

**A.Y. 2019/2020**

## **Single call for the assignment of regional benefits:**

- **Scholarship**
- **Accomodation place**
- **Accomodation contributions – locations of Padova, Portogruaro, Bolzano, Conegliano e Verona**
- **Contributions for international mobility**
- **Access to the catering service facilities**

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# SCHEDULE

Students wishing to apply for benefits must complete the online application and send it **by 1.00 pm** (Italian summer time / GMT + 2 / UTC + 2 / CEST) of the expiry date indicated in the chart, with the modalities of art. 6. To be noted that these terms are **final** and therefore applications arriving later than this date will not be accepted. The ARDISS electronic online services system certifies the exact date and time of the online application submission.

Benefits	Online application	Publication of temporary classification (approximate date)	
Accommodation places in Trieste	Successive years	July 26 2019	August 13 2019
	First year students	August 28 2019	September 16 2019
	Students with registration requirements only	October 22 2019	November 15 2019
Accommodation places in Udine	Successive years	July 26 2019	August 13 2019
	First year undergraduate	August 28 2019	September 16 2019
	Students with registration requirements only	September 10 2019	From October 8 to October 11 2019
Scholarship	August 28 2019	October 31 2019	
Accommodation contributions in Padova, Portogruaro, Bolzano, Conegliano e Verona	August 28 2019	February 3 2020	
Contributions for international mobility	April 6 2020	May 11 2020	
Communication of the lease contract	October 18 2019	-	
Access to the canteen service at a discounted rate	June 30 2020	-	

# Article 1 – Call for Contributions

With this call, the Regional Agency for the right to Higher Education - ARDISS - offers the following benefits:

- Scholarship;
- Accommodation;
- Accommodation Contribution – locations of Padova, Portogruaro, Bolzano, Conegliano and Verona;
- Contribution for international mobility.

# Article 2 – Beneficiaries of the benefits

The beneficiaries of the benefits are:

- students of the University of Trieste and Udine enrolled for the academic year 2019/2020 in courses of:
  - Bachelor's degree,
  - Master's degree,
  - Single cycle Master's degree,
  - specialization, with the exception of those in the medical area activated according to the legislation in force;
  
  - research doctorates, which do not benefit from the scholarship as per Ministerial Decree April 30, 1999, no. 224
- students of the "G. Tartini "of Trieste and" J. Tomadini "of Udine registered for the academic year 2019/2020
  - upper level three-year courses
  - second level specialist two-year courses
- Students enrolled for the academic year 2019/2020 at the Higher Technical Institutes (I.T.S.) of Trieste, Udine and Pordenone.
- Students enrolled for the academic year 2019/2020 of first level in graphic design in the Academy of Fine arts G. B. Tiepolo of Udine.

Students enrolled in single courses, courses aimed at access to competitive exams for teaching and post-graduate courses or master's courses **cannot access the benefits available.**

## Article 3 – Benefit eligibility duration

The competition benefits are granted for the **degrees achieved for the first time in each degree level**. Students enrolled in the University of Trieste, in the University of Udine, in the “G. Tartini,” in the “J. Tomadini,” in the ITS or at the Academy of Fine Arts G. B. Tiepolo of Udine already in possession of a degree, obtained in Italy or abroad, of equal or higher level cannot therefore apply for the benefits.

The level of the qualification is determined by the Universities, the Conservatories, the ITS and the Academy of Fine Arts.

University seniority is calculated starting from the first year of enrolment of the student regardless of any change of course, with the exception of students with a disability of over 66%. University seniority is cancelled only once, in the case when a student should irrevocably withdraw from studies during the first year, without obtaining recognition of any exams (university credits) deriving from these studies. In case of a new enrolment following a single withdrawal during the first year, without credit recognition, the student will again be considered enrolled in the first regular year.

In case of transfer from another University as well as in the case of request of credit recognition or enrolment with abbreviation of career, university seniority is calculated starting from the first year of enrolment at the University or other similar institution of origin. In the case of enrolment in courses with programmed access following a change of course or transfer from another university, at the end of the first year of the course, this year is not taken into consideration for the purpose of calculating university seniority. For the purposes of the calculation of university seniority, the years of enrolment in the masters for which credit recognition has been requested are taken into account.

The years of enrolment in single courses for which the recognition of credits obtained during these courses has not been requested or have not been declared for the purpose of achieving the merit requirement, as well as the years of university interruption are excluded from the calculation of university seniority. As specified in Article 9, paragraphs 4 and 5, of Legislative Decree 68/2012.

### 3.1 Students enrolled in University, Conservatory and Fine Arts Academy courses

The students can access benefits **until the first year out of course (further semester)**, in the following ways.

Bachelor's degree Three-year upper level of the Conservatory / Academy	The benefits are awarded for <b>seven semesters</b> from the year of first registration, <b>eight semesters for the accommodation service.</b>
Master's degree Second level specialist degree Conservatory course	The benefits are awarded for <b>five semesters from the year of first enrolment to the master's degree course, six semesters for the accommodation service.</b>
Single cycle master's degree	The benefits are related to a period that takes into account <b>the normal duration of the course plus one semester</b> from the year of first enrolment, <b>plus two semesters for the accommodation service.</b>

The scholarship amount for **the further semester** is halved.

### **3.1.1 Undergraduate students attending a three-year course who enrol in the first year of a master's degree course**

Students who graduate from a three-year course of study by the last graduation session of the academic year 2018/2019 and who enrol in the first year of a master's degree for the academic year 2019/2020 within the terms set by the University, **must compulsorily complete the application** for benefits **as first-year students.**

### **3.1.2 Undergraduate students who fail to achieve a degree or who do not enrol in the first year of a master's degree**

Students who have applied, declaring their intention to graduate within a session of the academic year 2018/2019, but then fail to achieve the title or, students who have applied as enrolled in the first year of a master's degree and do not enrol in this course, must promptly notify ARDISS by sending an email to: [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) by April 30, 2020. In this case they will keep the benefit only if they meet the enrolment and merit requisites foreseen for the academic year 2019/2020.



## 3.2 Students enrolled in specialization and research doctorate courses

Students enrolled in specialization courses, with the exception of those in the medical area activated on the basis of the current legislation and research doctorate courses, which do not benefit from the scholarship as per Ministerial Decree April 30, 1999, no. 224, can access the benefits for a period of time equal to the duration foreseen by the respective educational systems, starting from the first year of enrolment. There are no benefits for the years that exceed the legal duration of the course.

## 3.3 Students enrolled in courses of Higher Technical Institutes (I.T.S.)

Students enrolled in I.T.S. schools can access the benefits for a **period of time equal to the duration foreseen by the respective educational systems**, starting from the first year of enrolment. There are no benefits for the years that exceed the legal duration of the course.

## Article 4 – Requirements for admission to benefits

To obtain the benefits, students must meet the requirements for **enrolment, merit and income** defined in the call. Students must be in possession of any additional specific requirements for each individual benefit

### 4.1 Enrolment requirements

To apply, no prior registration to Universities, Conservatories, I.T.S. and Academy is necessary, it must however take place **within the terms of registration** required by the individual Institutions and in any case within the deadline for presenting the requests for review for each benefit.

For students who apply for the benefits for a **further semester**, the enrolment requirement is considered satisfied if they have been regularly enrolled in the last year of the course 2018/2019 and obtain the degree in an extraordinary session of the same year or if they enrol in the academic year 2019/2020 to the first year out of course by **April 30, 2020**. They will not be able to obtain the scholarships expected for undergraduate students who, while graduating in a session of the academic year 2018/2019, obtain the qualification before **October 7, 2019**.

### 4.2 Merit requirements

The merit for the students of University three-year degree courses, of master's degree and of single-cycle master's degree, of the conservatory higher three-year degree course and of the specialist two-

year second level courses and of the first-level Academic Diploma of Academy of Fine Arts is calculated on the basis of the regularly registered or equivalent university credits (CFU).

**The following credits are not considered valid for the purposes of merits and therefore are not taken into consideration:**

- **obtained before enrolling in the degree course.** Exceptions are the cases of recognition of credits deriving from transfer from another University or transfer of degree course or career abbreviation, without prejudice to the assessment, for the purposes of exclusion from the benefits, and of the accumulation of university enrolment years;
- **deriving from study related activity sustained to fill training debts** from previous activity,
- **deriving from study related activity relating to individual courses** for which recognition of the credits obtained during said courses has not been requested or, although recognised, have not been declared for the purpose of achieving the merit requirement;
- **deriving from study related activity relating to supernumerary educational activities**
- **deriving from integrated examination modules**, which are not regularly recorded in the career on the Esse3 system until the completion of the integrated examination.

ARDISS reserves the right, however, to verify particular situations inherent to the administrative procedures related to the university activity of the students.

### 4.2.1 Students enrolled in the first year

Students **who enrol for the first time in the first year of the three-year degree**, master's degree and single-cycle master's degree courses, as well as the upper level three-year courses and the second-level two-year specialist courses of the Conservatory and level I of the Academic diploma, do not need any merit requirement at the time of submitting the online application to be included in the ranking of the various benefits as eligible and beneficiary. If these students are recipients of scholarships, **they will have to receive 20 credits CFU regularly registered** on the Esse3 system, or in the databases of the Conservatories and of the Academy, **with the date they passed the relative exams not being later than August 10, 2020**

If the beneficiaries of scholarships are students enrolled in degree courses with only annual exams, to receive payment of the full amount of the benefit, **they must obtain 10 CFUs regularly registered** on the Esse3 system **with a passing date no later than August 10 2020.**

Students enrolled in the first year who reach the credits required for payment after August 10 2020, and by 30 November 2020, receive half the amount of the scholarship. Failure to obtain the credits required by November 30th 2020 will result in the revocation of the scholarship (Article 24).

## 4.2.2 Students enrolled in subsequent years to the first

Students enrolled in years subsequent to the first of the undergraduate, postgraduate and single cycle postgraduate degree courses, as well as the upper level three-year courses and second level specialist two-year courses of the Conservatory and the first level academic degree of the Academy, must have **the following merit requirements by August 10, 2019** to receive the benefits:

Academic Year of first registration	18/19	17/18	16/17	15/16	14/15	Further semester
Year of enrolment in the academic year 2019/2020	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	
	Number of total credits to be acquired starting from the year of first registration					
Three-year degree Upper third level course (Conservatory)	25 CFU	80 CFU	-	-	-	135 CFU
Master's degree * Second level specialist two-year course (Conservatory) *	30* CFU	-	-	-	-	80* CFU
Single cycle master's degree	25 CFU	80 CFU	135 CFU	190 CFU	245 CFU	+55** CFU

\*The credits indicated for the Master's Degree and for the second level two-year specialization course are understood to be acquired by the students in the master's or specialist course only.

\*\*to be added to the last year of the course.

For the courses of the Academy instead of CFU read CFA.

**The credits, indicated in the chart, must be regularly registered** on the Esse3 system or in the databases of the Conservatories and the Academy **with the date on which the relative exams were passed being no later than August 10 2019**. Students are required to declare, under their own responsibility, in the online application the number of credits that are regularly registered in their name (on the Esse3 system of the Universities or in the database of Conservatories), excluding credits not valid for the purpose of reaching the requirement of merit.

## 4.2.3 Bonus

To achieve the minimum merit requirement, students enrolled in years subsequent to the first can use, in addition to the credits actually earned, a bonus, accrued on the basis of the year of the course attended, with the following methods:

- **up to 5 credits**, if used for the first time to obtain benefits for the **second academic year**;

- **up to 12 credits**, if used for the first time to obtain benefits for the **third academic year**;
- **Up to 15 credits**, if used for the first time to obtain benefits for the following academic years.

**The activation** of the bonus can be **requested in the online application**. ARDISS will verify the actual bonus points available and apply them automatically until the merit requirements are met. Students can verify the use of the bonus by accessing their electronic file to check the rankings of the various benefits requested.

**The bonus can only be activated once and cannot be combined.** The portion of the bonus not used in the academic year of activation can be used in subsequent years. Students who have benefited from the bonus in the academic years prior to the academic year 2019/2020 can only use the unused quota. Students enrolled on master's degree courses or specialist two-year courses may use the bonus accrued and not used in the previous three years. The student must also declare the possible use of bonus credits at other universities in previous careers.

ARDISS reserves the right to carry out sample checks on the truthfulness of the information declared in relation to the bonus points used in previous careers, following the publication of the final rankings. The bonus credits can be used exclusively for the purpose of achieving the minimum merit requirement needed for requesting the benefits paid by ARDISS for a specific academic year. The bonus credits eventually requested in the academic years prior to the academic year 2019/2020 are not counted for the purposes of achieving the minimum merit requirement set forth in this call.

**Students enrolled in the first year of the three-year and master degree courses cannot use the bonus for the achievement of the required credits as a merit requisite to preserve eligibility for the scholarship.** This provision applies to first year students of both three year and master courses.

#### **4.2.4 Students enrolled in research and specialization doctorate courses**

Students enrolled in specialization courses, with the exception of those in the medical area activated according to the legislation in force on the subject and to research doctorate courses that do not benefit from the scholarship referred to in the Ministerial Decree of April 30 1999, n. 224 of Universities, must possess the requisites set by the university for the regular enrolment in the current academic year.

#### **4.2.5 Students enrolled in courses of Higher Technical Institutes (I.T.S.)**

Students enrolled in I.T.S. courses must be in possession of the requisites set by the institute for the regular enrolment in the current academic year.

## 4.3 Income and asset requirements

Since the benefits provided by ARDISS and contained in this call fall within the facilitated social benefits, the economic conditions of the students are identified on the basis of the **Equivalent Economic Situation Indicator (ISEE) for the right to a university education**, relative to the income of 2017 and the financial situation of 2018.

In particular:

- the Equivalent Economic Situation Indicator (ISEE) **for the right to a university education** must not exceed the limit of **€ 23,508.78**;
- the Equivalent Financial Indicator (ISPE = ISP / equivalence scale) must not exceed the limit of **€ 51.106,05**.

The aforementioned **conditions must be satisfied simultaneously**. The applicant must therefore have an **ISEE value** for the right to a university education, and at the same time an **ISPE value** for the for the right to a university education **not exceeding the amounts** mentioned above.

The students:

- a) EU and non-EU citizens **residing in Italy** whose family residing in Italy has generated income and possesses assets in Italy and/or abroad **must consult a CAF** (fiscal assistance centre) to present the documents necessary to obtain the ISEE certificate for the right to a university education concerning the income of 2017 and the financial situation of 2018 and fill in the relative DSU (single substitute declaration);
- b) EU and non-EU citizens **residing in Italy**, with family residing abroad and / or with income and assets produced or owned abroad, are in any case required to declare any income and assets possessed in Italy by their family unit according to the procedures set out in this call. For this purpose, they can **consult any CAF** to present the documents necessary for obtaining the ISEE certification for the right to a university education concerning their income in 2017 and the financial situation of 2018 attesting income and assets in Italy. Subsequently they must apply **exclusively to affiliated CAFs** for the issue of the ISEE university certificate (Data sheet for University-qualified indicator). The release of the documentation is free. The opening hours and addresses of the affiliated CAFs are published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).
- c) EU and non-EU citizens, **non-resident in Italy**, whose family resides abroad must apply **exclusively to the affiliated CAFs** to obtain the ISEE university certificate (Data sheet for Unified University indicator). The release of the documentation is free. The opening hours and addresses of the affiliated CAFs are published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).

- d) **recognized political refugees** in Italy must attach the certification issued by the Ministry of the Interior; Stateless students must attach a certified copy of the documentation issued by the Civil Court. For these categories of students, only income received in Italy and any assets held in Italy are taken into account.
- e) **Those arriving from developing countries** as per Ministerial Decree May 3, 2018 n. 351 “Definition of the list of particularly poor countries, also characterized by the presence of a low indicator of human development, for the academic year 2018/2019” (except for any updates foreseen by new Ministerial Decree) and listed in Annex 2, must present the evaluation of the economic condition carried out on the basis of a certification of the Italian Representation in the country of provenance that attests **that the student does not belong to a family known to be of high income and high social level.** For students enrolling in the first year, this certification can be issued by Italian institutions qualified to provide economic cover guarantee pursuant to the current provisions on the registration of foreign students in Italian universities; in this case the guarantee institution undertakes to return the scholarship on behalf of the student in case of revocation.

The single substitute declaration (DSU) is a document that contains the income and asset information necessary to describe the economic situation of the family unit for the request of facilitated social benefits, such as scholarships. The information contained in the DSU is partly self-declared and partly acquired directly from the administrative archives of the Revenue Agency. From the moment the student fills out the DSU, it can take 10 days before the ISEE is issued for the university services subsidized by INPS.

**NOTE:**

interested students are invited to **contact the CAF or INPS** to apply for the academic year services 2019/2020 **as soon as possible for the issue of the ISEE certificate for the subsidized services for the right to a university education.**

ARDISS automatically extracts from the INPS database the data relating to the **ISEE for the subsidized services for the right to a university education** based on the INPS protocol number of the ISEE certificate, or on the DSU number signed at the CAF, inserted by the student in the online application. Students must therefore be in possession of the protocol number of the ISEE certificate or at least the DSU number by the deadline for completing the online application for each service.

The students referred to in the previous letters b) and c) must indicate that they have obtained the university ISEE in accordance with the deadlines for completing the online application for each service. The affiliated CAF will send the related information to ARDISS for the purposes of requesting the services referred to in this call, the ISEE certificate is valid for the subsidized services for the right to university education of the applicant student. The ordinary ISEE certificate is not valid even if it refers to the

requesting student. For students enrolled in a research doctorate, the applicant's family unit is formed in accordance with the provisions of art. 8, c.4 of the DPCM (Prime Ministerial Decree) December 5, 2013, n. 159.

**NOTE:**

students who do not receive an ISEE declaration, valid for the subsidized services for the right to a university education concerning the 2017 income and the financial situation of 2018, within the deadline for the presentation of the requests for review envisaged for each service, from the affiliated INPS or CAF of reference, are excluded from the services.

ARDISS reserves the right to operate official adjustments of mere material errors, at its own discretion, based on the reports sent by the students exclusively to the address: info.trieste@ardiss.fvg.it and info.udine@ardiss.fvg.it. If a student is in possession of a **current ISEE**, rather than an ISEE for the subsidized services for the right to a university education, it must be reported exclusively to: info.trieste@ardiss.fvg.it and info.udine@ardiss.fvg.it within the terms set for the application of each service. Since the current ISEE is valid for two months, this certificate will be taken into account as long as it is valid on the date the application is submitted for each service.

### **4.3.1 Student status independent of the family of origin**

Students are considered independent of the family of origin if they are in possession of **both** these requirements:

- **residence**, resulting from the registry record, outside the housing unit of the family of origin, resulting from the registry record established for at least two years with respect to the date of presentation of the application for registration for the first time in each course of study, in housing not owned by a member of the family nucleus of origin;
- **presence of an adequate income capacity**, consisting of income of no less than € 6,500.00 per year from employment or similar fiscally declared, for at least two years with reference to a family unit of one person.

In this case students can present an ISEE for the subsidized services for the right to a university education by forming their own nucleus.

## Article 5 – Students with disabilities

Students with a disability of 66% or more can access the services up to and **including the second year out of course (further semester)** starting from the first year of enrolment. ARDISS obtains the percentage of invalidity directly from the University / Conservatory / ITS / Academy database.

### 5.1 Enrolment Requirements

The enrolment requirements are the same as per article 4.1.

### 5.2 Requirements of merit

For students with disabilities equal to or greater than 66%, **who enrol for the first time in the first year** of undergraduate, postgraduate and single cycle postgraduate degree courses, as well as in the upper three-year courses and second level specialist courses at the Conservatory and the Academic level diploma, at the time of submitting the online application, do not need the merit requirement for inclusion in the ranking of the various services as eligible and beneficiary.

If these students are beneficiaries of scholarships, to receive the payment of the whole sum they **must receive 9 credits regularly registered** on the Esse3 system or in the databases of the Conservatories and of the Academy and **the relative exams must be passed not later than August 10, 2020.**

Students enrolled in the first year who reach the credits required for payment after August 10, 2020 and by November 30, 2020 will receive half the scholarship amount

Failure to obtain the credits required by November 30, 2020 will result in the revocation of the scholarship (Article 24).

The merit requirements **for students enrolled in subsequent years must be acquired by 10, August 2019** and are **reduced by 30% compared to those indicated in the previous art. 4.2.2**, as specified in the following chart:

First academic year	18/19	17/18	16/17	15/16	14/15	1 <sup>st</sup> FC	Further semester
Year of enrolment for the A.Y. 2019/2020	2nd	3rd	4th	5th	6th		
	Number of total credits to be acquired starting from the first year of enrolment						



Three-year degree Upper first level three-year course (Conservatory Academy)	17 CFU	56 CFU	-	-	-	94 CFU	133 CFU
Master's degree * Second level specialist two-year course (Conservatory) *	21* CFU	-	-	-	-	56 CFU	94* CFU
Single cycle master's degree	17 CFU	56 CFU	94 CFU	133 CFU	171 CFU	209 CFU	+38** CFU

\* the credits indicated for the master's degree and for the two-year second level degree are considered acquired by the students in the master's or specialist course

\*\* to be added to the last year of the course.

For the courses of the Academy instead of CFU read CFA

**The CFU credits referred to in the chart must be regularly registered** on the Esse3 system or in the databases of the Conservatories and Academy **with the date on which the relative exams were passed no later than 10 August 2019.**

the provisions of art. 4.2 regarding the validity of the credits and of the art. 4.2.3 on the use of bonus credits apply to students with disabilities of not less than 66%

## 5.3 Income and asset requirements

- the Equivalent Economic Situation Indicator (ISEE) for university services must not exceed the limit of **€ 29.385,98**;

the Equivalent financial situation (ISPE = ISP / equivalence scale) must not exceed the limit of **€ 63,882.56**.

For students with disabilities of not less than 66%, the other provisions regarding income and capital requirements included in art. 4.3 apply.

# Article 6 - Application procedure

Students wishing to apply for the benefits must complete the application exclusively online and **send it by 1.00 pm promptly** (Italian summer time / GMT + 2 / UTC + 2 / CEST) **of the deadline, as indicated in the schedule on page 5**. It should be noted that the electronic system certifies the exact date and time the application was sent.

The **online application** is a digital form that is activated by accessing the **online services of the site [www.ardiss.fvg.it](http://www.ardiss.fvg.it)**. To complete the online application on the ARDISS website, students must identify themselves by entering their Esse3 credentials (username and *password*). Students who are not yet in possession of personal credentials should ask for them at the moment of filling in the online application:

- **for the ARDISS headquarters in Trieste**, by registering online to the Esse3 website (both for students already enrolled and for students not yet enrolled at University, and for students of the Conservatory). Credentials are active within 24 hours of registration, otherwise students must contact the ARDISS headquarters in Trieste.
- for **the ARDISS headquarters in Udine**, by **registering online to the ARDISS website** (if not yet enrolled at University or if enrolled at the Conservatory, Academy or ITS) or by **using the credentials (enrolment number and password) provided by the University of Udine**, if already enrolled at that university.

**The online application can only be done once:** students who wish to ask for more benefits must **complete the application only once by selecting all the benefits of interest**.

The deadline for sending the online application for more than one benefit is the nearest one, with reference to the benefits requested. Students who have entered the personal online area, in order to complete the application, must:

- enter or modify their personal data;
- enter or modify information relating to enrolment, academic merit and economic situation;
- select the benefits required;
- check the summary of the application that indicates the data entered, that will remain editable until the online application is sent;
- upload a copy of a valid identification document;
- **send the application online. Once sent, the data entered becomes final.**

The data entered by the students are declared pursuant to Presidential Decree 445/2000, therefore the students are responsible for the truthfulness and completeness of the data.

**The certainty of having sent the application occurs only upon receipt of the automatic confirmation email which is generated** once the online procedure is completed. The confirmation email contains the summary of the data entered and the benefits requested and the information on

the processing of personal data. **It is up to the students to check the summary data and make sure that they have requested the benefits they are interested in.**

Please note that the e-mail box from which the confirmation e-mail is sent is not enabled to receive any communication.

**If the confirmation email is not received within 24 hours of sending the application, students must immediately contact the competent ARDISS headquarters (info.trieste@ardiss.fvg.it; info.udine@ardiss.fvg.it).**

Applications submitted will not be considered valid:

- beyond the terms indicated in the schedule
- with methods other than those provided for in this call

**NOTE:**

ARDISS makes some workstations available for students to complete the online application. It should be noted that the computer, provided both by the Agency staff and student collaborators for the application, does not relieve or exempt the applicant from a complete and conscious reading of the call. The applicant is, in fact, the only person responsible for the data and information relating to the benefits included in the application, the verification of the summary and the correct closure of the application.

## **6.1 Students not yet enrolled**

Students who have not yet completed enrolment at the University, Conservatory, Academy or I.T.S. can submit an **online application subject to registration, within the deadlines set by the call**. The registration must in any case take place within the terms set forth in art. 4.1. It will be the responsibility of the requesting students to inform ARDISS of any failure to register at the University, Conservatory, Academy or ITS, by sending an email to: info.trieste@ardiss.fvg.it and info.udine@ardiss.fvg.it.

## **6.2 Inter-university students Udine-Trieste**

Students enrolled in inter-university degree courses between Udine and Trieste must apply online for the benefits to the competent ARDISS office with reference to the **administrative headquarters of the degree course** (University where the student pays taxes) and must also indicate the prevalent

teaching facility.

## 6.3 Conservatory, Academy and I.T.S. students

Students enrolled at the "G. Tartini" of Trieste, at the "J. Tomadini" of Udine, the Academy of Fine Arts "GB Tiepolo" and the Higher Technical Institutes (ITS), after submitting the online application, must transmit the following only to the address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), **by the deadline of the online application** for which they are claiming the benefit:

- a summary of the online application and the information on the processing of personal data, received with the automatic confirmation email, duly signed;
- a photocopy of a valid identity document.

In the case of non-EU students, the documents listed below must be produced. Article 6.4.

## 6.4 Non-EU students - further documentation

ARDISS will verify in the databases of the university institutions of reference that the students have submitted a **copy of their residence permit or copy of the postal receipt attesting the request** of issue or renew of the permit.

**Students who are citizens of developing countries** (listed in Annex 2) **must submit the certification of the Italian Representation in the country of provenance** that attests that the student does not belong to a family known to have high income and high social status. This document must be uploaded and entered in the online application within the deadline or at the latest within the terms set for presenting a request for review of the respective benefit rankings.

## 6.5 6.5 Transfer of the application from another Institution for the right to education

The transfer of the request for benefits from another institution similar to ARDISS is permitted, on condition that the application has been submitted within the deadlines set by the other Institution. The transfer request complete with a copy of the application previously submitted to the other Institution must be sent exclusively to the following address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), within the deadline allowed for presenting a request for review of each benefit.

## 6.6 Transfer of the application between the ARDISS headquarters

The transfer of the request for benefits from one ARDISS headquarters to another is permitted provided that the application has been submitted within the deadlines set for the individual benefits. The transfer request must be sent, exclusively, to the following address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it). The transfer of the request concerning the accommodation benefit must be received by the deadline for presenting a request for review for this benefit.

## **Article 7 - Procedures for the formation of the rankings**

ARDISS will prepare special rankings for the granting of individual benefits if it is not possible to grant benefits to all eligible students. The number of beneficiaries will be determined in proportion to the number of student applicants enrolled in the individual teaching poles or competent teaching areas with respect to the total number of students eligible for the benefits, taking into account the allocation reserves provided for in the call.

### **7.1 Students enrolled in the first year**

For students enrolled in the first year of degree courses, master's degree courses, single-cycle master's degree at universities, conservatory courses, and Academy courses, the rankings are prepared on the basis of the ISEE indicator for the right to university education, with the assignment of a score in decreasing order from a maximum of 1000 points in the case in which the ISEE for the right to university education is equal to 0 euros to a minimum of 0 points in the case in which the ISEE for the right to university education is equal to the reference threshold. The score is calculated by applying the following formula:

$$PUNTEGGIO = \left[ \frac{(SOGLIA DI RIFERIMENTO) - ISEEU}{SOGLIA DI RIFERIMENTO} \right] \times 1000$$

$$\text{Points} = \frac{\text{REFERENCE THRESHOLD} - \text{ISEE}}{\text{REFERENCE THRESHOLD}} \times 1000$$

### **7.2 Students enrolled in specialization courses, research doctorates and Higher Technical Institutes (I.T.S.)**

For students enrolled in specialization courses with the exception of those in the medical area activated according to the current legislation on the subject, for students enrolled in research doctorate courses, who do not benefit from the scholarship referred to in the Ministerial Decree of April 30, 1999 , n. 224, and for students enrolled in ITS courses, there is only one ranking for students enrolled in the first year and subsequent years and it is prepared on the basis of the ISEE indicator for the subsidized services for the right to university education, with the assignment of a score in decreasing order from a maximum of 1000 points in the case in which the ISEE for the for the right to

university education is equal to 0 euro to a minimum of 0 points in the case in which the ISEE for the for the right to university education is equal to the reference threshold. The score is calculated by applying the following formula:

$$PUNTEGGIO = \left[ \frac{(SOGLIA DI RIFERIMENTO) - ISEEU}{SOGLIA DI RIFERIMENTO} \right] \times 1000$$

## 7.3 Student enrolled in years following the first years

For students enrolled in years subsequent to the first in courses activated after the reform as per Ministerial Decree November 3, 1999, n. 509, amended by Ministerial Decree 270/2004, the rankings of all the competitions will be prepared on the basis of academic merit, in decreasing order of points, giving the applicant an overall score up to a maximum of 1000 points. The score is calculated by applying the following formula:

$\frac{\text{ann./cred. sostenuti} - \text{minimo ann./cred. richiesti}}{\text{ann./cred. piano} - \text{minimo ann./cred. richiesti}} \times 600 + \frac{\frac{\text{somma voti} - 18}{\text{numero esami}}}{30 - 18} \times 400$
--

Regarding the approximation criteria, rounding off will be by default if the decimal is less than half, by excess if the decimal is equal to or greater than half. The same applies to students enrolled at the Conservatories and the Academy as they are compatible.

## 7. 4 Equal score

In the case of students enrolled in years subsequent to the first, with the same score (calculated up to the second decimal point), priority will be given to those who have a less favourable economic condition. For students enrolled in the first year of a course, with the same score, priority will be given to younger students.

## Article 8 - Ranking publication

ARDISS draws up temporary and final rankings for each benefit, deadline and operating headquarters, which are **published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it)**. This publication is valid as communication to the students of the outcome of the competition.

Students are included in the rankings with their **user code**, and not by name, to respect the obligations of transparency / privacy. This code, assigned to each student by the software during the compilation of the online application, can always be found in the electronic file or on the summary file of the application: the user code is formed by the last five digits of the "Application" code.

Students can check the results of the rankings by accessing the online services of the ARDISS website, with the “**Electronic file**” function.

## Article 9 – Requests for review

Any requests for re-examination regarding the ranking result must be submitted **promptly** within 3 days following the publication of the temporary rankings or by the deadline indicated on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it). The requests for review submitted after the deadline will not be evaluated. The form to present the review requests will be made available on the ARDISS website, with the publication of the rankings, and should be sent to ARDISS by email to the following address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it) within the deadlines indicated on the site.

The requests referring to ISEE certifications relating to income and assets other than those indicated in the previous Article 4.3 will not be re-examined. In any case, ARDISS reserves the right to carry out official modifications, based on facts of which it becomes aware, also on recommendation of the Universities, the Conservatories, the Academy or I.T.S. ..

With the publication of the final rankings, the judgment of ARDISS concerning the review requests becomes final. It will be possible to appeal the decision taken by ARDISS to the competent Regional Administrative Court within 60 days from the date of publication of the rankings themselves or to the President of the Republic within 120 days of publication of the rankings themselves.

## Article 10 - Verification on the merit and economic conditions

ARDISS will check the truthfulness of the students’ declarations who will result beneficiaries or eligible, the necessary checks will also be carried out with the help of professionals in the sector, making use of the current legislation and in particular of art. 10, paragraphs 1 and 2, of the legislative decree March 29, 2012 n. 68. ARDISS will proceed with the exchange of information with the competent bodies and administrations also through a special agreement stipulated with the Guardia di Finanza.

The checks on the economic conditions will be made electronically through INPS and the Revenue Agency. The checks on the conditions of merit will be carried out with the Universities through the Esse3 system or with a request for confirmation of the data declared to the Secretaries of the Conservatories, of the I.T.S. and the Academy.

### NOTE:

students are invited to verify that the exams taken or the credits earned have been duly registered on the Esse3 system with a **date no later than August 10, 2019**.

In the event that checks should ascertain **false statements**, apart from the sanctions provided for by law, those set forth in art. 10, paragraph 3, of the aforementioned legislative decree March 29, 2012 n. 68 will also apply, and consist in the **payment of a sum of three times the amount received, loss of the right to obtain other payments for the duration of the course of studies**, without prejudice to the application of the **penal rules for the facts constituting crime**. In the event that the investigation should show that the false statements or that false documents have been exhibited or that they contain false data, any benefit will be revoked or re-defined and the amounts wrongly paid or the flat-rate cost of the improperly paid canteen service will be recovered.

## Article 11- Loss of benefits

The loss of benefits is foreseen if students:

- are in possession of a qualification of an equal or higher level, even if obtained abroad;
- transfer to another university or renounce studies for the academic year 2019/2020 prior to July 1, 2020;
- declare or, in previous years, have declared the false;
- have not enrolled in the academic year of reference within the terms set by the Universities, Conservatories, I.T.S. and by the Academy or by the date of presentation of the requests for review;
- are enrolled for a period longer than the duration foreseen by the respective educational systems starting from the year of first enrolment in specialization courses with the exception of those in the medical area activated according to the current legislation on the subject.
- are registered for a period longer than the duration set by the respective educational systems starting from the year of first registration to research doctorate courses, which do not benefit from the scholarship as per Ministerial Decree April 30, 1999, no. 224;
- are enrolled for a period longer than the duration foreseen by the respective educational systems starting from the first year of enrolment to I.T.S. courses;
- have not closed the online application for benefits in all its procedures within the established deadlines.

Moreover, the scholarship benefit lapses if the students are beneficiaries of other scholarships for an amount of more than 1,500.00 euros.

Students who find themselves in one or more of the above cases must immediately inform ARDISS, renounce the assigned benefit and / or return the improperly received cash benefits or reimburse the cost of the services used. ARDISS, in any case, will proceed to automatically exclude the applicants



who find themselves in one or more of the cases indicated above on the basis of the information that will come to its knowledge, or if it is the case to re-determine the amount of the benefit to which the student is entitled.

## **Article 12 – Processing of personal data pursuant to EU Regulation 2016/679**

Processing of personal data means any operation or set of operations, carried out with or without the aid of automated processes and applied to personal data or sets of personal data, such as the collection, registration, organization, structuring, the storage, adaptation or modification, extraction, consultation, use, communication by transmission, dissemination or any other form of provision, comparison or interconnection, limitation, cancellation or destruction .

The Data Controller of is the Regional Agency for the Right to Higher Education - ARDISS, represented by the Director General (tel. +39 040 3595326/328 e-mail: [direzione@ardiss.fvg.it](mailto:direzione@ardiss.fvg.it) PEC: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it)). The data communicated (for example, name, surname, place and date of birth, fiscal code, complete private address, telephone and contact email, details of the identity document, bank and payment references) are used for the activity of ARDISS in application of regional law November 14 2014, n. 21 "Rules on the right to university education" and will be treated for the purposes of access to the benefits referred to in this Call.

Data processing is carried out using manual, IT and telematic tools strictly related to the aforementioned purpose and in any case in order to guarantee the security and confidentiality of the data. The data controller will keep the personal data communicated for a period of no more than 10 years, subject to further legal obligations.

The data are made accessible to the employees and collaborators of the Data Controller, in their capacity as appointees and / or internal processors, and to organization, storage, data processing companies that carry out outsourced activities on behalf of the Data Controller, in their capacity as external managers of the treatment. The Data Controller notifies, on request, the data to Supervisory Bodies and public Authorities, as well as to the subjects to whom the communication is due for the accomplishment of the institutional purposes of ARDISS.

ARDISS has the right to receive data from third parties that collaborate for the institutional purposes of ARDISS itself without the need for consent.

Personal data may be published exclusively to meet the requirements of transparent administration governed by law.

Confemement of data is mandatory to obtain the granting and provision of benefits referred to in this Call.

Data transfer abroad is not foreseen.

The Data Protection Officer (DPO is Mauro Vigni, - Piazza dell'Unità d'Italia 1 - Trieste - tel. +39 040

3773707 - e-mail: mauro.vigini@regione.fvg.it - PEC: ardiss@certregione.fvg.it

The Data Processor, carried out with the aid of electronic or automated means and data storage is, In4matic S.r.l., based in via Garibaldi 100 in Chignolo Po (PV).

The interested party enjoys the rights set out in the EU Regulation 2016/679, which includes the right to access the data concerning him, the rectification, cancellation, limitation or opposition of their processing, in addition to the right to data portability; the interested party also enjoys the right to lodge a complaint with the Guarantor for the protection of personal data. At any time, the interested party can exercise their rights by sending:

–an e-mail to [direzione@ardiss.fvg.it](mailto:direzione@ardiss.fvg.it)

–a pec to [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it)

to the data controller.

## Article 13 - Reference legislation

This call is regulated in compliance with the principles and provisions governing the right to university education, at national and regional level, as well as in compliance with the relevant legislation, and in particular:

- Legislative decree March 29, 2012 n. 68 "Revision of the principle legislation on the right to education";
- Law of December 30, 2010, n. 240 "Rules on the organization of universities, academic staff and recruitment, as well as delegation to the Government to promote the quality and efficiency of the university system";
- Prime Minister's Decree DPCM 09.04.2001 "Uniformity of treatment of university education," for the part still applicable;
- regional law November 14, 2014, n. 21 "Rules on the right to university education";
- Prime Minister's Decree DPCM December 5, 2013 n. 159 of adoption of the "Regulation concerning the review of the identification methods and the fields of application of equivalent economic situation indicator (ISEE)";
- Presidential Decree DPR August 31, 1999 n. 394 issuing the "Regulation containing implementation rules for the consolidated text of the provisions concerning immigration regulations and rules on the status of foreigners, pursuant to Article 1, paragraph 6, of the legislative decree July 25, 1998, n. 286";
- Presidential Decree DPR December 28, 2000 n. 445 "Consolidated text of the legislative and regulatory provisions on administrative documentation";
- Legislative decree n. 368/1999 "(Implementation of Directive 93/16 / EEC on the free movement of doctors and mutual recognition of their diplomas, certificates and other qualifications and of directives 97/50 / EC, 98/21 / EC, 98/63 / EC and 99/46 / EC amending Directive 93/16 / EEC" and subsequent amendments;

- Ministerial Decree DM April 30, 1999 n. 224 of adoption of the “Regulations concerning research doctorates”;
- Ministerial Decree DM 270/2004 of adoption of the “Amendments to the regulation containing rules concerning the didactic autonomy of universities, approved by decree of the Minister of University and Scientific and Technological Research November 3, 1999, n. 509. ”
- Law of April 4, 2012, n. 35 “Conversion into law, with amendments, of the decree-law 9 February 2012, n. 5, containing urgent provisions on simplification and development”;
- Law of December 17, 2012, n. 221 “Conversion into law, with amendments, of the decree-law of October 18, 2012, n. 179, bearing further urgent measures for the growth of the country.” and subsequent amendments

For what is not contemplated by the previous provisions, the law on the right to university education and the three-year program of interventions in the matter of the right to university education (DSU) 2018/2020 will be applied, approved by DGR n. 900 of May 30, 2019, in compliance with the guidelines for the implementation, by ARDISS, for the purposes, interventions and services regarding the right to university education (DSU) for the years 2018/2020, proposed by the Regional Conference for the right to higher education and approved by DGR n. 521 of March 29, 2019, pursuant to art. 8 of the Regional Law n. 21/2014.

# SCHOLARSHIP

**Application deadline: August 28, 2019**

## **Article 14 – Terms and Conditions for submitting the application**

Students wishing to apply for a scholarship **must complete the online application and send it by 1.00 pm (Italian summer time / GMT + 2 / UTC + 2 / CEST) of August 28 2019** following the procedures set out in Article 6 of this call.

## **Article 15 – Status of students: on-site, commuter and off-site**

The municipality of residence of the students and the distance from the location of the study course contribute to determine the status of the beneficiary students, for the purpose of quantifying the amount of the scholarships, according to the following methods.

### **15.1 EU students**

For EU students, the status of on site, commuter or offsite students, for the purposes of this competition, is defined in Annex 1. To be considered off-site beneficiaries of the scholarship, students must in any case respect the provisions of the following Article 15.3.

### **15.2 Non-EU students**

Non-EU students are considered **off-site regardless of their residence in Italy**. Exceptions are students whose families reside in Italy or foreign students who constitute an autonomous family unit in Italy other than the one of origin: in these cases, the residence in Italy is taken into consideration. **To be recognized as off-site students, these students must comply with the provisions of the following Article 15.3.**

### **15.3 Off site status**

The students are defined “off-site” if they reside in the municipalities considered off-site as per Annex 1 and who **take lodgings near the university** (that is, in the municipalities considered on site in relation to the didactic venue of the course) **using the ARDISS residential facilities or other**

**private accommodation or institutions for a period of not less than 10 months (counted in the period between September 1, 2019 and August 31, 2020).**

the limit of 10 months is reduced to:

- **6 months for graduating students**, in the last year of the course with the qualification of regular, who intend to take the general degree exam by the final exam scheduled for the academic year 2018/2019 and **who are simultaneously lodged in the ARDISS Student Residences.**
- **8 months for students enrolled in the I.T.S. institutes.**

Students who have not been able to complete the part of the online application regarding the lease, because they do not have all the necessary data, are required to declare the use of accommodation for at least 10 months online **by 1.00 pm on October 18, 2019**, indicating the address, the monthly rent, the duration of the contract, the deadline and the registration details at the Revenue Agency. This declaration must be submitted via the online procedure, on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it), **where a special link will be active, approximately from October 1, 2019 and until October 18, 2019.**

It should also be noted that an online application with a contract expiring before October 18, 2019 cannot be considered in the off-site ranking. For example, the student who has a contract expiring September 30, 2019 will necessarily have to enter the data of the new contract or of the one renewed for the following year. Students who have an accommodation contract of less than 10 months, and who intend to renew it or sign a new one, must send an email to [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) to confirm their off-site status. with the data of the renewal of the contract or with the data of the new stipulated contract which will allow them to reach the duration of 10 months of accommodation.

In the event of a change of address during the academic year, students must immediately inform ARDISS, in the manner indicated above. **Students with accommodation assignments** at the facilities made available by ARDISS for the academic year 2019/2020 and have taken possession of the accommodation do not have to present the declaration.

**NOTE:**

students residing in all the municipalities considered as **offsite that do not submit, or submit incomplete, the online declaration relating to the accommodation used at the university for at least 10 months by 01.00 pm on October 18 2019** will **benefit from the scholarship established for “commuter” students.**

### **15.3.1 Lease Contract**

To be considered off-site students must be in possession of a **lease duly signed and registered by October 18, 2019**, jointly held by the student or a member of the family, or, for students

domiciled in boarding schools and private or public university colleges, of a fiscally valid certification relative to the payment of the rent for the accommodation used in the municipality where the university course takes place, and to **communicate it within the deadline and with the procedures set forth in the previous art. 15.3**. The lease must not refer to a property owned by a member of the family of the student requesting the scholarship. **The monthly fee payable by students, net of utility costs (for example water, electricity, gas, telephone ...), cannot be less than € 120.00.**

### **15.3.2 Inter-university students Trieste - Udine**

Students enrolled in an inter-university degree course between Trieste and Udine are required to declare, at the time of the online application, the prevailing didactic center (where they will hold most of the exams during the academic year), regardless of the administrative location, for the purpose of determining the off-site, commuter or on-site status. At the end of the academic year, ARDISS will verify the place where the examinations were held and will eventually re-determine the amount of the benefit.

### **15.3.3 Students participating in international mobility programs**

Students participating in an international mobility program during the academic year 2019/2020 will be considered as off-site students on condition that they show that they have paid for accommodation for 10 months in public or private facilities at the foreign university and / or at the university of the course attended in Italy, as indicated at art. 15.3.1.

These students must report their participation in the mobility program in the appropriate section of the online application and submit a contract (or other equivalent document) showing that they have taken accommodation at the foreign university. This document must be in the name or joint name of the student and have a duration equal to the entire period of the mobility. If the mobility has a duration of less than 10 months, the student, in order to obtain recognition of off-site status, must also send a copy of the lease stipulated for the accommodation to the registered university campus in Italy.

The contract stipulated abroad (or other equivalent document) must be sent by email to the address: [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) depending on the university headquarters the student belongs to. As regards the contract stipulated in Italy, the provisions of Article 15.3 apply. Only students who participate in an international mobility program for a period of **10 months** using accommodation at the foreign university, will be considered off-site students, for the purpose of awarding the scholarship, regardless of residence in Italy.

<b>NOTE:</b>
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for the period in which the student has a lease abroad it is no longer necessary to maintain a lease in Italy. Also, for the period abroad, the accommodation in student residences or in accredited and affiliated boarding schools must be freed up.

## Article 16 - Scholarship amounts

**The beneficiary students enrolled in the first year of all courses** receive the full amount of the scholarship at the achievement of the credits required and benefit from the canteen service at the **rate of € 2.15** for each meal **until December 31, 2020**. In the event that the students are also assigned accommodation in one of the Student's Residences, part of the scholarship will be paid in the form of a housing service, i.e. **the accommodation fees will be withheld from the amount of the scholarship**.

**The beneficiary students enrolled in course years subsequent to the first**, receive the **scholarship which consists in a cash amount and in the assignment of a free daily meal for a period of 11 months** (excluding the month of August and the days when the refreshment points are closed) at the affiliated canteens or catering points. For a total cost of a single whole meal that can vary from € 5.96 to € 7.18 (excluding VAT), the amount of the scholarship provided in the form of canteen service only is quantified in **€ 600.00 for off-site students**, which is about **one free daily meal**. The canteen service is instead quantified in **€ 400.00 for commuter and on-site students**, which is about **one free daily meal from Monday to Friday**.

For locations other than Trieste and Udine, if the catering service is not guaranteed in affiliated catering facilities, the deductions for this service will not be made. **Any meals not consumed will not be refunded**. For example, meals not consumed will not be reimbursed even in the case of students who participate in international mobility programs or who graduate before December 31 2020.

The free canteen service runs from **January 1, 2020** and until **December 31, 2020**. Students enrolled in **years subsequent to the first** for the academic year 2018/2019, who were beneficiaries of a scholarship for the same year and, therefore entitled to a free daily meal until December 31, 2019, can continue to take advantage of the free meal up to December 31, 2020 if they are accepted for the academic year 2019/2020 (with the exclusion of students enrolled in the first year of the master's degree for the 2019/2020 academic year to whom the dispositions for first year students apply, after 31 December 2019).

**All the amounts specified are intended as halved, as well as free services**, for students enrolled in the first year out of course and for graduating students (further semester). For these students, the **free** canteen service is to be intended **until June 30 2020 and in any case not later** than the date on which **the degree was awarded**.

Undergraduates who achieve the title:

- by December 31, 2019 will have no deduction for the canteen service.
- during the year 2020 will have the deduction for the halved meal (for example € 200.00 instead of € 400.00 for the on-site students).

For students enrolled in the ITS courses, a deduction will be applied for the catering service of € 420.00 for those off-site and € 280.00 for commuters and on-site students. The scholarship is paid in the maximum amount indicated in the chart below to students whose ISEE for the right to university education is lower than or equal to 2/3 of the ISEE threshold indicated in the previous art. 4.3. If the ISEE for the right to university education referred to the student is more than 2/3 and up to the maximum ISEE threshold for the amount of the scholarship is gradually reduced to half the maximum amount indicated in the chart below. The cash portion cannot in any case be less than € 1,100.00 for off-site and commuter students and € 650.00 for on-site students.

: The amounts of the scholarships are equal to:

	OFF SITE Students		COMMUTING Student	ON SITE Student
<b>ISEE for the right to university education</b> <b>≤ €15.672,52</b> (2/3 of threshold)	<b>€ 5.231,58</b>  € 4.631,58 in cash* + € 600,00 canteen service		<b>€ 2.884,09</b>  € 2.484,09 in cash + € 400,00 canteen service	<b>€ 1.971,89</b>  € 1.571,89 in cash + € 400,00 canteen service
<b>ISEE for the right to university education = € 23.508,78</b> (maximum threshold)  minimum amount of the scholarship	<b>Resident ARDISS accommodation</b>		<b>Resident in other structure:</b>	<b>€ 1.500,00</b>  € 1.100,00 in cash + € 400,00 canteen service
	<b>Single room</b> <b>€ 3.200,00</b>  € 1.100,00 in cash + € 600,00 canteen service	<b>Double room</b> <b>€ 2.990,00</b>  € 1.100,00 in cash + € 600,00 canteen service		
<b>ISEE for the right to university education &gt; €15.672,52</b>  Amount of the scholarship calculated with the formula	$\text{Importo } BDS_{MAX} - \frac{\left( ISEE_S - \frac{2}{3} \text{ della soglia max ISEE} \right) \times (BDS_{MAX} - BDS_{MIN})}{\left( \text{soglia max ISEE} - \frac{2}{3} \text{ della soglia max ISEE} \right)}$			
	where: ISEE for the right to university education = ISEE for the services for the right to university education BDS <sub>MAX</sub> = maximum amount of the scholarship BDS <sub>MIN</sub> minimum amount of the scholarship			



\* The amount indicated does not take into account the deductions of accommodation fees if the student stays at the ARDISS Residences.

The maximum amount and the minimum amount to be used in the formula are the gross ones, i.e. including both the cash portion and the services provided. To make it easier to understand the above, we have provided an example. The amount of the scholarship of an off-site student, beneficiary of a single room at the Student Residence for 10 months, whose ISEE for the right to university education is € 17,500.00, is determined as follows: starting with the formula and replacing the corresponding values we obtain the following result.

$$5.231,58 \text{ €} - \frac{(17.500,00 \text{ €} - 15.672,52 \text{ €}) \times (5.231,58 \text{ €} - 3.200,00 \text{ €})}{23.508,78 \text{ €} - 15.672,52 \text{ €}} = 4.757,80 \text{ €}$$

The amount of the scholarship the student is entitled to is therefore, equal to € 4,757.80 of which: 1,500.00 € accommodation service + 600.00 € canteen service + 2,657.80 € in cash. The maximum amount and the minimum amount to be used in the formula are the gross ones, i.e. including both the cash portion and the services provided. To make it easier to understand the above, we have provided an example. The amount of the scholarship of a student off-site, beneficiary of a single room in a Student residence for 10 months, whose ISEE for the right to university education is € 17,500.00, is determined as follows: starting from the formula and going to replace the corresponding values, the amount of the scholarship due to the student of the example is, therefore, equal to € 4,757.80 of which: € 1,500.00 of accommodation service + € 600.00 of canteen service + € 2,657.80 in cash.

**The scholarship is exempt from income tax as provided for by Article 4 of the Law of August 13, 1984, n. 476 "Law on scholarships and research doctorates in universities".**

## Article 17 - Exemption from university fees

Students who are eligible or beneficiaries of scholarships referred to in this call **are exempt from paying tuition fees for the academic year 2019/2020**. To find out about the pre-exemption conditions from the payment of university fees, refer to the "*Notice of fees and student contributions 2019/2020 academic year*" of the University of Trieste or to the "Additional Notice to the Manifesto of Studies for 2019/2020 relating to taxes, contributions and exemptions" of the University of Udine.

### NOTE:

students who have their scholarships revoked or forfeit the benefit lose their right to university tuition exemption. Students must therefore pay the fees due.

## **Article 18 - Regional tax for the right to university education**

The application for the benefits is also considered as a formal request for exemption from the payment of the regional tax for the right to university education pursuant to art. 37 of Regional Law November 14, 2014, n. 21. Eligible students or scholarship recipients are therefore exempt from this tax.

### **NOTE:**

students who have their scholarships revoked or forfeit the benefit lose their right to be exempted from the regional tax for the right to university study. Students must therefore pay the fees due. Students with disabilities are in any case exempt from paying the regional tax for the right to university education.

## **Article 19 - Allocation terms**

The number of scholarships that will be awarded will be determined on the basis of the proceeds deriving from the regional tax for the right to university education pursuant to art. 37 of Regional Law November 14, 2014, n. 21, to the proceeds deriving from the Integration Intervention Fund pursuant to art. 18, Chapter IV of the legislative decree March 29, 2012 n. 68, to the Regional Integrative Intervention Fund and to the availability of ARDISS budget funds. Scholarships will be given as a priority to four female students of the Yazida population. The resources available for the scholarships will be allocated following the allocation terms:

- 2% to students with a percentage of disability equal or higher than 66%;
- 6% of the scholarships available to non EU students;

After the above reservations, the assignment will be completed for all EU and non-EU students included in the rankings of the years subsequent to the first, starting with the exhaustion of the ranking of EU students enrolled in the first year and subsequently of the ranking of non-EU students enrolled in the first year of the course. If the financial resources are not sufficient to give full coverage to the rankings, the resources will be allocated in proportion to the number of eligible students belonging to each ARDISS operating headquarters.

## **Article 20 – Students enrolled at the School of Advanced Studies of Udine**

Students enrolled at the School of Advanced Studies of the University of Udine, while staying in facilities provided by the University at the location of study, will benefit from the scholarship to the

extent provided for students considered commuters or based on-site, as indicated in Annex 1. Students enrolled in the secondary School will not be charged any fees from the scholarship for the canteen service.

## Article 21 – Rankings

**The temporary rankings of the scholarships will be published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it) in the period between October 29, 2019 and October 31, 2019.**

All students will be included in the ranking published on the site with the **user code** instead of their name, for compliance to the terms of transparency / privacy. This number, assigned to each student by the software during the compilation of the online application, will be available in the electronic file or on the summary file of the application: these are the last five digits of the "Application" code.

Students will be able to check the results of the rankings by accessing the online services on the ARDISS website, using the "Electronic file" function. Based on the methods provided for by art. 7 and 8 of the General Rules the following rankings will be formulated in decreasing order of points:

- for EU students enrolled in the first year of all courses, including students enrolled at the Conservatories and at the Academy;
- for non-EU students enrolled in the first year of all courses, including students enrolled at the Conservatories and at the Academy;
- for EU and non-EU students enrolled in years subsequent to the first, divided by competent educational centers, including students enrolled at the Conservatories and at the Academy;
- for students enrolled in specialization courses with the exception of those in the medical area as per legislative decree n. 368/1999;
- for students enrolled in research doctorate courses that do not benefit from the scholarship as per Ministerial Decree April 30, 1999, no. 224;
- for students enrolled in I.T.S. courses

## Article 22 - Scholarship payment

The scholarship will be paid by crediting the student's bank or payment account or by other electronic payment instruments chosen by the beneficiary provided that they have an IBAN code, registered or jointly held by the applicant, thereby excluding any and all responsibility towards ARDISS in case of incorrect indication of the current account details. Students will need to enter their bank details (IBAN code) while filling out the online application and will be able to subsequently integrate or modify them through the ARDISS online services.

In the application for benefits, **the IBAN code registered or jointly held with the student must be entered by November 26, 2019**; additions made after this date will make it impossible for the scholarship to be credited within the financial year 2019 (for those entitled, for example: first instalment in subsequent years).

## 22.1 Students enrolled in years subsequent to the first

Scholarships will be paid in two instalments, within the following deadlines:

- first instalment: **December 31, 2019**;
- second instalment: **June 30, 2020**.

From the second instalment the quota related to the **canteen service** will be withheld, as specified in Article 16 of this call.

If the student is **assignee of accommodation** at the ARDISS facilities, from the first instalment the accommodation fees will be withheld for the months from September to December, from the second instalment the accommodation fees for the months from January to July.

If the student **is enrolled in the first year out of course** (further semester) **and is assigned accommodation**, having the right to a halved scholarship, they will receive a cash amount only if the amount of the scholarship itself reduced by the accommodation service for the entire period of assignment and the flat rate for the catering service should result higher than zero. The aforementioned fee will be paid in two equal instalments.

### 22.1.2 Undergraduate students

To the students of the last year, with the qualification of regular, who intend to take the general degree exam within the last appeal foreseen for the academic year 2018/2019, **the scholarship will be paid only after graduation**. The scholarship will be paid by December 31, 2019 to students who communicate their degree by November 26, 2019 at the addresses: [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it). ARDISS will carry out the appropriate checks and if, by November 26, 2019, the degree is not registered on the Esse3 database or at the Conservatory and Academy secretariats, the payment will be postponed until 2020.

Students who do not communicate their degree by November 26, 2019 or those whose qualifications are registered or awarded after that date will receive the scholarship payment by June 30, 2020, without the need to communicate the achievement of the qualification.

Students who, despite having completed the application as undergraduates, **fail to obtain the title, will receive the scholarship only after enrolment in the academic year 2019/2020 (first year out of course) and provided they meet the merit requirements set forth in Article 4**.

**Students who, on the contrary to what is foreseen in art. 3.1.1, apply as a student enrolled in**

**subsequent years for a further semester for the academic year 2019/2020, even if they graduate by the extraordinary session of the academic year 2018/2019 and enrol in the first year of the master's degree for the academic year 2019/2020 within the deadlines set by the University and the Conservatory, will receive the scholarship of half the amount provided for students enrolled in subsequent years for a further semester.**

## **22.2 Students enrolled in the first year**

Scholarship recipients, enrolled in the first year of all courses, will receive a scholarship only **upon reaching at least 20 credits (or at least 10 credits for courses with exclusively annual exams)** and following communication to ARDISS by sending an email to: info.trieste@ardiss.fvg.it or info.udine@ardiss.fvg.it., in the following ways:

- the **full amount of the scholarship** will be paid to those who obtain the required credits by **August 10, 2020**;
- to those who obtain the required credits after August 10 2020, but in any case **by November 30, 2020, the amount of the scholarship will be halved and they will receive 50% of the amount.**

ARDISS will verify the correct registration of the credits and provide scholarships every two months.

Students who have not reported the achievement of the necessary credits to Ardiss, will be paid the scholarship following the **official checks carried out by the University, the Conservatories and the Academy after November 30, 2020.**

**If the students do not acquire the aforementioned credits by the deadline of November 30, 2020, the scholarship will be revoked and the students will have to return what they have received in the form of accommodation benefits and will have to pay the fees due to the University or Conservatory.**

To students who are beneficiaries of the scholarship, enrolled in the first year of all courses, who are also beneficiaries of accommodation at one of the Student Residences, **the accommodation fees will be deducted from the amount of the scholarship.** In particular, for these students a first scholarship instalment will be paid corresponding to the accommodation fees for the period from October to December 2019, which will be directly retained by ARDISS.

### **NOTE:**

If the students who are beneficiaries of scholarships as first-year degree students, **are not in possession of the enrolment and merit requirements as a further semester by August 10, 2019 (enrolment in the first year out of course and 135 ECTS credits completed by August 10, 2019), as accommodation recipients are required to pay the accommodation fees for which they are responsible until the enrolment in the first year of the master's degree course is confirmed.**

### **22.3 Students enrolled in the first year of research and specialization doctorate courses**

Students enrolled in specialization courses, with the exception of those in the medical area referred to in Legislative Decree n. 368/1999, and in the research doctorate courses, which do not benefit from the scholarship as per Ministerial Decree April 30 1999, n. 224 the first instalment of the scholarship will be paid only after confirmation of the registration and the second instalment in **June 2020**.

### **22.4 Students enrolled in I.T.S.**

To students enrolled in I.T.S. the scholarship will be paid in two instalments: the first by **December 2019** and the second by **June 2020**.

### **22.5 Suspension of payments**

Students enrolled in the final rankings with the note: "university enrolment to be ascertained" will receive the scholarship in the 2020 financial year after the registration has been verified. The scholarship will not be paid in favour of students for whom an ISEE with annotations, observations or discrepancies has been detected. The regularization of the above cases which occurs after the deadline for the review requests will make it impossible for the scholarship to be credited within the 2019 financial year.

## **Article 23 –Cumulation limit**

ARDISS scholarships can be combined with other scholarships granted by public or private bodies up to a maximum value of 1,500.00 euros. This limit does not apply to scholarships granted by national or foreign institutions aimed at integrating training or research activities with stays in Italy or abroad (pursuant to Ministerial Decree 755/2013), scholarships for international mobility programs (e.g. Erasmus +), contributions for international mobility provided by ARDISS, contributions for degree theses and housing contributions. Furthermore, it does not apply to students with a 66% disability rate or more.

## **Article 24 - Revocation of scholarships**

The scholarship will be revoked to students:

- enrolled for the first time in the first year of undergraduate, master's degree, single-cycle master's degree courses, conservatories and academy students who have not obtained at least 20 credits by November 30, 2020 (or at least 9 credits if they are students with disabilities as per article 5);

- enrolled for the first time in the first year of courses with exclusively annual exams that by November 30, 2020 have not received at least 10 credits;
- if the requirements of enrolment, merit, university seniority, income and assets are lacking, following official checks or reports received from the University or the Guardia di Finanza;
- who leave in favour of other universities or renounce their studies before July 1, 2020;
- who declare the false or exhibit false documents or which contain false information;
- for students attending I.T.S. courses that they have not strictly attended at least 70% of the training activity, net of the exams or final tests, certified by the appropriate register;

To these students any benefit will be revoked and the amounts unduly received will be recovered or the cost of the canteen service and the accommodation service improperly used, as indicated in the summary chart referred to in Article 16 and, as regards the housing service, the rate indicated in articles 36 and 46 in the event that the scholarship was revoked due to the lack of the requirements following the checks carried out by ARDISS and / or reports received from the University or the Guardia di Finanza or if students declared the false or presented documents containing false data.

First-year students recipients of accommodation, for whom the scholarship is revoked due to failure to meet the merit requirement, must pay the fees for the period of permanence in the student residences provided for in Articles. 34 and 44.

To students who find themselves in any of the above positions, ARDISS will communicate the start of the scholarship revocation procedure. Within 10 days from the communication, the students will be able to send any counter-arguments to ARDISS, at the address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it) or by registered letter with return receipt. After this period has expired, ARDISS will transmit the consequent revocation order to the interested party requesting the restitution of the sum received within 30 days of receipt of the communication.

In the event that the scholarship is not returned within the terms, ARDISS will proceed with the recovery of the credits according to the procedures defined by the current state legislation on the collection of direct taxes, as provided for by art. 50 of the LR 7/2000.

**NOTE:**

in case of withdrawal of the scholarship, in addition to repaying the amount already paid, in the form of a housing and canteen service, students will be required to reimburse the regional tax for the right to university education and to pay the entire corresponding amount of university fees and contributions, returning what has already been received to the University or ARDISS by way of reimbursement.

# Article 25 – Students with disabilities

## 25.1 Amount of the scholarship

The scholarship is paid partly in cash and partly in services.

Students enrolled in the **first year** of all courses will receive the full amount of the scholarship upon obtaining the credits required for its confirmation and will benefit from the canteen **service at a rate of 2.15 euros** for each meal **up to December 31, 2020**. In the event that the students are also assigned accommodation in one of the student residences, part of the scholarship will be paid in the form of a housing benefit, that is, **the accommodation fees will be withheld from the scholarship amount**.

**For students enrolled in course years following the first one, the scholarship consists of the payment of a cash amount and the assignment of a free daily meal for a period of 11 months** (excluding the month of August and the closing days of the refreshment points) at the affiliated canteens or refreshment points. Against a total cost for a single whole meal that can vary from € 5.96 to € 7.18 (excluding VAT), the amount of the scholarship paid only in the form of canteen service is quantified in € 600.00 for off-site students, which corresponds to about **one free daily meal**. The canteen service is instead quantified in **€ 400.00 for commuter and on-site students, which corresponds to approximately one free daily meal from Monday to Friday**.

For locations other than Trieste and Udine, if the catering service is not guaranteed in affiliated catering facilities, the deductions for this service will not be made. Any **meals not consumed will not be refunded**. For example, meals not consumed will not be reimbursed even in the case of students who participate in international mobility programs or who graduate before December 31, 2020. The free canteen service runs from **January 1, 2020 and until December 31, 2020**.

Students enrolled **in years subsequent to the first** for the academic year 2018/2019, who are beneficiaries of the scholarship for the same year and, therefore, were entitled to a free daily meal until December 31, 2019, if entitled also for the academic year 2019/2020, can continue to take advantage of the free meal up to December 31, 2020 (excluding students enrolled for the 2019/2020 academic year in the first year of the master's degree, to whom first year student rules are applied after December 31, 2019).

**All the amounts specified are intended as halved, as are the free services, for students enrolled in the second year out of course**. For these students, the free canteen service is to be intended **until June 30, 2020 and in any case not later than the date on which the degree was awarded**. Students who graduate by December 31, 2019 will have no deduction for the catering service. Undergraduates who achieve the degree during the year 2020 will be deducted half a meal (for example € 200.00 instead of € 400.00 for on-site students).



For students enrolled in the ITS courses, a deduction will be applied for the catering service of € 420.00 for off-site students and € 280.00 for commuters and on-site students.

The scholarship for students with disabilities is paid **in excess of 30%** of the respective ordinary scholarships. The scholarship is paid in the maximum amount indicated in the chart below to students whose ISEE for family benefits for the right to university education is lower than or equal to 2/3 of the ISEE threshold for the right to university education indicated in the previous point 5.3. If the ISEE for the right to university education is higher than 2/3 and up to the maximum ISEE threshold, the amount of the scholarship is gradually reduced to half of the maximum amount of the scholarship indicated in the chart below. **The cash percentage cannot in any case be less than € 1,430.00 for off-site and commuter students and € 845.00 for on-site students.**

The scholarship amount in favour of students with a disability rate of 66% or more is therefore determined as follows:

	OFF SITE Student		COMMUTER Student	ON SITE Student
<b>ISEE for the right to a university education ≤ € 19.590,65</b> (2/3 of threshold)	<b>€ 6.801,05</b> € 6.201,05 in cash* + € 600,00 canteen service		<b>€ 3.749,32</b> € 3.349,32 in cash + € 400,00 canteen service	<b>€ 2.563,46</b> € 2.163,46 in cash + € 400,00 canteen service
<b>ISEE for the right to a university education = € 29.385,98</b> (maximum threshold)  Minimum amount of scholarship	<b>Resident in ARDISS facilities</b>		<b>Resident in other facilities:</b>  <b>€ 1.874,66</b> € 1.474,66 in cash + € 400,00 canteen service	<b>€ 1.281,73</b> € 881,73 in cash + € 400,00 canteen service
	<b>Single room</b> <b>€ 3.530,00</b> € 1.430,00 in cash + € 600,00 canteen service +accommodation service	<b>Double room</b> <b>€ 3.320,00</b> € 1.430,00 in cash + € 600,00 canteen service +accommodation service		
<b>ISEE for the right to a university education &gt; € 19.590,65</b> Amount of the scholarship to calculate with	$\text{Importo } BDS_{MAX} - \frac{\left( ISEE_S - \frac{2}{3} \text{ della soglia max ISEE} \right) \times (BDS_{MAX} - BDS_{MIN})}{\left( \text{soglia max ISEE} - \frac{2}{3} \text{ della soglia max ISEE} \right)}$ where: ISEE for the right to a university education = ISEE for the right to a university education BDS <sub>MAX</sub> = maximum gross amount of scholarship BDS <sub>MIN</sub> = minimum gross amount for the scholarship			

\* The amount indicated does not take into account the deductions of accommodation fees in the event that the student stays at the Ardis Residences.

The maximum amount and the minimum amount (calculated on the basis of article 9, paragraph 6 of the Ministerial Decree of April 9, 2001) to be used in the formula are the gross ones, that is to say comprising both the cash portion and the services provided. To make it easier to understand the

above, it is considered appropriate to provide an example. The scholarship amount of an off-site student with disabilities, beneficiary of a single room in the Student Residence for 10 months, whose ISEE for university right to education is € 20,000.00, is determined as follows: starting from the formula and replacing the corresponding values

$$6.801,05 \text{ €} - \frac{(20.000,00 \text{ €} - 19.590,65 \text{ €}) \times (6.801,05 \text{ €} - 3.530,00 \text{ €})}{29.385,98 \text{ €} - 19.590,65 \text{ €}} = 6.664,35 \text{ €}$$

The amount of the scholarship obtained which is due to the student in the example is, therefore, equal to € 6.664,35 of which: € 1,500.00 of accommodation service + € 600.00 of canteen service + € 4,564.35 in cash.

**The scholarship is exempt from income tax as required by Circular no. 109 / E of April 6, 1995 of the Ministry of Finance.**

## 25.2 Payment of the scholarship

Scholarship recipients enrolled in years subsequent to the first will receive the scholarship payment in two instalments, within the following deadlines:

- first instalment **December 31, 2019**;
- second instalment: **June 30, 2020**.

Scholarship recipients, enrolled in the first year of all courses, will receive a scholarship once they **have achieved at least 9 credits** and have notified ARDISS, as follows:

- the **full amount of the scholarship** will be paid to those who obtain at least 9 credits **by 10 August 2020**;
- the amount of the scholarship will be halved for those who obtain 9 credits after August 10, 2020, but in any case, **by November 30, 2020, so they will receive 50% of the amount**.

The communication of the achievement of 9 credits must be made exclusively by sending an e-mail to the address of the office: info.trieste@ardiss.fvg.it or info.udine@ardiss.fvg.it. ARDISS will verify the effective registration of the credits and provide scholarships every two months. Students who have not reported the achievement of 9 credits to ARDISS, will be paid the scholarship following **the official checks carried out by the University after November 30, 2020**.

**If students do not acquire the aforementioned credits by the deadline of November 30, 2020, the scholarship will be revoked and the students will have to return what they received in the form of housing benefits and will have to pay the required fees to the University or Conservatory.** For the validity of credits, the student must refer to art. 4.2 "Merit requirements". To students who are beneficiaries of the scholarship, enrolled in the first year of all courses, who are also beneficiaries of accommodation at one of the Student Residences, **the**

**accommodation fees will be deducted from the amount of the scholarship.** In particular, for these students a first instalment of the scholarship will be paid corresponding to the accommodation fees for the period from October to December 2019, which will be directly retained by ARDISS.

**NOTE:**

students who are beneficiaries of scholarships **and are accommodation recipients** as first-year degree students, and are **not in possession of the enrolment and merit requirements as a further semester by August 10, 2019 (enrolment in the second year out of the course and 133 ECTS credits completed by August 10, 2019 )**, are required to pay the accommodation fees for which they are responsible until the enrolment in the first year of the master's degree course is confirmed.

### **25.3 Cumulation limit**

The cumulation limit of the ARDISS scholarship with other scholarships referred to in Article 23 does not apply to students with a disability rate of 66% or more.

### **25.4 Revocation of scholarships**

The revocation conditions of Article 24 apply to students with disabilities.

### **25.5 Regional tax for the right to university education**

Students with a recognized disability equal to or greater than 66% are exempt from paying the fee.

# ACCOMODATION PLACES

## LOCATION OF TRIESTE

**Application Deadlines: at 1.00 pm (Italian summer time / GMT + 2 / UTC + 2 / CEST) of the days indicated below:**

**Subsequent years - July 26, 2019**

**EU and non-EU Freshmen – August 28, 2019**

**Students with only the registration requirement: October 22, 2019**

### **Article 26 - Accommodation places by competition**

Applicant students will be assigned **592 accommodation places**, divided into:

- **539 accommodation places** in Student Residences of Trieste (No. 73 in Building E1, No. 248 in Building E3, No. 121 in Building E4 and No. 97 in the Building in Via Gaspare Gozzi);
- **48 accommodation places** in the Student residence of Gorizia (Palazzo De Bassa
- **5 accommodation places** at the Student Residence of Pordenone.

#### **NOTE:**

the student benefiting from the housing service managed by the operational headquarters in Trieste has the right to an accommodation **place whose assignment within the various structures is reserved exclusively to ARDISS** that will dispose of it based on its own assessments regarding the best organization of the housing service, taking into account the places available, the applicants' residence, the scholastic merit and, where possible, the preferences indicated by the student **in the online application**.

The services offered in each university residence are described in the Service Chart published on the ARDISS institutional website at <http://www.ardiss.fvg.it/contenuti.php?view=page&id=53>.

### **Article 27 – Assignment Priority**

The student beneficiary of accommodation in Trieste who is enrolled in the educational centers related to Medicine and Surgery, Education, Literature and Philosophy, Economics, Business, Mathematics and Statistics, at the Secondary School of Modern Languages for Interpreters and Translators or at the Conservatory "G. Tartini" will have the right, subject to the availability of places, to the assignment of a lodging place in the Student residence in Via Gaspare Gozzi.

## Article 28 – Specific Requirements

In addition to being in possession of the requirements of registration, merit, income and assets established in the general rules, students who wish to request accommodation at the ARDISS Student Residences **must reside in one of the municipalities considered to be offsite in relation to the headquarters of their course of study**, as established in Article 15 of this call and in Annex 1. Students with disabilities with a percentage of disability equal to or greater than 66% can still apply for accommodation, provided that they are not resident in the municipality where the course takes place.

## Article 29 – Assignment methods

Reserved places:

n. 1 accommodation place for students lacking or without means, enrolled in the courses referred to in article 2, who carry out high level sporting activities, as defined in the protocol of understanding between MIUR, CRUI, CONI, CIP, CUSI and ANDISU n. 68 of 12/12/2016, in building E4;

n. 2 accommodation places for female students of the Yazidi populations, in possession of the income and merit requirements, in building E3;

30% of non-reserved places will be assigned to EU students enrolled in the first year of all courses.

3% of non-reserved places will be assigned to non-EU students enrolled in the first year of all courses, guaranteeing at least 1 accommodation for each ranking. No more than 20% of eligible non-EU students can come from the same country, subject to the exhaustion of the ranking guaranteeing at least 1 accommodation for each ranking. All accommodation places, besides the above- mentioned reservations, will be assigned to students enrolled in subsequent years.

In addition to the accommodation places equipped for students with a disability rate of 66% or more, further accommodation places are in any case assigned primarily to disabled students referred to in Article 5. A minimum rate of 10% accommodation is guaranteed for non-EU students. As for the individual Student Residences', the allocation of accommodation places are determined as follows:

### Trieste – Student Residence (E1, E3 and E4)

Accommodation places will be assigned as follows:

- **294 accommodation places** for students enrolled in course years following the first one;

- **13 accommodation places** for non-EU students enrolled for the first time in the first year of the course, of which one for students enrolling in the first year of Higher Technical Institutes (I.T.S.) of Trieste. (These students who enrol in ITS, notwithstanding the deadline for submitting the online application for accommodation, may request accommodation by September 27, 2019 by sending an email to: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), indicating the INPS protocol number of the ISEE certificate valid for the subsidized services for the right to university education concerning the student's income in 2017 and the financial situation in 2018);
- **132 accommodation places** for EU students enrolled for the first time in the first year of the course, of which three for students enrolling in the first year of Higher Technical Institutes (I.T.S.) of Trieste. (These students who enrol in ITS, notwithstanding the deadline for submitting the online application for accommodation, may request accommodation by September 27, 2019 by sending an email to: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), indicating the INPS protocol number of the ISEE certificate valid for the subsidized services for the right to university education related to the student concerning the income of 2017 and the financial situation of 2018).

Among the places indicated above n. 9 places are equipped for disabled students as per Article 5: n. 3 places in building E1 and n. 6 places in building E3.

These places will be assigned regardless of the municipality of residence. In any case, residents of the Municipality of Trieste will be excluded.

## **Trieste – Student Residence in Via Gaspare Gozzi**

Accommodation places will be assigned as follows:

- **65 accommodation places** for students enrolled in course years following the first one;
- **3 accommodation places** for non-EU students enrolled for the first time in the first year of the course;
- **29 accommodation places** for EU students enrolled for the first time in the first year of the course.

Among the places indicated above n. 8 places are equipped for disabled students as per Article 5. These places will be assigned independently of the municipality of residence. In any case, residents of the Municipality of Trieste will be excluded.

## **Gorizia**

Accommodation places will be assigned as follows:

- **33 accommodation places** for students enrolled in course years following the first one;
- **1 accommodation place** for non-EU students enrolled for the first time in the first year of the course;
- **14 accommodation place** for EU students enrolled for the first time in the first year of the course.

Among the places indicated above n. 1 place is equipped for disabled students as per Article 5. These places will be assigned independently of the municipality of residence. In any case, residents of the Municipality of Gorizia will be excluded.

## Pordenone

Accommodation places will be assigned as follows:

- **3 accommodation places** for students enrolled in course years following the first one
- **1 accommodation place** for non-EU students enrolled for the first time in the first year of the course;
- **1 accommodation place** for EU students enrolled for the first time in the first year of the course.
- Article 30 - Deadline for submission of applications and admission dates for students with income and merit requirements

<b>Residence</b>	<b>Students</b>	<b>Application deadline</b>	<b>Admission (approximate date)</b>
<b>Student residence of Trieste (Building E1, E3, E4) and Student residence in Via Gaspere Gozzi</b>	Subsequent years	July 26 2019	September 2/3/4 2019
	First year students	August 28 2019	October 1 and 2 2019
<b>Student residence of Gorizia</b>	Subsequent years	July 26 2019	September 2 2019
	First year	August 28 2019	October 2 2019
	First year	August 28 2019	October 1 2019

Students who are beneficiaries of accommodation in the final ranking must present themselves to the Student Residence assigned on the days indicated above for admission to the accommodation.

Admission times and any changes in dates due to organizational needs will be published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it). Students who cannot take possession of the accommodation according to the aforementioned calendar must send **the postponed admission form available on the ARDISS website, together with a copy of the payment deposit**, to the address [alloggi.trieste@ardiss.fvg.it](mailto:alloggi.trieste@ardiss.fvg.it) promptly by the first working day preceding the admission date indicated in the calendar.

**NOTE:**

Students who do not present themselves to take possession of the accommodation **on the days and at the established times** and who do not present the appropriate form of postponed admission with a copy of the deposit payment within the first working day preceding the admission day will be declared **disqualified from the benefit of the accommodation place**. Failure to accept the assigned accommodation place officially from ARDISS involves the waiver of the **benefit itself for the academic year of reference**.

The accommodation places left available after assignment to the beneficiaries, due to disqualification or waiver, will be assigned to the next suitable candidate placed in the relative rankings, according to the modalities that will be published on the ARDISS website.

## Article 31 – Rankings

The rankings will be prepared based on the provisions of art. 7 of the General Rules. The provisional and final rankings will be distinguished for each deadline. All students will be included in the ranking published on the site with their **user code** instead of their name, for compliance in terms of transparency / privacy. This number, assigned to each student by the software during the compilation of the online application, will be available in the electronic file or on the summary file of the application: these are the last five digits of the “Application” code. By accessing the online services of the ARDISS website, through the “**Electronic file**” function, students will be able to verify the results of the rankings and the university residence of assignment.

### 31.1 Students enrolled in subsequent years

The temporary ranking of accommodation places for students enrolled in subsequent years will be published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it) **approximately by August 13, 2019**. The following rankings will be prepared for each university site, in decreasing order of score:

- for students enrolled in subsequent years of all relevant educational centers, including students enrolled at the Conservatory;
- for students enrolled in specialization courses with the exception of those in the medical area as per legislative decree n. 368/1999



- for students enrolled in doctorate programs, who do not benefit from the scholarship as per Ministerial Decree April 30, 1999, n. 224;
- for students enrolled in Higher Technical Institutes (I.T.S.);
- for students with disabilities.

**Those who apply as students enrolled for subsequent years for a further semester, and obtain the degree by the extraordinary session of the academic year 2018/2019 and enrol after the first year of the master's degree for the academic year 2019/2020 within the deadlines set by the University and the Conservatory, will in any case obtain accommodation only until a three-year degree is obtained.**

With regard to any requests for review, please refer to Article 9 of this call

### **31.2 Students enrolled in the first year**

The provisional ranking of accommodation places for students enrolled in the first year of all courses will be published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it) approximately by **September 16 2019**. The following rankings will be prepared for each university site, in descending order of score:

- for EU students enrolled for the first time in the first year of the course;
- For non-EU students enrolled for the first time in the first year of the course;
- For students with disabilities enrolled for the first time in the first year of the;

With regard to any requests for review, please refer to Article 9 of this call.

## **Article 32 –Admissions**

On the day of admission to the accommodation, the **beneficiary students in the ranking** must present themselves with:

- **legible photocopy of a valid identity document** (accompanied by the original document). **Non-EU students must present themselves with a passport;**
- **a passport photo;**
- **proof of payment of the deposit** in favour of ARDISS, except for those who already paid the deposit in the previous academic years and have not been reimbursed.

**At the time of admission, the student signs acceptance contract of the accommodation, provided by ARDISS.**

The students who have been assigned accommodation places for the academic year 2019/2020 **by way of a postponed admission form**, except in cases of force majeure, must present themselves to the concierge of the Student Residence of assignment **within 1 month** from the scheduled admission date to sign the acceptance document, and related documentation, of the accommodation place, **penalty the loss of the right to the benefit** and the loss of all or part of the deposit to pay the fee for the first month.

The student is assignee of the accommodation place for the academic year 2019/2020 **from the date of admission established in this call until July 31 2020** (*the accommodation must be left by 9.00 am on August 1 2020*), with exception of the Christmas holidays.

The students assigned to accommodation have the obligation to follow **the rules of the Single Regulation of the Student Residences and of the relative common spaces** both available on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).

**All the students staying at the Student Residence are required to actively participate in the meetings periodically promoted and organized by ARDISS, as well as the illustration meeting of the Single Student Residence Regulations.**

In reference to the current safety regulations, ARDISS will identify a suitable number of persons who will be assigned to work as **Emergency Management Officers**.

Students who are beneficiaries of accommodation, at the moment of assignment, assume the obligation to follow the entire **training courses for those in charge of Emergency Management activities in the field of First Aid (lasting 12 hours) and in the Prevention and Medium Risk Fire Protection (lasting 8 hours)** which will be held indicatively during the month of November and which will allow the formation of teams of Emergency Management officers. The courses will be attended by volunteer students or, in the event that the number of student volunteers for each plan is not sufficient, ARDISS will officially appoint students required to participate in these courses. All assignees must therefore make themselves available to perform the aforementioned assignment; ARDISS will provide the information and training necessary for the fulfilment of the task, as well as the appropriate equipment.

**NOTE:**

students intending to enrol in the first year who were recipients of accommodation at the Student Residence must immediately notify by e-mail to [alloggi.trieste@ardiss.fvg.it](mailto:alloggi.trieste@ardiss.fvg.it) if they fail to pass any entrance test and renounce accommodation. These students will still be required to pay the fee for the assignment period.

Students staying in the Student Residence during the previous academic years that are not in good standing with the payment of the accommodation fees at the admission date will be suspended from the benefit and will not be able to obtain accommodation, until the regularization of administrative issues with ARDISS. Subsequent to the publication of the definitive rankings of the scholarships, room changes will be allowed exclusively between accommodations of the same tariff, on the basis of a written request for serious reasons adequately documented which will be assessed by ARDISS.

### **32.1 Renouncements**

Students who decide to definitively renounce their accommodation place must notify ARDISS by sending an email to the following address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), **by the 15th of the month preceding the one in which the renouncement will start**. In case of delayed notification, the students are considered assignees and therefore are required to pay the fees also for the period of renouncement. Compliance with the deadline does not apply to accommodation recipients based on art. 36. It is understood that, in any case, until the communication of the definitive renouncement, the student staying in the Student Residence is considered in accommodation and therefore required to pay the relative fees.

If the date from which the renouncement of the accommodation begins is after the 15th of the reference month, students who definitively renounce their accommodation are required to pay the entire monthly amount of the fee. If the date from which the renouncement begins falls before the 15th of the reference month, students are required to pay half the monthly fee.

Students who graduate during the academic year, irrevocably renounce their studies or move to another university, **must leave the accommodation within the terms and conditions provided for by the Single Regulation of the Student Residences**, communicating to Ardiss the date of definitive renouncement to accommodation. This communication must take place within **15 days prior to the date on which the renouncement starts**, by sending an email to the address: [alloggi.trieste@ardiss.fvg.it](mailto:alloggi.trieste@ardiss.fvg.it)

In the event that the request for extension of the accommodation is accepted for a period after obtaining the qualification, the relative fee must be paid to the extent provided for the additional recipients of the benefits for the right to university education pursuant to art. 4, paragraph 2 of the L.R. n. 21 of 11/14/2014.

Students assigned an accommodation place who participate in **international mobility programs during the academic year 2019/2020** must renounce the accommodation for the period of stay abroad, therefore ARDISS will not retain the accommodation fees from the scholarship for the period of absence. Students participating in international mobility programs, in addition to indicating in the online application the intention to participate in such programs, **must communicate to ARDISS by e-mail to: [alloggi.trieste@ardiss.fvg.it](mailto:alloggi.trieste@ardiss.fvg.it) the actual mobility period**.

**NOTE:**

exclusively with regard to the **renouncement of the accommodation place for the month of July**, the communication of the renouncement, also in case of graduation, must arrive absolutely within and **no later than May 15, 2020**.

## 32.2 Closure of Student Residences

The closure period of the Student Residences for the Christmas holidays runs from **December 23, 2019 to January 2, 2020 included, with reopening on January 3, 2020**. During the period in which the student houses are closed, access to the rooms will not be permitted. The Christmas closing does not involve any reduction of the accommodation fee.

During the Christmas period, one of the ARDISS Student Residences will remain open for students who have actual logistical difficulties and who make a reasoned request for accommodation. For this period, students staying in the residence that will remain open must provide for the integration of the fee for an amount equal to the difference between the amount due as a student assignee and the amount due as a student with the requirement of registration only. The rooms of this residence must therefore be vacated: students who have not requested and obtained the use of the room must free the room of their personal belongings **by 09.00 am on December 23, 2019**. By October 15, 2019 the accommodation that will remain open will be published on the ARDISS website.

ARDISS may also call for additional closure periods due to justified and serious needs, which will be promptly communicated.

## Article 33 - Deposit

All assignees, upon obtaining the accommodation place, must **present the receipt of payment**, as an interest free deposit, of the sum of **€ 155.00** which will be **returned to them after they definitely leave the accommodation in the ways and times foreseen by the single Regulation of the student residences, if the conditions are respected**.

The security deposit must be paid, indicating the reason for payment "Student surname and name - Accomodation deposit", expressed with the CAL code, using the PagoPA payment system on the home page of the ARDISS institutional website and at the following link:[https://servizi.regione.fvg.it/SERVIZIFVG\\_Payments/entry/ardiss/sedets](https://servizi.regione.fvg.it/SERVIZIFVG_Payments/entry/ardiss/sedets). Other payment methods are available on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it). The student requesting postponed admission must enclose the receipt of the deposit payment with the request form.

**NOTE:**

if the student was also an assignee of accommodation for the academic year 2018/2019, ARDISS will retain the deposit already paid and the student will not have to pay a new deposit, except for any adjustments due to damage to the room or common areas.

## Article 34 - Accommodation fees

The monthly fees for the accommodation are those indicated in the charts:

Residence	Type of room	Monthly fee
Student residence of Trieste,	Single room	€ 150,00
Gorizia and Pordenone	Double room	€ 129,00

The accommodation fee is monthly and not determined on a daily basis. Students taking possession of the accommodation in the second half of the month will pay half the monthly fee.

**If the students receiving the accommodation are also awarded a scholarship, the fees will be deducted from the scholarship amount. Students with postponed admission will pay accommodation fees calculated from the admission date set for each Student Residence in the calendar of art. 30.**

### NOTE:

Students assignees of accommodation places, who even if they present the application as first year students of a master's degree, **are not in possession as of August 10, 2019 of the requirements for enrolment and merit as a further semester** (enrolment in the first year out of course and 135 CFU obtained by August 10, 2019), **will be required to pay the fees for the relevant accommodation up to the confirmation of enrolment in the master's degree course.**

**If these students do not enrol in the master's degree program for the academic year 2019/2020 they will lose the accommodation benefit, and will have to correspond the fee indicated in the chart in art. 36.3 for the entire period of their accommodation in the Student residence, paying the difference between the amount already paid and the amount due following the ascertained forfeiture.**

For students who are in the conditions described above and for all students who do not qualify as scholarship recipients, the accommodation must be paid according to the methods indicated in the following art. 36.4. If the scholarship is withdrawn, ARDISS will confirm or deny the benefit of the accommodation, with respect to the reason that led to this revocation.

## Article 35 - loss of the accommodation place

The accommodation benefit will be lost to the recipient students in the cases provided for by the single Regulation of the student residences, available on the ARDISS website.

Among the most common reasons are:

- irregularities of the payment of fees;
- lack of the requisites of registration, merit, income and assets, following checks carried out by ARDISS or by reports received from the University or the Guardia di Finanza;
- submission of false declarations or presentation of documents containing false data;

**The withdrawal of the accommodation place due to the lack of the requisites foreseen by the present call entails the request for payment of fees at the rate foreseen for students with the requirement of registration only.**

## Article 36 - Students with requirement of registration

If, after the assignment of accommodation places to the students that were found to be suitable in the relative rankings, and the activation of the reserves provided for incoming international mobility students, there should be accommodation available, these places will be made available to students in possession of the requirement of registration only.

**The online application must be completed from October 6, 2019 to October 22, 2019 and the admission days will be indicated on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).**

### NOTE:

Students who are not eligible in the rankings for the allocation of accommodation places due to lack of registration, merit, income and asset requirements **will not be automatically included in the ranking list for accommodation places for students with registration only requirement.** Such students will therefore have to present a specific application to be filled in online within the deadline indicated above.

Two rankings will be drawn up, one for the subsequent year students and one for first year students, according to the criteria specified below. Places will be assigned primarily to disabled students with a disability rate of 66% or more, giving priority to those included in the ranking of subsequent years. Any additional accommodation places, after assigning the accommodation to the aforementioned disabled students, will be assigned following the ranking of the subsequent years as a priority. ARDISS may draw from the aforementioned rankings up to the date indicated together with their publication.

### 36.1 Students enrolled in years subsequent to the first

The ranking will take into account exclusively the university merit and will be formulated taking into consideration the exams taken and registered in the career on the Esse3 system by August 10, 2019, with the following formula:

$$\text{punteggio} = \frac{\text{crediti registrati}}{60 \times \text{anni di iscrizione}} \quad \text{points} = \frac{\text{registered credits}}{60 \times \text{years of enrolment}}$$

### 36.2 Students enrolled in the first year, in research doctorate and specialization and I.T.S. courses.

The ranking will take into account the final grade with which the students completed the cycle of studies prior to the one they enrol in, comparing it to a scale of 1 to 100. Therefore, in the case, for example, of students enrolled in the first year of courses of the three-year degree the mark obtained in the maturity exam will be taken into consideration (converted into a scale from 1 to 100 if it is not already expressed in hundredths). In the case of students enrolled, for example, in the first year of the master's degree courses the mark obtained in the final three-year degree exam will be taken into account, converting it to a scale of 1 to 100. The number of beneficiaries will be determined by assigning, for each of the two rankings, the same in proportion of accommodation places, until all available places have been filled.

### 36.3 Accommodation fees for students with the requirement of enrolment only

the fees are determined in the following way:

Residence	Room type	Monthly fee
Student residence of Trieste	Single room with shared bathroom	€ 208,00
	Single room with private bathroom	€ 218,00

	Double room	€189,00
Student residence of Gorizia	Single room	€ 218,00
	Double room	€ 189,00
Student residence of Pordenone	Single or double room	€ 170,00

### **36.4 Method of payment of the accommodation fee**

The accommodation must be paid by the 5th of the reference month, indicating the month to which the fee refers, using the PagoPA payment system on the home page of the ARDISS website and at the following link: [https://servizi.regione.fvg.it/SERVIZIFVG\\_Pagamenti/ingresso/ardiss/sedets](https://servizi.regione.fvg.it/SERVIZIFVG_Pagamenti/ingresso/ardiss/sedets). Other payment methods are available on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it). An exception is the fee for the first month after admission, which must be paid within 5 days of the admission date and the January tuition fee, which must be paid by the 15th of the same month.

### **36.5 Additional places available**

In case of availability of further accommodation places after the expiry of the validity of the rankings, ARDISS will establish specific allocation methods which will be published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).



# ACCOMODATION PLACES

## IN UDINE

**Application Deadlines: at 1.00 pm (Italian summer time / GMT + 2 / UTC + 2 / CEST) of the days indicated below: Subsequent years - July 26, 2019 EU and non-EU registration numbers – August 28, 2019 Students with registration only requirement - September 10, 2019**

### Article 37 - Accommodation places by competition

**562 accommodation places** will be assigned to applicant students, divided into:

- **260 accommodation places** at the Student residence of Udine, Viale Ungheria;  
*Since the residence will not be available due to building renovation works, accommodation made available at affiliated facilities will be used or forms of contribution will be used in favour of the students who will lease accommodation for at least 10 months at the university (see art. 39.1)*
- **104 accommodation places** at the New Student Residence of Udine, Rizzi Science Center;
- **48 accommodation places** at the Student residence of Gorizia (Palazzo De Bassa);
- **87 accommodation places** at the Student Residence of Pordenone (of which 8 places reserved for the University Consortium of Pordenone);
- **63 accommodation places** at the Student's Residence in Gemona del Friuli.

#### NOTE:

**the allocation of accommodation places at the Student Residence of Udine to the students who are beneficiaries of the housing service is arranged by ARDISS on the basis of its own assessments regarding the best organization of the service, taking into account the places available, the place of study and scholastic merit of the requesting students. In particular, the accommodation places at the New Student Home of the Rizzi centre will be assigned primarily to students enrolled in three-year and master's degrees in science degrees and to students enrolled in subsequent years of the single-cycle master's degree course in Medicine and Surgery.**

The services offered in each university residence are described in the Service Chart published on the ARDISS institutional website at <http://www.ardiss.fvg.it/contenuti.php?view=page&id=53>.

## Article 38 – Specific requirements

In addition to being in possession of the requirements of registration, merit, income and assets established in the general rules, students who wish to request accommodation at the ARDISS Student Residences **must reside in one of the municipalities considered to be offsite in relation to the location of their study course**, as established in Article 15 of this call and in Annex 1. Students with a disability percentage equal or greater than 66% can still apply for accommodation, as long as they are not resident in the municipality of the study course

## Article 39 – Assignment methods

Will be reserved as follows:

n. 1 accommodation place for students lacking or without means, enrolled in the courses referred to in article 2, who carry out high level sporting activities, as defined in the protocol of understanding between MIUR, CRUI, CONI, CIP, CUSI and ANDISU n. 68 of December 12, 2016, at the Student House in viale Ungheria.

All accommodation places, net of the above-mentioned reserves, will be assigned to students enrolled in subsequent years. In addition to accommodation places dedicated to students with disabilities with a percentage of disability equal to or greater than 66%, additional accommodation places are in any case assigned primarily to disabled students. A minimum rate of 10% accommodation is guaranteed for non-EU students. As regards the individual Student Residences, the assignments of accommodation places are determined as follows.

### 39.1 Udine - Viale Ungheria

The accommodation places will be assigned as follows:

- **172 accommodation places** for students enrolled in course years following the first one;
- **8 accommodation places** for non-EU students enrolled for the first time in the first year of the course;
- **77 accommodation places** for EU students enrolled for the first time in the first year of the course

Among the places indicated above **n. 3 accommodation places** are equipped for disabled students as per Article 5. These places will be assigned independently of the municipality of residence. In any case, residents of the Municipality of Udine will be excluded.

*Since the Student Residence will not be available due to building renovation works, the accommodation places will be made available at accredited and affiliated facilities or through forms of contribution (for a*

total maximum annual contribution of 1,200 euros) in favour of students who take a lease at the university for at least 10 months.

The student eligible for the accommodation place will already be marked in the temporary ranking with the words beneficiary contribution / boarding and will have the choice between the use of the accommodation in an accredited structure or the stipulation of a rent lease. In both cases the student is required to make the communication provided for in Article 15.3 within the deadline to qualify as "off-site" student.

Accommodation at accredited facilities:

The monthly fee for students who have been granted the off-site qualification who find accommodation at the affiliated facilities cannot exceed 30% of the amount of the accommodation fees indicated in the following art. 44. The payment of these fees is assisted by the contribution to the aforementioned structures and by the part of scholarship that will be retained from the student pursuant to art. 44 and paid to the host structures. Students who have taken accommodation in accredited facilities and participate in international mobility programs in the academic year 2019/2020, must resign from the accommodation for the period spent abroad. For the period of absence ARDISS will not provide the aforementioned benefits related to the payment of boarding fees.

Below is the list of accredited facilities:

BOARDING	Guests genre	Information
Boarding Paulini	female	istituto@rosarie.it
Boarding Sacro Cuore	female	alloggiostudentisacrocuore@gmail.com
Boarding Institute Suore Dimesse	female	convitto@dimesse.org
Institutet mons. Tomadini	male/female	info@convittotomadini.it
Institute Salesiano Bearzi	male	convitto@bearzi.it
Boarding Bertoni	male/female	convitto@bertoni-udine.it
Boarding Renatihouse	male/female	info@renaticampus.com
University Residence delle Grazie	Male/female	residenza@bvgrazie.it

*Please note that the allocation of accommodation places in the accredited facilities will take place within the limits of availability offered by the individual residences. Accredited residences may charge students additional costs for non-standard services compared to the Guidelines.*

Private accommodation with lease:

*Students who have been granted an off-site qualification who have signed a lease agreement for accommodation at the university campus will receive a contribution of € 1,200*

*with reference to the provisions of art. 15 on the students participating in international mobility programs for the academic year 2019/20, the above contribution will be redetermined based on the duration of the lease contract in Italy.*

### **39.2 Udine - Polo scientifico dei Rizzi**

The accommodation places will be assigned as follows:

- **70 accommodation places** for students enrolled in course years following the first one;
- **3 accommodation places** for non-EU students enrolled for the first time in the first year of the course, of which one for students enrolling in the first year of Higher Technical Institutes (I.T.S.) of Trieste. (The students who enrol in ITS, notwithstanding the deadline for submitting the online application for accommodation, may request accommodation by September 27, 2019 by sending an email to: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), indicating the INPS protocol number of the ISEE certificate valid for the subsidized services for the right to university education concerning the student's income in 2017 and the financial situation in 2018);
- **31 accommodation places** for EU students enrolled for the first time in the first year of the course, of which one for students enrolling in the first year of Higher Technical Institutes (I.T.S.) of Trieste. (The students who enrol in ITS, notwithstanding the deadline for submitting the online application for accommodation, may request accommodation by September 27, 2019 by sending an email to: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), indicating the INPS protocol number of the ISEE certificate valid for the subsidized services for the right to university education related to the student concerning the income of 2017 and the financial situation of 2018).

Among the places indicated above **n. 6 accommodation places** are equipped for disabled students as per Article 5. These places will be assigned independently of the municipality of residence. In any case, residents of the Municipality of Udine will be excluded.

### 39.3 Gorizia

The accommodation places will be assigned as follows:

- **33 accommodation places** for students enrolled in course years following the first one;
- **1 accommodation place** to non-EU students enrolled for the first time in the first year of the course
- **14 accommodation places** for EU students enrolled for the first time in the first year of the course;

Among the places indicated above **n. 1 accommodation place** is equipped for students with disabilities as per Article 5. This place will be assigned independently of the municipality of residence. In any case, residents of the Municipality of Gorizia will be excluded.

### 39.4 Pordenone

In order to accommodate specific needs reported by the Pordenone University Consortium, **8 accommodation places** are reserved.

In addition, **5 accommodation places** are reserved for students enrolled in the Technical High Schools (ITS) of Pordenone (These students who enrol in the first year at ITS, notwithstanding the deadline for submitting the online application for accommodation, may request the place accommodation by September 27, 2019 by sending an e-mail to the following address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), indicating the INPS protocol number of the ISEE certificate valid for the subsidized services for the right to university education related to the student's income in 2017 and the financial situation of 2018).

The remaining accommodation places will be assigned as follows:

- **50 accommodation places** to students enrolled in course years following the first one
- **2 accommodation places** to non-EU students enrolled for the first time in the first year of the course
- **22 accommodation places** to non-EU students enrolled for the first time in the first year of the course

Among the places indicated above **n. 2 accommodation places** are equipped for disabled students as per Article 5. These places will be assigned independently of the municipality of residence. In any case, residents in the Municipality of Pordenone will be excluded;

### 39.5 Gemona del Friuli

the accommodation places will be assigned as follows

- **42 accommodation places** for students enrolled in course years following the first one;
- **2 accommodation places** for non-EU students enrolled in the first year of studies for the Gemona del Friuli site.
- **19 accommodation places** for EU students enrolled for the first time in the first year of the course

### 39.6 Students with disabilities

The accommodation places equipped for students with disabilities are still available to these students who will request them at the rate set for students with the only requirement of registration.

## Article 40 - Deadline for submission of applications and admission dates

Residence	Students	Application deadline	Admission
<b>Student residence of Udine – Viale Ungheria</b> (see art. 39 for availability of structure)	Subsequent years	July 26 2019	-----
	First year students	August 28 2019	-----
<b>Student residence of Udine – Polo Rizzi</b>	Subsequent years	July 26 2019	3 and 4 September 2019
	First year students	August 28 2019	October 1st 2019
<b>Student residence of Gemona</b>	Subsequent years	July 26th 2019	October 7th 2019
	First year students	August 28th 2019	October 7th 2019
	Students with only requirement of registration	September 10th 2019	October 8th 2019
<b>Student house of Gorizia</b>	Subsequent years	July 26th 2019	September 2nd 2019
	First year students	August 28th 2019	October 2nd 2019
	Students with only	September 7th 2019	October 17th 2019

	requirement of registration		
	Subsequent years	July 26th 2019	3 e 5 September 2019
<b>Student house of Pordenone</b>	First year students	August 28th 2019	October 1st 2019
	Students with only requirement of registration	September 2019	15 October 2019

Students who are beneficiaries of accommodation in the final ranking must present themselves to the Student Residences of assignment on the days indicated above, **from 10.00 am to 01.00 pm**, for admission to the accommodation. Any changes in dates due to organizational needs will be published on time on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).

Students who cannot take possession of the accommodation according to the aforementioned calendar must send the **postponed admission form** available on the ARDISS website, **together with a copy of the deposit payment**, to [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) promptly by the first working day before the admission date indicated in the calendar. In this case the student will have to arrange with the ARDISS headquarters the day for the postponed admission to the accommodation according to the needs of the headquarters themselves.

**NOTE:**

students, who do not present themselves to take possession of the **accommodation on the days and at the established times** and who do not present the appropriate form of postponed admission with a copy of the deposit payment within the working day preceding the admission day, will **forfeit the right to the accommodation place. Failure to accept the assigned accommodation place officially from ARDISS involves the loss of the benefit itself for the reference academic year.**

The accommodation places left available after assignment to the beneficiaries, due to renunciation or forfeiture, will be assigned to suitable students usefully placed in the relative rankings, according to the modalities that will be published on the ARDISS website.

## Article 41 – Rankings

The rankings will be prepared based on the provisions of art. 7 and 8 of the General Rules. The temporary and final rankings will be distinguished for each deadline. All students will be included in the ranking published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it) with the user code instead of their name, for compliance in terms of transparency / privacy. This number, assigned to each student by the software during the compilation of the online application, will be available in the electronic file or on the summary of the application: these are the last five digits of the "Application" code. By accessing the

online services of the ARDISS website, through the "Electronic file" function, students will be able to verify the results of the rankings and the university residence of assignment.

#### **41.1 Students enrolled in years subsequent to the first**

The temporary ranking of accommodation places for students enrolled in course years following the first one will be published on the website **www.ardiss.fvg.it by approximately August 13, 2019**. The following rankings will be prepared for each university site, in descending order of score:

- for students enrolled in years subsequent to the first of all competent educational centers, including students enrolled at the Conservatory and at the Academy of Fine Arts;
- for students enrolled in specialization courses with the exception of those in the medical area as per legislative decree n. 368/1999;
- for students enrolled in research doctorate courses, who do not benefit from the scholarship as per Ministerial Decree April 30, 1999, no. 224;
- for students enrolled in Higher Technical Institutes (I.T.S.);
- For students with disabilities

**Students who apply as enrolled to subsequent years for a further semester, if they obtain the degree by the extraordinary session of the academic year 2018/2019 and enrol after the first year of the master's degree for the academic year 2019/2020 within the deadlines set by the University or the conservatory, will in any case obtain accommodation only until a three-year degree is obtained.**

With regard to any requests for review, please refer to Article 9 of this call.

#### **41.2 Students enrolled in the first year**

The temporary ranking of accommodation places for students enrolled in the first year of all courses will be published on the website **www.ardiss.fvg.it by approximately September 16, 2019**. The following rankings will be prepared for each university site, in decreasing order of score:

- for EU students enrolled for the first time in the first year of the course;
- for non-EU students enrolled for the first time in the first year of the course;
- for students with disabilities enrolled for the first time in the first year of the course.

With regard to any requests for review, please refer to Article 9 of this announcement



## Article 42 – Admissions

On the day of admission to the residence, the **beneficiary students in the ranking** must present themselves with:

- **legible photocopy of a valid identity document** (accompanied by the original document). **Non-EU students must present themselves with a passport;**
- **a passport photo;**
- **proof of payment of the security deposit** in favour of ARDISS, except for those who have already paid the deposit in previous academic years and have not been reimbursed.

**At the time of admission, the student signs the contract of acceptance of the accommodation, provided by ARDISS**

The students who are assigned accommodation places for the academic year 2019/20, **in the event of assignment by way of a postponed admission form**, must, except in cases of force majeure, sign the acceptance contract of the accommodation place **within one month** from the scheduled admission date, under **penalty of losing the right to the benefit** and the forfeiture of all or part of the deposit to pay the fee for the first month.

The student is assignee of the accommodation place for the academic year 2019/2020 **from the date of admission established in this call until July 31, 2020** (*the accommodation must be freed by 9.00 am on August 1, 2020*), with the exception of the Christmas holidays. The students assigned to accommodation have the obligation to follow the **rules of the Single Regulation of the Student Residences and of the relative common spaces**, both of which can be consulted on the ARDISS website.

**All the students staying at the Student Residences are required to actively participate in the meetings periodically promoted and organized by ARDISS, as well as the illustration meeting of the Student Residence Regulations.** In reference to the current safety regulations, ARDISS will identify a suitable number of persons who will be assigned to work as **Emergency Management Officer**.

Students who are beneficiaries of accommodation, at the moment of assignment, assume the obligation to follow the whole **training courses for those in charge of Emergency Management activities in the field of First Aid (lasting 12 hours) and in the Prevention and Medium Risk Fire Protection (lasting 8 hours)** which will be held indicatively during the month of November and which will allow the formation of teams of Emergency Management officers. The courses will be attended by volunteer students or, in the event that the number of student volunteers for each plan is not sufficient, ARDISS will officially appoint students required to participate in these courses. All assignees must therefore make themselves available to perform the aforementioned assignment;

ARDISS will provide the information and training necessary for the fulfilment of the mandate, as well as the appropriate equipment.

**NOTE:**

Students who intend to enrol in the first year, and are assigned accommodation at the Student Residence, must immediately notify the following email address: [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) if they fail to pass any entrance test and renounce the accommodation. These students will still be required to pay the fee for the assignment period.

Students staying at the Student Residences in previous academic years who are not up to date with the payment of accommodation fees on the date of admission will be suspended from the benefit and will not be able to obtain accommodation until the administrative issues with ARDISS are settled. After the publication of the scholarship definitive rankings, room changes will be allowed exclusively between accommodations of the same rate, on the basis of a written request for serious reasons adequately documented which will be assessed by the ARDISS.

#### **42.1 Renouncements**

Students who decide to definitively renounce their accommodation place must notify ARDISS by sending an email to the following address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it), **by the 15th of the month preceding the one in which the renouncement will start**. In case of delayed notification, the students are considered assignees and therefore are required to pay the fees also for the period to which the renouncements refers. Compliance with the deadline does not apply to accommodation recipients based on art. 46. It is understood that, in any case, until the communication of the definitive renouncement, the student staying in the Student Residence is considered in accommodation and therefore required to pay the relative fees.

If the date from which the renouncement of the accommodation begins is after the 15th of the reference month, students are required to pay the entire monthly amount of the fee. If the date from which the renouncement begins falls before the 15th of the reference month, students are required to pay half the monthly fee.

Students who graduate during the academic year, irrevocably abandon their studies or move to another university, **must leave the accommodation within the terms and conditions provided for by the Single Regulation of the Student Residences**, communicating to Ardiss the date of

definitive renouncement of accommodation. This communication must take place **within 15 days prior to the date on which the renouncement starts**, by sending an email to the address: info.udine@ardiss.fvg.it

In the event that the request for extension of the accommodation is accepted for a period after obtaining the qualification, the relative fee must be paid to the extent provided for the additional recipients of the benefits for the right to university education pursuant to art. 4, paragraph 2 of the L.R. n. 21 of 11/14/2014.

The students assigned accommodation who participate in **international mobility programs during the academic year 2019/2020** must renounce the accommodation place for the period of stay abroad, therefore ARDISS will not retain the accommodation fees from the scholarship for the period of absence. Students participating in international mobility programs, in addition to indicating in the online application the intention to participate in such programs, **must communicate the actual mobility period to ARDISS by e-mail to the address: info.udine@ardiss.fvg.it**.

**NOTE:**

exclusively with regard to the renouncement **of the accommodation place for the month of July, the communication of the renouncement, also in case of graduation, must arrive absolutely within and no later than May 15, 2020.**

## **42.2 Closure of the Student residences**

The period of closure of the Student Residences for the Christmas holidays runs from **December 23, 2019 to January 2, 2020 included, with reopening on January 3, 2020.**

During the period in which the student residences are closed, access to the rooms will not be permitted. The Christmas closure does not involve any reduction of the accommodation fee.

During the Christmas period, one of the ARDISS Student residences will remain open for students who have actual logistic difficulties and who make a reasoned request for accommodation. For this period, students staying in the residence that will remain open must provide for the integration of the fee equal to the difference between the amount due as a student assignee and the amount due as a student with the requirement of registration only. The rooms of this residence must therefore be vacated: students who have not requested and obtained the use of the room must free the room of their personal belongings **by 09.00 am on December 23, 2019**. By October 15, 2019 the accommodation that will remain open will be published on the ARDISS website.

ARDISS may also establish additional closing periods, following motivated and serious needs and in correspondence with the periods of suspension of lessons, which will be promptly communicated.

## Article 43 - Deposit

All assignees, upon obtaining the accommodation place, must present the receipt of payment, of the deposit of the sum of **€ 155.00** which will be **returned after they definitely leave the accommodation in the ways and times foreseen by the single Regulation of the student residences**, if the conditions are respected.

The security deposit must be paid, indicating the reason for payment "Student surname and name - Housing deposit", expressed with the CAL code, using the PagoPA payment system on the home page of the ARDISS institutional website and at the following link:[https://servizi.regione.fvg.it/SERVIZIFVG\\_Pagamenti/ingresso/ardiss/sedets](https://servizi.regione.fvg.it/SERVIZIFVG_Pagamenti/ingresso/ardiss/sedets) Other payment methods are available on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it). The student requesting postponed admission must enclose the receipt of the deposit payment with the request form.

### NOTE:

if the student was assignee of accommodation also for the academic year 2018/2019, ARDISS will retain the deposit already paid and the student will not have to pay a new deposit, except for any adjustments due to damage to the room or common areas.

## Article 44 – Accomodation fees

The accommodation fees are those indicated in the chart:

Type of room	Monthly fee
Single room	€ 150,00
Double room	€ 129,00

The accommodation fee is monthly and not determined on a daily basis. Students taking possession of accommodation in the second half of the month will pay half the monthly fee. If the students assigned to the accommodation are also recipients of a scholarship, the fees will be withheld from the scholarship amount. **For students of postponed admission, the accommodation fees will be calculated from the admission date set for each Student Residence in the calendar of art. 40.**

NOTE:

students who present the application as first year students of a Master's degree **course, but do not have the enrolment and merit requirements of a further semester as of August 10, 2019 (enrolment in the first year out of course and 135 ECTS credits completed by August 10 2019), if they are assignees of accommodation places will be required to pay the fees for the relevant accommodation until confirmation of enrolment in the master's degree course. If these students do not enrol in the master's degree program for the academic year 2019/2020 they will lose the right to the accommodation place, and will have to pay the fee for entire period of their accommodation in the Student Residence as indicated in the chart in art. 46.3, paying the difference between the amount already paid and the amount due following the ascertained forfeiture.**

For students who are in the conditions described above and for all students who do not qualify as scholarship recipients, the accommodation must be paid according to the methods indicated in the following art. 46.4. If the scholarship is withdrawn, ARDISS will confirm or deny the benefit of the accommodation, with respect to the reason that led to this revocation.

## **Article 45 - Revocation of the accommodation place**

The recipient students will lose the accommodation benefit in the cases provided for by the single Regulation of the student residence, available on the ARDISS website.

The most frequent cases include:

- irregularities in the payment of fees;
- lack of requirements of registration, merit, income and assets, following checks carried out by ARDISS or reports received from the University or the Guardia di Finanza;
- submission of false declarations or presentation of documents containing false data;

**submission of false declarations or presentation of documents containing false data; The withdrawal of the accommodation place due to the lack of the requisites foreseen by the**

**present call to qualify for the benefit entails the request for payment of fees at the rate foreseen for students with the requirement of registration only.**

## **Article 46 – Students with registration requirement only**

**For the Student residences of Gemona del Friuli, Pordenone and Gorizia**, if, after assigning the accommodation places to the students, that have qualified in the rankings for the allocation of accommodation for the academic year 2019/2020, and the activation of the reserves provided for incoming international mobility students, there should be any accommodation places still available, these places will be made available to students who have the requirement of enrolment only. **The relevant online application must be completed by 1.00 pm (Italian summer time / GMT + 2 / UTC + 2 / CEST) of September 10, 2019.** The assignees will be admitted to the accommodation, **from 10.00 am to 01.00 pm**, on the following days:

- **October 8 2019 for the student residence of Gemona del Friuli,**
- **October 15 2019 for the student residence of Pordenone**
- **October 17 2019 for the student residence of Gorizia.**

**NOTE:**

students who are not eligible for the accommodation places due to lack of registration, merit, income and asset requirements will NOT be automatically included in the ranking list for accommodation places for students with requirement of registration only. These students will therefore have to present a specific application to be filled in online within the deadline indicated above.

Only if the number of applications exceeds the actual availability of accommodation places, two separate rankings will be drawn up, one for the subsequent years and one for the first-year students, according to the criteria specified below. Places will be assigned primarily to disabled students with a percentage of disability equal to or greater than 66%, giving priority to those included in the ranking of subsequent years. Subsequently, the number of beneficiaries will be determined by alternately drawing from each of the two rankings, starting with the ranking for students enrolled in years subsequent to the first, until all available places have been filled.

#### 46.1 Ranking list of students enrolled in years subsequent to the first

The ranking will take into account exclusively the university merit and will be formulated taking into consideration the exams taken and registered on the Esse3 system by August 10, 2019, with the following formula:

$$\text{punteggio} = \frac{\text{crediti registrati}}{60 \times \text{anni di iscrizione}}$$

#### 46.2 Ranking list for students enrolled in the first year, research doctorate and specialization and I.T.S. courses.

The ranking will take into account the final grade with which the students completed their previous cycle of studies, comparing it to a scale of 1 to 100. Therefore, in the case, for example, of students enrolled in the first year of a three-year degree program or ITS courses the grade obtained at the maturity exam will be taken into consideration (converted into a scale from 1 to 100 if it is not already expressed in hundredths). In the case of students enrolled, for example, in the first year of a master's degree the mark obtained in the final three-year degree exam will be taken into account, converting it to a scale of 1 to 100.

#### 46.3 Accommodation fees for students with the requirement of enrolment only

As for the fees, they are determined as follows:

<b>Residence</b>	<b>Type of room</b>	<b>Monthly fee</b>
Student residence of Gemona and Udine	Single room	€ 218,00
	Double room	€ 189,00
Student residence of Pordenone	Single or double room	€ 170,00

Assigned students who do not present themselves to take possession of the accommodation on the days and at the established times may request postponed admission, attaching to the request form a copy of the payment of the deposit referred to in art. 43.

#### **46.4 Method of payment of the accommodation fee**

The accommodation must be paid by the 5th of the reference month, indicating the month the fee refers to, using the PagoPA payment system on the home page of the ARDISS website and at the following link:[https://servizi.regione.fvg.it/SERVIZIFVG\\_Pagamenti/ingresso/ardiss/sedeud](https://servizi.regione.fvg.it/SERVIZIFVG_Pagamenti/ingresso/ardiss/sedeud)

Other payment methods are available on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it). An exception is the fee for the first month after admission, payment of which, if not concurrent with the payment of the deposit, must be made within 5 days of admission, and the January fee, which must be paid by the 15th of the same month.

#### **46.5 Additional places available**

In case of availability of further accommodation places after the above assignments, these places will be made available during the academic year according to modalities that will be published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).



# ACCOMODATION BENEFITS OF PADOVA, PORTOGRUARO, BOLZANO, VERONA AND CONEGLIANO

**Deadline: August 28 2019**

## **Article 47 –Deadline and application procedure**

Applications for accommodation benefits must be sent to ARDISS **by 1.00 pm (Italian summer time / GMT + 2 / UTC + 2 / CEST) of August 28, 2019**, in the manner provided for in Article 6 of this call.

## **Article 48 – Contributions in competition**

**For students enrolled in degree programs based in Padua, Portogruaro, Bolzano, Verona and Conegliano**, where ARDISS does not directly manage a university residence, ARDISS provides an annual contribution of € 1,200.00, against a regularly registered lease contract. **10 contributions** are made available for each study location.

## **Article 49 – Specific Requirements**

In addition to being in possession of the requirements of registration, merit, income and assets established in the general rules, students who request accommodation contributions must necessarily possess the following specific requirements:

- they must be enrolled for the academic year 2019/2020 in degree courses of the University of Trieste with **headquarters in Padua and Portogruaro** or in degree courses of the University of Udine **with headquarters in Conegliano, Bolzano and Verona**;
- they must be resident in one of the **municipalities considered to be off-site**, in relation to the location of their study course, as established in Article 15.3 of this announcement and in Annex 1; for the Bolzano and Verona offices, the requesting students must be resident in one of the municipalities that are at least 50 km from these cities;
- They must take advantage **of leased accommodation**, as established in Article 15.3 of this call.

Students must declare the actual use of the leased accommodation **for at least 10 months (counted in the period between September 1, 2019 and August 31, 2020)** near the university

location (i.e. the municipalities considered on-site in relation to the location of the course), indicating the details of the lease agreement (the duration, expiry date, fee and registration details of the course). Students who have a contract with a shorter deadline than those established and who intend to renew or sign a new one, will still be considered eligible for the contribution, but must necessarily communicate to ARDISS (by sending an email to: [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it)) the data of the renewal of the contract or of the new stipulated contract that allows them to reach the duration of 10 months of paid accommodation.

**The monthly fee due by the student**, net of utility costs (for example: water, electricity, gas, telephone ...), **cannot be less than € 120.00.**

It should be noted that the inclusion in the online application of a contract expiring before October 18, 2019 does not allow the inclusion in the ranking as eligible for the contribution. Students who, at the time of completing the online application, have not declared that they have taken possession of leased accommodation, are required to declare online, and in any case **by 01:00 pm on October 18 2019** the use of leased accommodation for at least 10 months, indicating the address of the accommodation itself, located near the university, the monthly rent paid, the duration of the contract, the deadline and the details of registration. This declaration must be submitted through the online procedure, on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it) **where a special link will be active, starting approximately from October 1, 2019 and up to 1.00 pm on October 18, 2019.** In the event of a change of address during the academic year, students must immediately inform ARDISS by sending an email to: [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it).

## Article 50 - Rankings

**The temporary ranking of accommodation contributions will be published on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it) by approximately February 3, 2020.**

All students will be included in the ranking in PDF format published on the site with the user code instead of their name, for compliance in terms of transparency / privacy. This number, assigned by the software when filling out the online application, will be available in the electronic file or on the PDF file summarizing the application: these are the last five digits of the "Application" code.

By accessing ARDISS online services, through the "**Electronic File**" function, students can check the results of the rankings. On the basis of the methods set out in articles 7 and 8 of the General Rules, the following rankings will be formulated in decreasing order of scores, broken down by location of the study course:

- Students enrolled for the first time in the first-year course;
- Students enrolled in subsequent years to the first.

Priority will be given to students enrolled in course years subsequent to the first.

**With regard to any requests for review, please refer to Article 9 of this call.**

## **Article 51 - Payment of the Scholarship**

The contribution will be paid by crediting the student's bank or payment account or by other electronic payment instruments chosen by the beneficiary provided that they have an IBAN code, registered or jointly held by the applicant, thereby excluding any and all responsibility towards ARDISS in case of incorrect indication of the current account details.

**Students enrolled in subsequent years** will receive the accommodation scholarship **within two months of the publication of the final ranking.**

Students who are enrolled **in the first year of all courses** will receive the accommodation contribution only if they have **achieved at least 20 credits (or at least 10 credits for courses with exclusively annual exams)** and after reporting to the ARDISS in the following ways:

- the **entire amount of the contribution** will be paid to those who obtain the required credits **by August 10, 2020;**
- To those who obtain the required credits after August 10, 2020, but in any case **by November 30, 2020, the amount of the contribution will be halved and they will receive 50% of the amount.**

To **students with disabilities as per art. 5 enrolled in the first year of all courses**, the accommodation contribution will be paid only upon **reaching at least 9 credits** and following a report to ARDISS, as follows:

- the **entire amount of the contribution** will be paid to those who obtain at least 9 credits **by August 10, 2020;**
- To those who obtain 9 credits after August 10, 2020, but in any **case by November 10, 2020, the amount of the contribution will be halved and the student will receive 50% of the amount.**

The communication of the achievement of the requested credits must be made exclusively by sending an e-mail to the related ARDISS office: [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it).

Students who do not report the achievement of credits to ARDISS will still receive the contribution following **the official checks carried out by the University after November 30, 2020.**

## Article 52 - Loss of the Contribution

The contribution will be revoked from the students:

- students enrolled in the first year of undergraduate, postgraduate and single cycle postgraduate degree courses at University who have not completed at least 20 credits or at least 9 credits for students with disabilities by November 30 2020;
- enrolled for the first time in the first year of courses with exclusively annual exams who by November 30 2020 have not received at least 10 credits;
- who leave in favour of other universities or renounce their studies before July 1 2020;
- who declare the false or exhibit false documents or containing false information;
- if the requisites of registration, merit, income and assets are no longer available, following checks carried out by ARDISS or by reports received from the University or the Guardia di Finanza;
- if the specific requirements for the benefit are not met;

Any such benefit will be withdrawn from these students and any sums unduly received will be recovered.

ARDISS will communicate the start of the procedure for revoking the accommodation contribution to students who find themselves in any of the positions listed above. Within 10 days from the communication, students will be able to send any counter-arguments to ARDISS, at the address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it) or by registered letter with return receipt. Once this period has expired, ARDISS will transmit the revocation order to the interested party, requesting the return of the sum received within 30 days of receipt of the communication. In the event that this does not occur within the terms, ARDISS will proceed with the recovery of the credits by registering the claim, according to the procedures defined by the current state legislation on the collection of direct taxes, as provided for by art. 50 of the Regional Law 7/2000.

# CONTRIBUTIONS FOR INTERNATIONAL MOBILITY

**Deadline: April 06 2020**

## Article 53 – Deadline and application procedure

Applications for grants for international mobility **can only be completed by eligible students or beneficiaries of the scholarship for the academic year 2019/2020 starting from March 02 2020 and before 1.00 pm (Italian summer time / GMT + 2 / UTC + 2 / CEST) of April 06, 2020**, with the methods provided for in Article 6 of this call

## Article 54 – Competition contributions

Contributions for international mobility are reserved for eligible students or scholarship recipients who participate in the academic year 2019/2020 **for periods of study and training abroad** promoted by the University of Trieste, the University of Udine, the Conservatory of Music “G. Tartini” of Trieste, the Conservatory of Music “J. Tomadini” of Udine or by the Academy of Fine Arts “G. B. Tiepolo” of Udine, both in the context of programs promoted by the European Union and of non-EU programs (bilateral agreements). The amount of the contribution for international mobility, to be understood as integration to the ARDISS scholarship, is equal to **160.00 euros per month for a maximum period of 10 months**, regardless of the amount allocated by Universities, the European Union and the Ministry.

The period of permanence abroad is verified with the institutions mentioned above and for each whole month of stay, conventionally calculated in 30 days, the monthly contribution will be paid in full, while for periods of less than a month the contribution will correspond to the days of actual stay abroad. The number of assignments will be determined according to the budget availability. For each ARDISS operational site, the assignment of **20 contributions** will be guaranteed, which will be assigned in proportion to the number of students admitted to the competition enrolled in the first or subsequent years compared to the total number of students admitted to the competition.

## Article 55 – Specific requirements

In addition to being in possession of the requirements of registration, merit, income and assets established in the general rules, students who wish to receive contributions for international mobility must:

- **participate exclusively in the academic year 2019/2020 for periods of study or training abroad** promoted by the University of Trieste, the University of Udine, the Conservatory of Music "G. Tartini" of Trieste, by the Conservatory of Music "J. Tomadini" of Udine or from the Academy of Fine Arts "G. B. Tiepolo" of Udine for participation in international mobility programs, both in the context of programs promoted by the European Union, and of non-EU programs (bilateral agreements);
- **be beneficiaries of the scholarship referred** to in this call for the academic year 2019/2020.

**The period of study or internship in question must have an academic recognition in terms of credits in the course of one's course of study in Italy**

Applicant students must declare in the online application to be recipients of the international mobility scholarship or internship abroad for the academic year 2019/2020 and the relative period of stay abroad determined at the time of assignment by the University, the Conservatory or the Academy. **Any communications concerning the extension of the study period abroad, if received after the deadline for submission of the application, will be taken into consideration only if communicated within the deadline set for the presentation of the requests for review.**

**NOTE:**

in the event that the actual period of stay abroad is less than that declared when completing the application, following the checks carried out with the International Mobility Offices of the institutions mentioned above, ARDISS will proceed to re-determine the amount of the assigned contribution. The student will be required to return to ARDISS the extra amount perceived.

## **Article 56 – Rankings**

**The indicative date of publication of the temporary rankings of international mobility contributions on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it) is May 11, 2020.**

All students will be included in the ranking in PDF format published on the site with a **user code** instead of their name, for compliance in terms of transparency / privacy. This number, assigned to each student by the software during the compilation of the online application, will be available in the electronic file or on the PDF file summarizing the application: these are the last five digits of the "Application" code. By accessing the ARDISS online services, through the "**Electronic File**" function, students can check the results of the rankings. Based on the methods provided for by art. 7 and 8 of the General Rules, the following rankings will be formulated in decreasing order of scores, broken down by location of the study course:

- students enrolled for the first time in the first year of course;

- Students enrolled in successive years to the first one.

Priority will be given to students enrolled in course years subsequent to the first, based on the ARDISS budget availability. In case of equal merit, priority will be given to students with the lowest ISEE. With regard to any requests for review, please refer to Article 9 of this announcement.

## Article 57 – Contribution Payment

The contribution will be paid by crediting the student's bank account or payment account or with other electronic payment instruments chosen by the beneficiary provided that they have an IBAN code, registered or jointly held by the applicant, thereby excluding ARDISS of any and all liability in the event of incorrect indication of the details of the current account or the IBAN code.

**For students enrolled in years subsequent to the first**, the contribution for international mobility will be paid as follows:

- **50% of the amount within three months** from the publication of the definite ranking
- The remaining part of the contribution **at the end of the effective period of permanence abroad.**

ARDISS reserves the right to grant the contribution in a single solution.

For **students enrolled in the first year of post-graduate courses or specialist two-year courses**, the contribution for international mobility will be paid only **upon reaching at least 20 credits (or at least 10 credits for courses with exclusively annual exams)** and one they have been reported to ARDISS, in the following ways:

- the **entire amount of the contribution** will be paid to those who obtain the required credits **by August 10, 2020;**
- to those who obtain the required credits after August 10, 2020, but in any case, **by November 30, 2020, the amount of the contribution will be halved and they will receive 50% of the amount.**

The communication of the achievement of the necessary credits must be made exclusively by e-mail to the relative ARDISS office: [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it).

**Students with disabilities as per art. 5 enrolled in the first year of master's degree courses or specialist two-year courses**, will receive the contribution for international mobility only upon reaching at least 9 credits and having notified ARDISS, as follows:

- **the entire amount of the contribution** will be paid to those who obtain at least 9 credits **by August 10, 2020;**

- To those who obtain 9 credits after August 10, 2020, but in any case, **by November 30, 2020, the amount of the contribution will be halved and the student will receive 50% of the amount.**

Students who have not reported the achievement of credits to ARDISS will still receive the contribution following the **official checks carried out** with the relevant institutions **after November 30, 2020.**

## **Article 58 - Revocation of the contribution**

The contribution will be revoked from the beneficiary students:

- enrolled in the first year of the Master's degree courses of the University or of the first year of the two-year specialization course at the Conservatory who by November 30, 2020 have not received at least 20 credits or at least 9 credits if students with disabilities;
- enrolled for the first time in the first year of master's degree courses with exclusively annual exams that by November 30, 2020 have not achieved at least 10 credits;
- who leave in favour of other universities or renounce their studies before July 1 2020;
- those who declare the false or exhibit false documents or containing false information;
- if the requirements of registration, merit, income and assets are no longer available, following checks carried out by ARDISS or by reports received from the University or the Guardia di Finanza;
- if the specific requirements for the benefit are not met; if the specific requirements for the benefit are not met;
- if the specific requirements for the benefit are not met;
- those who renounce the ARDISS scholarship.

These students will be revoked of the benefits and recovered the sums unduly received.

To the students who find themselves in any of the above positions, ARDISS will communicate the start of the scholarship revocation procedure. Within 10 days from the communication, the students will be able to send any counter-arguments to the ARDISS, at the address: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it) or by registered letter with return receipt. Once this period has expired, the ARDISS will transmit the revocation order to the interested party, requesting the return of the sum received within 30 days of receipt of the communication.



In the event that the return does not occur within the terms, ARDISS will proceed with the recovery of the credits by registration in the role, according to the procedures defined by the current state legislation on the collection of direct taxes, as provided for by art. 50 of the Regional Law 7/2000.

# GENERAL RULES

## UNIVERSITY CANTEEN SERVICE

**Students enrolled in the first-year recipients of a scholarship will receive a canteen contribution of € 2.15.**

**Students enrolled in years subsequent to the first who are beneficiaries of the scholarship** will receive the scholarship in the form of a **free canteen service** which entitles them to one free meal per day for a period of 11 months (excluding the month of August and the days of closure of the refreshment points) starting from January **1, 2020 and until December 31, 2020**. For a total cost for the single whole meal that can vary from € 5.96 to € 7.18 (excluding VAT), The free canteen service is quantified at **€ 600.00 for off-site students**, corresponding to about one free daily meal. The free canteen service is quantified at **€ 400.00 for commuter and on-site students**, corresponding to about one free daily meal from Monday to Friday.

**Students enrolled in the first year out of course** (further semester) who are recipients of scholarships will receive a free meal until June 30, 2020, against a halved canteen deduction. **Graduating students who are beneficiaries of the scholarship** are entitled to a free meal up to **the date on which the degree was awarded**, and in any case **no later than June 30, 2020**, with a halved canteen deduction.

**Free meals not consumed will not be refunded.** For example, free meals not consumed will not be reimbursed to students who participate in international mobility programs or who graduate before December 31, 2020.

### 1. Access to the facilities for the catering service

#### 1.1 Rates

ARDISS officially assigns students the rate relative to the range of € 4.80.

Each student is entitled to one meal for lunch and one for dinner.

Students enrolled at Universities, Conservatories, ITS, Academy and SISSA can apply online by **June 30, 2020** to request a “reduced rate canteen service”. In the online application they must enter the data relating to a valid ISEE certificate for the facilitated services for the right to university education referred

to the student. As regards students enrolled in a research doctorate, the applicant's family unit is formed in accordance with the provisions of art. 8, c.4 of the presidential decree DPCM December 5, 2013, n. 159.

For students enrolled at Universities, Conservatories, ITS, the Academy and SISSA, ARDISS may make use of the direct acquisition of ISEE data from the database of these institutions where present, and without providing guarantees on the timing of updating the range.

Consequently, the prices indicated below will apply.

Range	Indicator	Price
1	ISEE not over € 23.508,78 and ISPE not over € 51.106,05	€ 2,15
2	ISEE comprised between € 23.508,79 e € 30.000,00 and ISPE comprised between € 51.106,06 e € 60.000,00	€ 3,70
3	ISEE over € 30.000,00 and ISPE over € 60.000,00	€ 4,80

Note: the breakfast service is also available at the Trieste Central University Canteen. The relative rates will be published subsequently on the site [www.ardiss.fvg.it](http://www.ardiss.fvg.it).

The prices indicated in the chart refer to the whole meal. The **fractionated meal** is activated for all income ranges and is provided only at certain canteen points. The relative rates will be published subsequently on the site [www.ardiss.fvg.it](http://www.ardiss.fvg.it). The preferential rate requested for the academic year 2019/2020 will be activated from **January 1, 2020** and will be valid **until December 31, 2020**. Exceptions are **students enrolled in the first year**, for which the reduced rate will be activated within 35 days from the date of the request.

**Students** with a recognised disability pursuant to Article 3, paragraph 1, of the law of February 5 1992, n. 104 (law for assistance, social integration and the rights of disabled persons) or with disability equal to or greater than 66 percent, exempted from the payment of the regional tax for the right to university education, access the catering service at **canteen rate of € 2.15**.

Students who already have a degree and are enrolled in an **undergraduate or graduate level** course access the catering service **at a third rate of € 4.80**. At the same rate of € 4.80, students in possession of a three-year degree who enrol in a single-cycle master's degree for the first three years of this course can take advantage of the university canteen service. For students participating in international incoming mobility programs or for those coming from abroad, participants in intensive Italian language courses, a fee of **€ 5.00** is applied. The users listed below access the canteen service at the rate that guarantees the coverage of the cost of the meal:

- students with incomplete enrolment documents;
- students attending single courses;

- teaching and non-teaching staff of the University of Trieste and Udine;
- ARDISS staff and personnel of the regional administration and other regional bodies;
- participants in conferences, seminars and study activities, masters who do not pay the regional tax for the right to university education;
- further recipients of the interventions for the right to university education pursuant to art. 4, c.2 of the Regional Law 21/2014;
- any other users authorized by ARDISS.

# ATTACHMENTS

## Attachment 1 - Status of students on-site, commuter and off-site

The following lists determine the status of students: on-site, commuter or off-site.

### Student enrolled in the courses of Trieste

#### ON SITE:

Resident in Trieste, Muggia, San Dorligo della Valle, Monrupino, Sgonico e Duino-Aurisina

#### COMMUTER:

Residents in Monfalcone, Staranzano, Ronchi dei Legionari, Doberdò del Lago, Gradisca d'Isonzo, Sagrado, Fogliano, Redipuglia, San Pier d'Isonzo, Turriaco, Cervignano, San Canzian d'Isonzo and over the national borders, the following municipalities: Capodistria, Erpelle-Cosina, Divaccia, Isola, Pirano, Postumia, San Pietro del Carso, Sezana, Vipacco e le seguenti località: Koseze and Podgrad del Comune di Villa del Nevoso.

Residents in all the municipalities considered off-site that do not take accommodation near the university premises using, for consideration, public residential structures or other private accommodation or institutions. Residents of Monfalcone, Staranzano, Ronchi dei Legionari, Doberdò del Lago, Gradisca d'Isonzo, Sagrado, Fogliano, Redipuglia, San Pier d'Isonzo, Turriaco, Cervignano, San Canzian d'Isonzo and, beyond national borders, the following municipalities: Koper, Erpelle-Cosina, Divaccia, Isola, Pirano, Postumia, San Pietro del Carso, Sezana, Vipacco and the following places: Koseze and Podgrad of the Municipality of Villa del Nevoso.

#### OFF SITE:

Residents in all other municipalities that take accommodation near the university premises using, public residential structures or other private accommodation or institutions for a period of not less than 10 months.

### Students enrolled in courses in Udine

#### ON SITE:

Residents of Campofornido, Martignacco, Pagnacco, Pasian di Prato, Pavia of Udine, Povoletto, Pozzuolo del Friuli, Pradamano, Reana del Rojale, Remanzacco, Tavagnacco, Udine.

**COMMUTERS:**

Residents in Aiello, Artegna, Attimis, Bagnaria Arsa, Basiliano, Bertiole, Bicinicco, Buia, Buttrio, Capriva del Friuli, Casarsa della Delizia, Cassacco, Castions di Strada, Cervignano, Chiopris Viscone, Cividale del Friuli, Codroipo, Colloredo di Montealbano, Cormons, Coseano, Dignano, Faedis, Fagagna, Flaibano, Gemona del Friuli, Gonars, Gorizia, Lestizza, Magnano in Riviera, Majano, Manzano, Mereto di Tomba, Moimacco, Mortegliano, Moruzzo, Mossa, Nimis, Osoppo, Palmanova, Porpetto, Premariacco, Rive d'Arcano, San Daniele del Friuli, San Giorgio di Nogaro, San Giovanni al Natisone, Santa Maria La Longa, San Vito al Torre, San Vito di Fagagna, Sedegliano, Talmassons, Tarcento, Torreano, Torviscosa, Treppo Grande, Tricesimo, Trivignano Udinese, Visco.

Residents in all the municipalities considered off-site that do not take accommodation near the university premises using, public residential structures or other private accommodation or institutions.

**OF SITE:**

Residents in all other municipalities that take lodgings near the university premises using public residential structures or other private accommodation or institutions for a period of not less than 10 months.

## **Students enrolled in courses in Gorizia**

**ON SITE:**

Residents in Farra d'Isonzo, Gorizia, Mossa, San Floriano del Collio, Savogna d'Isonzo and over the national borders, Nova Gorica.

**COMMUTERS:**

Residents in Buttrio, Capriva del Friuli, Cormons, Doberdò del Lago, Duino-Aurisina, Fogliano Redipuglia, Gradisca d'Isonzo, Manzano, Mariano del Friuli, Medea, Monfalcone, Moraro, Romans d'Isonzo, Ronchi dei Legionari, Sagrado, San Canzian d'Isonzo, San Giovanni al Natisone, San Lorenzo Isontino, San Pier d'Isonzo, Staranzano, Turriaco, Udine, Villesse. Residents in all the municipalities considered off-site that do not take accommodation near the university premises using, public residential structures or other private accommodation or institutions.

**OFF SITE:**

Residents in all other municipalities that take lodgings near the university premises using, public residential structures or other private accommodation or institutions for a period of not less than 10 months.

## **Students enrolled in courses in Pordenone**

### **On SITE:**

Residents in Azzano Decimo, Cordenons, Fiume Veneto, Fontanafredda, Pasiano di Pordenone, Porcia, Pordenone, Prata di Pordenone, Roveredo in Piano, San Quirino, Zoppola.

### **COMMUTERS:**

Residents of Arba, Arzene, Aviano, Brugnera, Budoia, Caneva, Casarsa della Delizia, Chions, Codroipo, Conegliano, Cordovado, Godega of Sant'Urbano, Maniago, Montereale Valcellina, Orsago, Polcenigo, Pravidomini, Sacile, San Giorgio della Richinvelda, San Martino al Tagliamento, San Vito al Tagliamento, Sequals, Sesto al Reghena, Spilimbergo, Susegana, Vajont, Valvasone, Vivaro. Residents in all the municipalities considered off-site that do not take accommodation near the university premises using, public residential structures or other private accommodation or institutions.

### **OFF SITE:**

Residents in all other municipalities that take lodgings near the university premises using, public residential structures or other private accommodation or institutions for a period of not less than 10 months.

## **Students enrolled in courses in Gemona del Friuli**

### **ON SITE:**

Residents in Artegna, Bordano, Buia, Gemona del Friuli, Magnano in Riviera, Montenars, Osoppo, Trasaghis and Venzone.

### **COMMUTERS:**

Residents in Amaro, Attimis, Cassacco, Cavazzo, Carnico, Chiusaforte, Colloredo di Monte Albano, Coseano, Dignano, Faedis, Fagagna, Forgaria nel Friuli, Lusevera, Moggio Udinese, Nimis, Ragogna, Reana del Rojale, Resia, Resiutta, Rive d'Arcano, San Daniele del Friuli, San Vito di Fagagna, Tarcento, Tavagnacco, Tolmezzo, Treppo Grande, Tricesimo, Udine, Verzegnis.

Residents in all the municipalities considered off-site that do not take accommodation near the university premises using, public residential structures or other private accommodation or institutions.

### **OFF SITE:**

Residents in all other municipalities that take lodgings near the university premises using, public residential structures or other private accommodation or institutions for a period of not less than 10 months.

## **Students enrolled in courses in Portogruaro**

### **ON-SITE:**

Residents in Portogruaro, Cinto Cao Maggiore, Gruaro, Teglio Veneto, Pramaggiore, Annone Veneto, Fossalta di Portogruaro, San Michele al Tagliamento, San Stino di Livenza, Concordia Sagittaria, Caorle.

### **COMMUTERS:**

Residents in Eraclea, Torre di Mosto, Ceggia, Salgareda, Ponte di Piave, Cessalto, Chiarano, Oderzo, Motta di Livenza, Mansuè, Ormelle, Meduna di Livenza, Pravisdomini, Chions, Sesto al Reghena, Cordovado, Morsano al Tagliamento, Varmo, Latisana, Lignano, Palazzolo dello Stella, Precenicco, Teor.

Residents in all the municipalities considered off-site that do not take accommodation near the university premises using, public residential structures or other private accommodation or institutions.

### **OFF SITE:**

Residents in all other municipalities that take accommodation near the university premises using, for consideration, public residential structures or other private accommodation or institutions for a period of not less than 10 months.

## **Students enrolled in courses in Padova**

### **ON SITE:**

Residents in Abano Terme, Albignasego, Altavilla, Arzegrande, Battaglia Terme, Borgoricco, Bovolenta, Cadoneghe, Campo S. Martino, Campodarsego, Campodoro, Campolongo Maggiore, Campolongo Maggiore fr. Liettoli, Camponogara, Camposanpiero, Cartura, Casalserugo, Castelfranco Veneto, Cervarese S. Croce, Cittadella, Codevigo, Curtarolo, Dolo, Due Carrare, Este, Fiesso D'Artico, Fossò, Galzignano Terme, Grisignano Di Zocco, Grumolo Delle Abbadesse fr. Sarmego, Grumolo Delle Abbadesse fr. Vancimuglio, Legnaro, Limena, Maserà, Massanzago, Mestrino, Mirano, Mira, Monselice, Montegalda, Montegrotto Terme, Noventa Padovana, Pernumia, Pianiga, Piazzola Sul Brenta, Piove Di Sacco, Polverana, Ponte S. Nicolò, Pontelongo, Rovolon fr. Bastia, Rubano, S. Angelo Di Piove, S. Giorgio Delle Pertiche, S. Giorgio In Bosco fr. Paviola, S. Giorgio In Bosco, S. Giustina In Colle, S. Maria Di Sala, Saccolongo, Saonara, Selvazzano Dentro, Selvazzano, Sovizzo, Stanghella, Stra, Teolo fr. Bresseo, Teolo fr. Praglia, Teolo fr. S. Biagio, Teolo fr. Treponti di Teolo, Terrassa Padovana, Torreglia, Torri Di Quartesolo, Veggiano, Venezia fr. Venezia S. Lucia, Venezia fr. Mestre, Vicenza, Vigodarzere,



Vigonovo, Vigonza, Villa Del Conte fr. Presina, Villa Del Conte, Villafranca Padovana, Villanova Di Camposanpiero.

### **COMMUTERS:**

Residents in Adria, Agna, Agugliaro, Alano Di Piave fr. Fener, Albettono, Altivole, Anguillara, Arcugnano, Arquà Petrarca, Arquà Polesine, Arre, Arzignano, Asolo, Bagnoli Di Sopra, Baone, Barbarano, Bassano Del Grappa, Belfiore, Bevilacqua, Boara Pisani, Bolzano Vicentino, Borgoricco fr. S. Eufemia, Bosaro, Boschi S. Anna, Breganze fr. Mirabella, Brendola, Bressanvido, Brogliano, Brugine, Caerano S. Marco, Caldiero, Caldogeno, Camisano Vicentino, Campagnalupia, Campolongo Maggiore fr. Baion, Campolongo Maggiore fr. Lova, Candiana, Carceri, Carmignano Di Brenta, Casier, Cassola, Castegnero, Castelfranco Veneto fr. Campigo, Castelfranco Veneto fr. S. Floriano, Castelfranco Veneto fr. Salvarosa, Castelfranco Veneto fr. Salvatronda, Castelfranco Veneto fr. Soranza, Castelfranco Veneto fr. Treville, Castelfranco Veneto fr. Villarazzo, Castelgomberto, Castello Di Godego, Cavarzere, Chioggia, Cinto Euganeo, Codevigo, Codevigo fr. Conche, Cologna Veneta, Colognola Ai Colli, Cona Veneta, Conselve, Cornuda, Correzzola, Costabissara, Creazzo, Crocetta Del Montello, Dueville, Este fr. Deserto, Este fr. Motta, Este fr. Schiavonia, Fara Vic. fr. S. Giorgia di Perlena, Fontaniva, Galliera Veneta, Galzignano Terme fr. Valsanzibio, Gambellara, Gambugliano, Gazzo, Grancona, Grantorto, Granze, Grumolo delle Abbadesse, Illasi, Isola Vicentina, Istrana, Lavagno, Longare, Lonigo, Loreggia, Loria, Lozzo Atestino, Malo, Marano Vicentino, Marcon, Marostica, Martellago, Maser, Massanzago fr. Zeminiana, Megliadino S. Fidenzio, Meolo, Mira fr. Oriago, Mogliano Veneto, Monselice fr. S. Cosma, Monselice fr. S. Bortolo, Montagnana, Montebello Vicentino, Montebelluna, Montecchio Maggiore, Montecchio Precalcino, Monteforte D'Alpone fr. Monteforte, Montegalda fr. Colzè, Montegaldella, Monteviale, Monticello Conte Otto, Mossano, Nanto, Noale, Noale fr. Moniego, Ospedaletto Euganeo, Paese, Pederobba, Piombino Dese, Ponso, Pontecchio, Pozzoleone, Preganziol, Quinto Di Treviso, Quinto Vicentino, Resana, Riese Pio X, Roncà, Rosà, Rossano Veneto, Rovigo, Rovolon, Rovolon fr. Carbonara, S. Biagio di Callalta, S. Bonifacio, S. Elena, S. Giorgio in Bosco fr. S. Anna Morosina, S. Martino Buonalbergo, S. Martino Di Lupari, S. Nazario fr. Carpanè, S. Pietro In Gù, S. Pietro Viminario, S. Zenone degli Ezzelini, S. Bonifacio, S. Margherita D'Adige, Saletto di Montagnana, Salzano, Sandrigo, Sarcedo, Sarego, Schiavon, Schio, Scorzè, Silea, Soave, Solagna, Solesino, Spinea, Spresiano, Susegana, Teolo, Teolo fr. Castelnuovo, Tezze sul Brenta fr. Belvedere, Thiene, Tombolo, Trebaseleghe, Trevignano, Treviso, Tribano, Trissino, Valstagna, Vedelago, Venezia-Accademia, Venezia-Ca' d'Oro, Venezia-Fondamenta Nuove, Venezia-Giudecca Palanca, Venezia-Guglie, Venezia-Madonna dell'Orto, Venezia-Murano, Venezia-Navagero, Venezia- Redentore, Venezia-S. Alvisè, Venezia-S. Basilio, Venezia-S. Elena, Venezia-S. Giorgio, Venezia-S. Marco, Venezia-S. Marcuola, Venezia-S. Marta, Venezia-S. Stae, Venezia-S. Zaccaria, Venezia-Sacca Fisola, Venezia-Tre Archi, Venezia-Tronchetto, Venezia-Zattere, Venezia-Zitelle, Vighizzolo D'Este, Villa del Conte fr. Abbazia Pisani, Villa Estense, Villadose, Villaverla, Vo' Euganeo, Vo' fr. Vo' Euganeo, Volpago del Montello, Zanè, Zero Branco, Zimella, Zovencedo fr. Fonte di S. Gottardo, Zovencedo fr. S. Gottardo.

Residents in all the municipalities considered off-site that do not take accommodation near the university premises using, public residential structures or other private accommodation or institutions.

**OFF SITE:**

Residents in all other municipalities that take accommodation near the university premises using, public residential structures or other private accommodation or institutions for a period of not less than 10 months.

**Students enrolled in courses in Conegliano****ON SITE:**

Residents in Codogne, Colle Umberto, Godega di Sant'Urbano, Mareno di Piave, Orsago, San Fior, San Pietro di Feletto, San Vendemiano, Santa Lucia di Piave, Susegana, Tarzo, Vazzola and Vittorio Veneto.

**COMMUTERS:**

Residents in Arcade, Caneva, Cimadolmo, Cordignano, Fontanelle, Fregona, Gaiarine, Giavera del Montello, Nervesa della Battaglia, Ormelle, Pieve di Soligo, Povegliano, Refrontolo, Revine Lago, San Polo di Piave, Sarmede, Sernaglia della Battaglia, Spresiano.

Residents in all the municipalities considered off-site that do not take accommodation near the university premises using, public residential structures or other private accommodation or institutions.

**OFF SITE:**

Residents in all other municipalities that take accommodation near the university premises using, public residential structures or other private accommodation or institutions for a period of not less than 10 months

## **Attachment 2 – list of developing countries as per Ministerial Decree May 3, 2018 n. 351**

(except for any updates required by new DM)

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

Responsible for the administrative procedure:

dott.ssa Lydia Alessio - Verni

### Information office

Salita Monte Valerio 3, 34127 Trieste

**info.trieste@ardiss.fvg.it**

Tel: 040 3595205

Fax: 040 3595352

#### Office opening hours:

from Monday to Friday from 10.00 am to 12.00 pm

and Tuesday also from 03.00 pm to 04.00 pm

During the summer, at the ARDISS offices, some computer stations will be available for students to fill in the online application for regional benefits. The times and the indication of the building will be available on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).

Service		Telephone
Scholarship		
Accommodation contribution		
International Mobility Contributions	info.trieste@ardiss.fvg.it	040 3595205
Regional tax refund		
Accommodation places in Trieste and Gorizia university	alloggi.trieste@ardiss.fvg.it	040 3595302/312
Catering service and canteen card dispensing service	ristorazione.trieste@ardiss.fvg.it	040 3595357/207

## Contacts – Udine

### Secretary's Office Right to Study – Student Desk

Viale Ungheria 39/b, 33100 Udine

**info.udine@ardiss.fvg.it**

Tel: 0432 245772

Fax: 0432 245777

#### Office opening hours:

from Monday to Friday, from 10.00 am to 12.00 pm

At the same time, at the help desk premises, some computer stations will be available for students to fill in the online application for regional benefits.

#### Other useful contacts

Service		Telephone
Scholarship		
Accommodation contribution	info.udine@ardiss.fvg.it	0432 245720
International Mobility contributions	miriam.dibernardo@regione.fvg.it	
Regional tax refund		
Accommodation places Udine	giovanna.benedetti@regione.fvg.it	0432 245714
Accommodation places Pordenone Gorizia	marco.kabler@regione.fvg.it	0432 245715
Gemona	alda.ferro@regione.fvg.it	0432 245716
Catering service and canteen card dispensing service	lorena.crognale@regione.fvg.it	0432 245717