 scholarship holders;

Students scholarship holders for 2018/2019 who won a place in accommodation for 2017/2018, who were not called for allocation of the place and who have not forfeited the benefit;

scholarship holders for 2018/2019 not belonging to groups A.1 and A.2;

Eligible students who have not won a scholarship under the 2018/2019 announcement;

Students in groups A.1 and A.4 shall be arranged in ascending order of their ISEE.

Students in groups A.2 and A.3 shall be arranged according to the conventional year of enrolment, with priority given to the highest; for the purposes of arranging that group only, the conventional year of those enrolled on second-cycle degree courses is extended by the number of semesters for which the scholarship is granted for the three-year degree. Students will be arranged in ascending order of ISEE within each conventional year.

The merit criteria valid for the scholarship ranking shall be used in case of a draw between students within each group.

Students under point A of article 6 maintain the position in the ranking assigned before scholarship conversion.

B. Students eligible for the Announcement enrolled on PhD and specialization courses

2018/2019 scholarship holders confirming accommodation;

2018/2019 scholarship holders who won a place in accommodation for 2017/2018 but were not called for the allocation of the place and did not forfeit the benefit

2018/2019 scholarship holders not belonging to groups B.1 and B.2;

Eligible students who have not won a scholarship under the 2018/2019 announcement;

Students in each group will be arranged in ascending order of their ISEE. Without prejudice to any reservations, places in accommodation will be allocated to these students after places have been allocated to those in group A.

If there is still a draw between students in the aforesaid rankings, precedence shall be given to the youngest student.

Within each group, students with pending status for the reasons outlined in article 15, point C, paragraph 6, 8 and 11, shall be listed in the rankings set forth in points A and B above with the stipulated ISEE value of €23,000.00.

2.2 Procedure for allocation of the place in accommodation

With the exception of students already staying in accommodation, those students who have won a place in accommodation shall be called for the allocation of said place as and when one becomes available, subdivided by gender.

Allocations will be done exclusively through public notices published on the www.dsu.toscana.it website. The terms of the allocation will be available in the student's reserved area and will be valid for all purposes as notification. No personal communication will be sent to the student.

First allocation will be done on 2 October 2018.

Following calls in order to proceed to allocate available places that are created will be done every 10 days; between 3 December 2018 and 3 September 2019 calls will be done every 7 days for the purpose of speeding the allocation of the places in accommodation.

Last allocation will be done on 3 September 2019.

The Agency sets aside the following places in accommodation for students who are winners of the place in accommodation enrolled on three-year degree, single-cycle laurea magistralis degree:

- in Florence:
215 places in accommodation: 150 for students of Italian nationality, 13 for foreign students from Europe, 29 for students from Asia, 20 for students from Africa, 3 for students from America;
- in Pisa:
215 places in accommodation (6 of which for those enrolled in the Accademia Belle Arti di Carrara): 191 for students of Italian nationality, 8 for foreign students from Europe, 6 for students from Asia, 9 for students from Africa, 1 for students from America;
- in Siena:
215 places in accommodation (5 of which for students in Arezzo): 191 for students of Italian nationality, 5 for foreign students from Europe, 5 for students from Asia, 13 for students from Africa, 1 for students from America.

Any places not allocated due to a lack of students coming from a given geographical area shall be allocated by scrolling down through the ranking of registered students until the 215 reserved places have been filled.

The reserved seats not assigned due to renunciation or no reply to the calls will be assigned to the first year students in order of ranking until the 215 places have been reached without taking into account the subdivisions indicated above.

The seats will be assigned according to the following priorities:

- a - students with disabilities as per art.9;
- b- student categories for which a dedicated fund has been set aside;
- c –students in the first ranking, in order of the same;
- d –ranking for students enrolled on specialization or PhD courses.

During the academic year it could happen that some allocations of places in accommodation will be done with different order compared to the ranking due to imbalance between gender. In that case for allocation of places the Agency may take into account the availability given by the students in the application for scholarship of living with other gender in the apartments.

Students who, for no justified reason, do not step forward within the deadlines specified in the call will be regarded as having forfeited the benefit.

Upon allocation of the place in accommodation in the residences, students shall:

- exhibit a valid identification document and submit a copy of it;
- in the case of foreign students, also submit their residence permit, or, where not in possession of the same, the receipt of the residence permit application and a copy of it;
- pay a non interest-bearing security deposit of €175.00.

Students shall forfeit the benefit of accommodation in cases where:

- they turn down the allocated place in accommodation;
- they do not step forward within the deadlines specified in the notice of call published in their reserved area.

At the moment of the call for the allocation of place in accommodation, students who benefit rent contribution (see point 3 of this article) that have a lease contract with penalty charge for termination may ask to postpone the allocation for the time needed to terminate the lease contract. This period cannot be more than three months from the call for allocation.

This benefit allows to maintain the right to the place in accommodation and the students who want to obtain it have to submit a copy of the certificate of termination of the lease contract within the end of the public notice for allocation. These students have to undertake to present themselves for the allocation of place in accommodation when they are called for the second time by the Agency. Meanwhile the student can continue to benefit the rent contribution for maximum three months. If the student will not accept the place in accommodation on second call or he will not present himself for allocation, the student have to reimburse the rent contribution received since the date of first call for allocation and will lose any right to place in accommodation and rent contribution.

Students must reimburse the rent contribution received since the date of call for allocation, if they accept the place in accommodation but they leave it within 30 days or they are revoked because of failure of use of it.

The benefits as stated in this paragraph will be granted to students who will be called for allocation of place in accommodation within April 2019. Requests for benefit will be accepted also for May and June 2019 but in those cases the allocation can be postponed only for two months for requests of May and one month for requests of June.

2.2.1 Accommodation charges and relative payment methods

The monthly charge of €175.00 applies to students with half-yearly scholarships, for the second semester only. It is except for the students under point 3 of article 4 that benefit from the accommodation place free of charge for the second semester. Payment of the aforesaid charge must be made in advance in monthly instalments within the 10th of each month. The student who will be in exceptional situation can request the payment in instalments of minimum 50% of the monthly charge. To obtain this benefit the student have to submit a specific documented application.

When the student leave the place in accommodation, he have to pay all his debts, if present.

If the party concerned does not comply with the provisions, he or she shall be declared as forfeiting the benefit, subject to formal notice, starting from the first month of non-payment (see article 21, point A.6).

3. RENT CONTRIBUTION

Scholarship holders and students winning places in accommodation shall benefit from the place in the housing facilities of the Agency free of charge; if no places are available in these facilities, they shall benefit from payment in place of this (rent contribution) the yearly amount of € 2.100,00 for annual scholarship winners and for the students under point 3 of article 4 (€ 1.050,00 for half-yearly scholarship winners), shall be calculated on a pro rata basis with relation to the overall granting period (point 1 of this article).

Students with disabilities identified in Article 9, students with children under the age of seven identified in article 10, married students cohabitant with their spouse and students attending a study course whose main site is in a Municipality where the Agency has no housing facilities may benefit, subject to application, to the rent contribution instead of the place in accommodation. In case of call for allocation, the aforementioned students must choose for the rent contribution by the expiry date of the convocation, on penalty of the forfeiture of the benefit from that date.

For eligible students who are not scholarship holders that will be nominated winners of scholarship on the basis of the reach of new funds, as stated at art. 15 punto 3, the rent contribution will be granted from the date of the administrative act granting the scholarship.

The application for rent contribution must be submitted with a specific online application form where the student must attach a copy of valid lease contract.

The deadline to submit the application for rent contribution is 14 December 2018 (before 13:00).

The lease contract must be registered, as stated in Law no. 431/1998 “Discipline of the leases and the release of real estate used for housing purposes” for the duration of at least 6 months for accommodation located in the Municipality where the main site of the attended study course is located, or in surrounding Municipalities (as listed in article 2, point b).

The rent contract must be in one of the following types:

- contract concluded with the applicant student;
- contract concluded with one of family members of the applicant student (parent, sibling or spouse);
- contract concluded by others with deed for the assignment to the applicant student, duly signed by the parties and registered;
- contract concluded with another student, in which the applicant student’s own name is mentioned as an individual appointed to live in the housing unit and to pay their share of the agreed rent;

The Agency accepts only on exception:

- contract drawn up with a Religious Body, which does not have to register the contract, for the duration of at least 6 months. The contract shall in any case contain the clauses governing hospitality and it shall be signed by the parties. In this case the applicant student must supply the receipts of the monthly fee paid.

Students who are staying in accommodation against payment without a valid contract, but who have applied for transfer to a valid contract pursuant to current regulations on the emergence of illegal rent, may apply for the contribution by submitting a copy of the aforesaid deed or a replacement declaration certifying the same.

Students enrolled on PhD and specialization courses shall submit any application for rent contribution by 31 January 2019 (before 13:00) in the ways specified above.

Rent contribution, the sum of which is calculated based on the value per day of the Accommodation Service, rounded to the nearest whole number, shall be granted quarterly through deferred payment within 30 days of the end of the reference quarter. The benefit shall only be granted for periods for which a valid lease contract has been exhibited. The students

who will be admitted entry by the University on to international mobility programmes, as stated in article 12, can continue to receive rent contribution for all period of abroad study also in case of termination or end of validity of the lease contract. This is not applicable if the mobility programme covers living expenses.

In case of failure to collect the rent contribution by 31 December 2020, the forfeiture outlined in Article 21, point A.5 shall apply.

Students who are winners of the place in accommodation and are called for the allocation, that will not accept the place or will not respond to the call, will not can receive the rent contribution for 2019/2020 academic year.

ART. 19
ACCOMMODATION AT DISCOUNTED FARE RESERVED FOR STUDENTS IN
EXCEPTIONAL SITUATIONS OF DISTRESS

For each Site, the Agency sets 10 places in accommodation at discounted fare aside as an exceptional grant, for “off-site” scholarship holders who won a place in accommodation for the 2017/2018 academic year and were actually granted the same, who meet the financial requirements specified in article 7 and who were not able to obtain the merit required to confirm their status as winners of the place in accommodation under this Announcement because they found themselves in exceptional situations of distress due to events occurring in their household. The aforesaid events, which must be adequately substantiated, must have occurred in the 12 months preceding the application submission date.

The awarding of the place at discounted fare as an exceptional grant is of an exceptional nature and non-recurrent and is inconsistent with other provisions granted by the Agency or by other Italian or foreign Institutions for the 2018/2019 academic year. It is granted only for the attainment of the first qualification of each level of study and no more than once during the whole time spent at University.

At 10 August 2018 students applying must meet the following minimum requirements, expressed as the number of credits valid for the course of study on which they were enrolled in the 2017/2018 academic year (in table, see the column of the conventional year calculated for the 2018/2019 academic year):

	Number of credits within 10/08/2018					
	2°	3°	4°	5°	6°	7°*
Conventional year						
Three year degree	10	40	90			
Second-cycle degree	10	40				
Single-cycle laurea magistralis degree	10	40	90	140	200	250

* requirements valid only for students enrolled in Laurea magistralis degree in Medicine and Surgery

Students shall specify the serious, exceptional situation of distress in which they find themselves in the application and shall attach documentation attesting to the same.

1. APPLICATION SUBMISSION PROCEDURE AND DEADLINES

Applications drafted on the dedicated form to obtain the benefit should be sent by registered post to the Servizio Interventi Monetari (Monetary Interventions Service):

- in FIRENZE: Viale Gramsci, 36 – 50132 Firenze
- in PISA: Piazza dei Cavalieri, 6 – 56126 Pisa
- in SIENA: Via Paolo Mascagni, 53 - 53100 Siena

by 14 September 2018 (before 13:00) at the latest.

A copy of the DSU should be attached to the application with the corresponding ISEE 2018 certificate valid for benefits of the right to university study or must be attached the documentation stated at art. 8 for students from abroad.

The application may also be sent by certified e-mail to the certified e-mail address: dsutoscana@postacert.toscana.it

The application outcome shall be communicated within 1 October 2018.

2. DURATION OF THE ALLOCATION OF THE PLACE IN ACCOMMODATION AT DISCOUNTED FARE

The place in accommodation will be granted at the monthly fare of €175,00 until 30/09/2019, normally excluding periods of closure of the housing facilities of the Agency: Christmas holidays and the month of August.

ART. 20 SCHOLARSHIP PAYMENT PROCEDURE

Entitled students shall be paid the monetary share of the scholarship, in the amount due to them, in the following way:

1. Students enrolled on the 1st year of a three-year, second-cycle degree and single-cycle laurea magistralis degree
 - 50% of the sum payable to them:
 - o by December 2018;
 - the remaining 50% shall only be paid to students obtaining the merit requirements outlined in article 5, point 1 by 10 August 2019 at the latest; students identified in articles 9, 10, 11 and 11bis do not need to meet these requirements.

To receive payment of the balance, equal to 50% of the monetary share of the scholarship, students must therefore notify the Agency of attainment of the abovementioned merit using the online self-certificate.

The table below shows the balance payment due dates, established in relation to the submission date of the aforesaid self-certificate.

Submission of Self-certificate	Balance payment due dates
By 31 May 2019	By 30 June 2019
By 10 August 2019*	By 31 October 2019

* Self-certification is also made by submitting the scholarship application for the 2019/2020 academic year.

Students who do not succeed in obtaining the abovementioned merit-based requirement by 10 August 2019 shall lose the right to the granting of the scholarship balance, equal to 50% of the total monetary share, and shall forfeit the services connected with this scholarship as of 1 September 2019.

2. Other students

- 50% of the sum payable (or rather the entire share, where the scholarship is granted for just one semester)
 - o by December 2018;
- the remaining 50% by June 2019.

The first of the aforesaid due dates does not apply to PhD students or students on specialization courses, due to the deferred application submission deadline envisaged for them.

The Agency shall communicate the exact times when the individual instalments shall be paid through publication on the www.dsu.toscana.it website.

The individual instalments of the scholarship shall be paid using the following methods:

- by transfer into an italian current bank account or postal check account in the name of the beneficiary student;
- by transfer on to an italian prepaid card using the IBAN code.

Students must submit the IBAN code in the online application form for scholarship and if they haven't IBAN code they must submit it with another specific online form within mandatory deadline 31 December 2020.

Students who will not submit the IBAN code and consequently will not collect the amounts due within above mandatory deadline shall forfeit the benefit.

The payments could be suspended to the debtor students that don't reimburse to the Agency with regular instalments. The amounts that the students have to receive could be use to offset the student's debt.

ART. 21 CAUSE FOR LOSS AND REVOCATION OF THE SCHOLARSHIP

A. LOSS

Entitlement to the scholarship and the services connected thereto shall be lost:

if overlapping with other provisions attributed for whatever reason (allowances, scholarships, including for PhD courses, specialist training contract, free or partially free places, housing services, etc.) other than those granted by the Agency, as well as those granted by the Agency which have been expressly proclaimed as being inconsistent with this scholarship; in the event of concurrence, the student may opt to enjoy one benefit over the other.

Exception is made:

- for scholarships granted by Italian or foreign institutions to add time abroad to training activity or research activity of fellows;
- for other individual measures, including money-based, sponsored by Regione Toscana in the sectors of its institutional competence, unless expressly proclaimed as being inconsistent with this scholarship;
- for any grants awarded by the University to honour students and to encourage them to enrol on given study courses;
- for any grants awarded by other Institution for substain the costs of accommodation. In this case off-site students cannot obtain the place in accommodation and the rent contribution;

if during checks it is noted that the details declared conflict with those verified, leading to a failure to meet the general, merit-based and financial requirements which allow access to the benefits;

if students are excluded from the University by the Academic Authorities and for the entire duration of the exclusion period;

if students find themselves in situations of debt with respect to the Agency and do not regularize their position within the sixty days following the approval date of the final rankings (see article 15, point C.5);

Entitlement to collect the sums issued in their favour shall also be forfeited if:

if students do not collect the sums issued in their favour by 31 December 2020 (see article 17 point 3, article 18 point 3 and article 20);

Entitlement to benefit from the place in accommodation shall also be forfeited if:

- students fail to pay the accommodation charge (see article 18, point 2.2.2);
- students carry out an activity which prevents attendance (part-time activity as identified in article 11 of Legislative Decree of 29 March 2012 is not grounds for inconsistency);
- students perform military service or voluntary civil service with the right to accommodation or conversion into the cash amount of the same;
- students cease to qualify as off-site;
- students drop out, leave to move to another university or discontinue their studies pursuant to article 8, paragraphs 4 and 5 of the Decree of the President of the Council of Ministers of 9 April 2001;
- students attain the final qualification of the study course for which they obtained the benefit, without prejudice to the provisions of article 6 for students who, having attained the three-year degree, enrol or intend to enrol on a second-cycle degree;
- following disciplinary proceedings resulting from breach of the Accommodation Regulations or serious misconduct, students have their benefit suspended or revoked.

Entitlement to the second instalment and the benefits connected to the scholarship shall be forfeited:

if students enrolled on the first conventional year of a three-year degree, second-cycle degree and single-cycle laurea magistralis for the 2018/2019 academic year do not succeed in obtaining the merit-based requirements outlined in point 1.A.1 of article 5. Failure to obtain this merit shall lead to loss of the right to the granting of the scholarship balance, equal to 50% of the total monetary share, and the services connected with this scholarship shall be forfeited as of 1 September 2019. This rule does not apply to students with disabilities or students with children under the age of seven or students in prison or students athletes identified in articles 9, 10, 11 and 11bis above.

Entitlement to the canteen service shall be forfeited:

if the student obtains the final title of the course of study for which he obtained the benefit without prejudice to what established in art. 6 for students who, after obtaining a three-year degree, enroll or intend to enroll in the master's degree;

Students forfeiting the benefit of the place in accommodation must vacate the place within 10 days from the date of loss, at the end of which period, defaulting parties shall be asked to pay a charge of €26,00 for each day of unauthorized stay.

B. REVOCATION

The scholarship is revoked:

for students enrolled on the first conventional year of a three-year degree, second-cycle degree and single-cycle laurea magistralis in the 2018/2019 academic year who do not meet the merit-based requirements outlined in point 1.A.2 of article 5 by 30 November 2019.

Revocation pursuant to this point does not apply to students with disabilities, students with children under the age of seven or students in prison or students athletes identified in articles 9, 10, 11 and 11bis above.

for students who leave to move to another University or drop out of their studies by 30 June 2019, regardless of how many credits they obtained up to that date.

Exception is made for students who move to another University in Tuscany, who continue to be entitled to:

- the monetary share of the scholarship;
- free use of the Canteen Service, to the extent envisaged with regard to the status of on-site, off-site or commuting, assessed with reference to the Municipality which is the main site of the course for which they are newly registered;
- allocation of the place in accommodation, if available in the housing facilities in the site of the Agency competent for the new University, provided students keep the status of off-site with respect to the Municipality which is the main site of the course for which they are newly registered. The place in accommodation shall be allocated based on the position that the student would have held in the accommodation ranking of the new site. If no places are available, the student may benefit from rent contribution if requested (see article 18).

for students who, for a variety of reasons, lose the right to the scholarship granted to them or who never held one.

C. REIMBURSEMENT OF THE BENEFITS ENJOYED IN CASE OF FORFEITURE OR REVOCATION

In case of revocation for the reasons stated in points B.1 and B.2, students shall only reimburse what they collected as the monetary share of the scholarship.

In case of forfeiture for the reasons stated in points A.1, A.2, A.3 and A.5 and in case of revocation for the reasons stated in point B.3, students shall reimburse the amount collected as the monetary share of the scholarship and any integration, as well as rent contribution, as well as the monetary value of the services benefited from, without prejudice to the imposition of any penalties outlined in article 22 below.

The monetary value of the service enjoyed is calculated as shown below:

accommodation: the value per day of the accommodation service rounded to the nearest whole number (€2.100/365) shall be applied for each day of allocation;

canteen: the amount corresponding to the tariffs applied to students in general shall be used for each meal consumed.

The reference time for calculation of the value of the accommodation service for which reimbursement will be requested is specified with the notice of revocation or loss.

Any period of stay subsequent to this shall be paid by the student as established and instructed by the Residence Service. Based on the abovementioned amounts up until the tenth day of the notice of revocation or loss, after which period, defaulting parties shall be asked to pay a charge of 26,00 euros for each day of unauthorised stay.

ART. 22

CHECKS PERFORMED ON THE TRUTHFULNESS OF THE DECLARATIONS PRODUCED

The Agency performs checks to ascertain the truthfulness of the replacement declarations produced by students under:

- article 4, paragraph 10 of the Decree of the President of the Council of Ministers of 9 April 2001;
- article 10 of Legislative Decree no. 68 of 29 March 2012;
- articles 43 and 71 of Presidential Decree no. 445 of 28 December 2000;
- the “Regulations for performing checks on the truthfulness of self-certificates submitted by students as well as for the recovery of debts owed to the Agency by students, following revocation or forfeiture of the scholarship, place in accommodation and other benefits”, approved by the Board of Directors of the Agency with Resolution no. 11 of 30/01/2017;
- the “Policy for imposing administrative penalties set forth in the guidelines of the Agency for performing checks to ascertain the truthfulness of the self-certificates submitted by the students”, approved with order no. 150 by the Director on 31 March 2017.

To this end, the Agency:

- checks with the Universities, Schools and Institutes that the general and merit-based requirements have actually been met;
- ascertains the truthfulness of the DSU and corresponding ISEE Certificates present in the INPS database:
 - by checking the financial and assets-related details through consultation of the Italian Revenue Agency database;
 - by requesting other public bodies involved for written confirmation of what the student has declared;
 - by asking the student for documentation proving the information declared, where necessary or to expedite the checking procedure times;
- asks European Union students with income abroad for documentation proving the information declared.

The checks to ascertain the truthfulness of any merit-based requirements met are performed on all eligible students under the Announcement, whereas checks on the financial status are performed on a significant sample of students who are winners of the scholarship under the Announcement who have submitted a replacement declaration.

The sample of students whose financial status will be verified is identified by means of a specific deed. Notification of the initiation of verification proceedings, and of their conclusion, shall be provided through publication of a dedicated notice on the www.dsu.toscana.it website. A specific personal information will be communicated in the reserved area to all those students constituting the sample.

The merit-based requirements are verified by 30 June of the year subsequent to the one in which the final rankings are published; if any cases are found to require further investigation or documentation, the students involved shall be informed within the aforesaid term.

In cases where the information declared does not match that verified, with respect to the financial and assets status, resulting in forfeiture of or reduction to the benefit, the following penalties are imposed, established by the “Policy for imposing administrative penalties set forth in the guidelines of the Agency for performing checks to ascertain the truthfulness of the self-certificates submitted by the students”, approved with order no. 150 by the Director on 31 March 2017:

- In cases of discrepancy between the declared income for fiscal purposes or other ISEE items, including assets-related, noted on the tax register and the information provided on the DSU, resulting in forfeiture of or reduction to the benefit, the penalty set forth in article 38, third paragraph of Law no. 122 of 2010 and following amendments and additions shall be applied, as expressed below

Outcome of the verification	Type of student	Amount of the penalty		
CHANGE IN SCHOLARSHIP AMOUNT	ON-SITE STUDENT	Three times the difference between the amount awarded and the amount due		
	COMMUTING STUDENT	€ 500,00		
	OFF-SITE STUDENT	€ 550,00		
LOSS OF THE SCHOLARSHIP	ON-SITE STUDENT	€ 1.870,00		
	COMMUTING STUDENT	1° group*	€ 2.760,00	
		2° group**	€ 2.425,00	
		3° group***	€ 2.180,00	
	OFF-SITE STUDENT WITHOUT APPLICATION OR ALLOCATION OF ACCOMMODATION OR RENT CONTRIBUTION	1° group*	€ 3.000,00	
		2° group**	€ 2.600,00	
3° group***		€ 2.250,00		

	OFF-SITE STUDENT WITH APPLICATION OR ALLOCATION OF ACCOMMODATION OR RENT CONTRIBUTION	1° group*	€ 5.000,00
		2° group**	€ 4.600,00
		3° group***	€ 4.200,00

* ISEE between 0.00 and 9.000.00

** ISEE between 9,000,01 and 14,000.00

*** ISEE between 14,000,01 and 23,000.00

For the purposes to strengthen the checks to ascertain the truthfulness of the replacement declarations and guarantee the efficacy of the actions to the right of university study, the Agency has activated a partnership with Regional Command of Guardia di Finanza based on a specific protocol approved by Deliberation of Board of Directors of Agency no. 12 of 01/04/2015.

ART. 23

INFORMATION PURSUANT TO ART. 13 LEGISLATIVE DECREE 30/06/2003 N. 196 AND OF THE ARTICLES 13 AND 14 OF THE 2016/679 EU REGULATION

Purposes of the processing for which personal data and legal basis of processing are intended

The personal data provided for the purposes of this competition will be processed, in compliance with the confidentiality obligations of the Agency, pursuant to articles 13 and 14 of EU Regulation 2016/679 (hereafter "GDPR 2016/679") and of the art. 13 of the Privacy Code (Legislative Decree 196/2003), concerning the protection of persons and other subjects regarding the processing of personal data. The information in extended form can be found on the company website at www.dsu.toscana.it/privacy The data required in the application for scholarships and accommodation, as well as those contained in the declarations and in general in the documentation provided are intended for the complex of automated and non-automated operations, aimed at the preparation of the rankings or lists for the allocation of benefits in services or monetary quotas. The data will not be used for profiling activities or for sending communications not relevant to the requested benefits. The processing of data finds its legal basis in the legislation on the first pages of the competition announcement.

Recipients (and / or categories of recipients) of personal data provided

The personal data and, if necessary, the coordinates of the current account or prepaid card are communicated to the Bank Treasury Credit Institute for the settlement of monetary amounts. The data established in the requests addressed to the benefits referred to in this announcement, as well as the related outcomes, have been communicated to Public Entities, to the Entities of the National Association for the Right to Education (ANDISU), to National Research Institutes for the purposes of the verification of compatibility and not overlapping of the concession of benefits or for reasons of statistical analysis.

Personal data not collected from the interested party

Personal data, with particular reference to personal data and university career, may be acquired automatically by the universities.

The indicator of the Economic Situation (ISE) will be automatically acquired to include it in the ISEE range for the purpose of determining the monthly fare payable in the cases provided for in the present announcement.

For residents in a foreign state not belonging to the European Union or for those who have income / assets produced in such countries, the personal data as well as the income / assets data and the composition of the family unit could be transmitted to the Embassies or Consulates for the appropriate checks.

Obligation to communicate personal data

The communication of personal data is mandatory to be able to compete for the allocation of the requested benefits. Failure to notify implies that the Agency cannot be admitted to the competition for the granting of cash benefits and / or services.

Period of retention of personal data

Personal data will be stored in specific paper archives, according to the timing provided by the "Massimario di selezione e scarto" approved by the Agency, as well as in the IT archives, even after the end of the services provided, mainly for historical reasons, statistics and to allow possible investigations by other public institutions, police forces or judicial authorities.

Rights of the interested party

The rights established by the 2016/679 EU Regulation are guaranteed - with the exception of specific exceptions set out in the Regulations itself - which can be consulted at www.dsu.toscana.it/privacy.

Identity and contact details of the data controller

The Data Controller is the Regional Agency for the Right to University Study, based in Viale Antonio Gramsci 36 - 50132 Florence, in the person of the Ente's legal representative, Prof. Marco Moretti (presidente@dsu.toscana.it).

Contact data of the Data Protection Officer

The Data Protection Officer is Dr. Giancarlo Galardi (urp_dpo@regione.toscana.it).

ART. 24 REFERENCE LEGISLATION

For anything not provided for in the above articles, reference should be made to current applicable legislation and regulations, as well as to the document setting out the "Guidelines for the Tuscany Regional Agency for the right to university study for the provision of measures in favour of university students AA 2018/2019" approved by the Regional Council of Tuscany with Resolution no. 783 of 16 July 2018.

Florence, 18 July 2018

THE DIRECTOR
(Francesco Piarulli)

Appendix A

(to the announcement for scholarships and places in accommodation 2018/2019)

List of Municipalities for which resident students can ask for the option referred to in art. 2 point B

Students attending in Florence and living in one of the following Municipality
ALTOPASCIO
BIENTINA
BUTI
CALCI
CAPANNOLI
CAPANNORI
CAPOLONA
CASTELFRANCO DI SOTTO
CASTELLINA IN CHIANTI
CASTIGLION DEL LAGO
CASTIGLION FIBOCCHI
CASTIGLION FIORENTINO
COLLESALVETTI
FIRENZUOLA
LAMPORECCHIO
LARCIANO
LATERINA
LIVORNO
LORO CIUFFENNA
LUCCA
LUCIGNANO
MARLIANA
MARRADI
MASSA E COZZILE
MONTE SAN SAVINO
MONTECARLO
MONTERCHI
MONTERIGGIONI
PALAIA
PECCIOLI
PISA
PONSACCO
PONTE BUGGIANESE
PORCARI
SAN GIMIGNANO
SAN GIULIANO TERME
SAN GODENZO
SANTA MARIA A MONTE
SIENA
SUBBIANO
VECCHIANO

Students attending in Pisa and living in one of the following Municipality
CAPRAIA E LIMITE
CARRARA
CASTELFIORENTINO
CERRETO GUIDI
CHIESINA UZZANESE
FIRENZE
FUCECCHIO
LA SPEZIA
LARI
LASTRA A SIGNA
MONTECATINI
MONTELUPO
MONTIGNOSO
ORTONOVO
PESCIA
PORCARI
SANTA CROCE
SARZANA
STAZZEMA
VINCI

Students attending in Siena and living in one of the following Municipality
ARCIDO
SSO
AREZZO
O
CASCIANA TERME - LARI
CASOLE D'ELSA
CASTEL DEL PIANO
CASTIGLIONE D'ORCIA
CINIGIANO
FIRENZE
FOIANO DELLA CHIANA
LASTRA A SIGNA
GROSSETO
MAGLIANO IN TOSCANA
MONTALCINO
MONTEPULCIANO
MONTICIANO
PIENZA
PONTERERA
RADICONOLI
SAN GIMIGNANO
SAN GIOVANNI D'ASSO
SAN MINIATO
SAN QUIRICO D'ORCIA
TREQUANDA

Appendix B

(to the announcement for scholarships and places in accomodation 2018/2019)

Documentation to be submitted by students from extra European Union Countries

All the documentation indicated below must be translated into Italian and legalized by the Italian diplomatic authorities of the country of origin or according to the procedures established by the international conventions in force concerning legalization.

1. **Family status:** certificate certifying the composition of the family to which student belongs

Special cases

- Family status with only one parent present:
 - in the event of divorce: a document about divorce or court document is required if the separation is in progress;
 - in the event of death: death certificate is required if not already submitted to the Agency in the previous academic years;
 - the student has not been recognized by the father: the student's birth certificate is required;
 - a parent is untraceable: it is necessary to certify the unavailability made by the competent authorities;
 - presence of a guardian in the family state: it is necessary to present a nomination act of the guardian of the competent authorities;
- The student is an orphan of both parents:
 - death certificates of both parents must be presented if not already submitted to the Agency in the previous academic years;
- Presence in the family status of married adult brothers/sisters:
 - it is necessary to submit the marriage certificate or the marital status of the brother/sister in the certificate of family composition must be specified;
- Presence in the family status of adult brothers/sisters not cohabiting with the family of origin:
 - it is necessary to present the certificate of residence of the not cohabiting brother or sister or it can be specified in the certificate of the composition of the family.

2. **Income:** Certification issued by public administration responsible for tax management with reported total gross income (including taxes) from work or pension got by each of the adult members of the family in the calendar year 2017.

Special cases

- If you do not have the certificate above, you can submit one of the following documents:
 - Certificate issued by the employer with indication of the salary received in the calendar year 2017 (from January to December) inclusive of taxes;

- Last payroll (December 2017) where the total income received in the calendar year 2017 is shown;
 - All 12 monthly payroll for income received in the calendar year 2017, if the total income does not show in the last payroll;
 - For adult members of the family without an income:
 - Student: certificate of enrollment at the university or other institute;
 - Unemployed: unemployment certificate or indication of unemployment status in the family composition certificate;
 - Mother housewife: can be certified in the family status.
3. **Buildings:** certification of all buildings owned as of 31 December 2017 by each of the family members with an indication of the area in square meters.
- Dwelling house:
 - property: certificate of ownership with the area;
 - free use: document certifying that the building is owned by a person not belonging to the family;
 - with a regular lease: lease valid at the date of expiry of the application for scholarship;
 - without a regular lease: certificate of not ownership of family members;
 - Other buildings: the relevant property certificates must be presented.
4. **Financial assets:** certificates issued by banks and financial institutions of current accounts, deposits of any kind, of rechargeable prepaid and credit cards, of shares and bonds, and in general financial assets, as of 31 December 2017 of each member of the family.
- It is mandatory to present the documentation relating to financial assets in the following situations:
 - Employees who collect through bank transfers;
 - Self-employed workers who have tax obligations;
 - Presence of a current account or prepaid card held in Italy by the student or other family members who are in Italy.