

EXTRACT

Public notice for the distribution of regional benefits AY 2021/2022

DEADLINES

To request regional benefits for the right to higher education, it is necessary to fill in the application in the online services area of the website www.ardis.fvg.it and send it by **13:00** (Italian summer time / GMT + 2 / UTC + 2 / CEST) of the expiry day listed in the table. The deadlines for submitting the online application are **fixed, under penalty of exclusion**, therefore filling in on a later date implies the exclusion of the application from the procedure.

The electronic system of online services certifies the exact date and time of sending the application.

| Benefit | | Deadline for Online Application | Provisional Ranking Publication (Flexible Date) |
|---|--|---------------------------------|---|
| Accommodation places | Students enrolled in years after first | August 2nd 2021 | August 11th 2021 |
| | University-entering student | August 30th 2021 | September 14th 2021 |
| | Students with enrollment only required - only Gemona del Friuli site | September 13th 2021 | September 24th 2021 |
| Scholarship | | October 5th 2021 | October 31st 2021 |
| Housing contributions Locations in Portogruaro, Bolzano, Conegliano and Verona | | October 5th 2021 | February 3rd 2022 |
| Contributions for international mobility | | April 6th 2022 | May 11th 2022 |
| Disclosure of contract data for consideration | | October 22nd 2021 | - |
| Access to the discounted restaurant service | | June 30th 2022 | - |
| Reduction university fees application - Udine office | | October 5th 2021 | |

• Benefits in competition (art.1)

ARDiSS offers the following benefits:

- Scholarships.
- Accommodation places.
- Accommodation contributions - offices of Portogruaro, Bolzano, Conegliano and Verona.
- Contributions for international mobility.

• Beneficiaries (art.2)

Recipients of benefits are:

- students from the universities of Trieste and Udine enrolled for the academic year 2021/2022 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 current legislation on the subject,
 - PhD, who do not qualify for the scholarship referred to in DM April 30, 1999, n. 224;
- students of the Conservatories of Music "G. Tartini "from Trieste and" J. Tomadini "of Udine enrolled for the academic year 2020/2021 to:
 - courses of the upper three-year I level,
 - II level specialist biennium courses.
- **students enrolled for the academic year 2021/2022 at the first level academic diploma in "Graphic Design for Business", "Painting" and "Interior Architecture and Design" of the Academy of Fine Arts "G.B. Tiepolo "of Udine**
- graduating students enrolled in the last year of the regular course in the academic year 2020/2021 who obtain their qualification within the sessions of the same academic year, after October 5th 2021.
- students from the Higher Technical Institutes (ITS) of Trieste, Gorizia, Udine and Pordenone regularly enrolled in the AY 2021/2022.

Students enrolled in single courses, courses aimed at accessing competitions for teaching and specialization courses or masters courses that cannot access the benefits offered.

• University seniority (art.3)

The benefits put into competition are granted for the **achievement of the qualification for the first time for each degree level.**

University seniority is calculated starting from the year of first enrollment in the university system regardless of any passage of course, with the exception of students with a disability percentage of not less than 66% for which it is possible to renounce their studies for a maximum of three times.

The university seniority is reset for one time only in case of:

- irrevocable waiver of studies in the first year, without recognition of exams,
- enrollment in courses with scheduled access following a change of course, renounces studies or transfer from another university at the end of the first year of the course.

For the purposes of calculating university seniority, the years of enrollment in the masters for which credit recognition has been requested are recognized.

Should a student fail to graduate and be required to take an additional year, they will be eligible for benefits for the duration of one additional semester. The scholarship amount for the extra semester is halved.

Students enrolled in specialization courses, with the exception of those in the medical area activated according to current legislation and PhD courses, who do not benefit from the scholarship referred to in Ministerial Decree of 30 April 1999, n. 224, can access the benefits for a **period of time equal to the duration foreseen by the respective teaching systems**, starting from the academic year of first enrollment. There are no benefits for academic years exceeding the legal duration of the course.

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

The following are excluded from the calculation of university seniority:

A. the years of enrollment in single courses for which:

- the recognition of the credits obtained during these courses has not been requested
- have not been declared for the purpose of achieving the merit requirement

B. the years of university interruption as specified in Article 9, paragraphs 4 and 5, of Legislative Decree 68/2012.

• Requirements for admission to benefits (art.4)

1. Requirements for registration

Enrollment in universities, conservatories, ITS and academies must take place **within the deadlines** set by the individual institutions.

It is possible to apply even if you are not yet registered, provided that you complete the registration on time.

GRADUATES - The requirement is met with the regular enrollment in the last year of the course in the academic year 2020/2021 and the achievement of the qualification within the extraordinary session of the same academic year.

ADDITIONAL SEMESTER - The requirement is met with enrollment in the academic year 2021/2022 in the first year out of the course within the deadlines set for each study path.

They will not be eligible for obtaining the scholarship reserved for graduates' students who:

- while graduating in a session of the academic year 2020/2021, obtain the title before October 5th, 2021.
- while graduating in a session of the academic year 2020/2021, studies continue for the academic year 2021/2022 at a university or conservatory outside the Friuli Venezia Giulia region (except for the Masters).

2. Merit requirement

Merit is calculated based on regularly registered or equivalent university credits (CFU).

Credits are not taken into account:

- acquired **prior to enrollment** in one's degree program. In cases of recognition of credits (transfer from another university, passage of degree course or abbreviation of career) there is an accumulation of university years in terms of seniority.
- resulting from career deeds incurred to fill **educational debts** from previous careers.
- resulting from career deeds relating to **single courses** for which recognition of the credits obtained during said courses has not been requested or, even if recognized, have not been declared for the purpose of achieving the merit requirement.
- resulting from career deeds relating to **supernumerary educational activities**.
- resulting from **integrated exam modules**, which are not regularly registered in the Esse3

system until the completion of the integrated exam.

Students enrolled in the first year

Students benefiting as scholarship freshmen **must meet the merit requirement of:**

- **20 CFUs regularly registered** on the Esse3 system, or in the databases of the Conservatories and the Academy, **with the date of passing the related exams no later than August 10th 2021**
- (if enrolled in degree courses with annual exams only) **10 ECTS regularly registered** on the Esse3 system with **a date not exceeding August 10th 2022.**

Students enrolled in years following the first year

In order to participate in the allocation of benefits students enrolled in subsequent years must already possess **the merit requirement by 10 August 2022:**

| AY of first registration | 20/21 | 19/20 | 18/19 | 17/18 | 16/17 | Additional semester |
|---|---|--------|---------|-------------|---------|---------------------|
| Year of enrollment in the academic year 2020/21 | 2nd | 3rd | 4th | 5th | 6th | |
| | Total number of credits to be acquired starting from the year of first registration | | | | | |
| Three-year degree Upper Level Bachelor's Degree (Conservatory) | 25 CFU | 80 CFU | - | - | - | 135 CFU |
| Master's degree * 2nd level specialist biennium (Conservatory) * | 30* CFU | - | - | - | - | 80*CFU |
| Single cycle master's degree | 25 CFU | 80 CFU | 135 CFU | 190 credits | 245 CFU | + 55 ** CFU |

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

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

Attention: in the case of renunciations / transfers / course changes with recognition of credits, university seniority affects the merit requirement.

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

Students are required to declare in the online application, under their own responsibility, the number of credits that are regularly registered (on the Esse3 system of the Universities or in the Conservators database), excluding invalid credits for the achievement of the merit requirement.

Students of the following years can use BONUS credits to reach the required merit, accrued on the basis of the course year already attended.

BONUS CFU:

- **up to 5 credits**, if used for the first time, for the benefits of the second academic year.
- **up to 12 credits**, if used for the first time for the benefits of the third academic year.
- **up to 15 credits**, if used for the first time for the benefits of subsequent academic years.

The **activation of the bonus** can be done on the online application. 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 ones.

ARDiS will verify the actual bonus credits available and apply them ex officio, if necessary to achieve the merit requirement.

Students can verify the use of the bonus by accessing their electronic file and checking the position in the rankings of the benefits requested in previous years.

The student must declare the possible use of bonus credits at other universities in previous careers.

Bonus credits possibly requested in the academic years preceding the academic year 2021/2022 are not counted towards the achievement of the minimum merit requirement set out in this call.

Students enrolled in the courses of the Higher Technical Institutes (ITS), in the PhD courses of research and specialization

Enrolled students must meet the requirements for regular enrollment in the current academic year.

3. Income and assets requirement

This requirement is identified on the basis of the Equivalent Economic Situation Indicator (**ISEE**) for **the subsidized services for the right to university study**, relating to the income of 2019 and the balance sheet of 2019.

Specifically:

- the Indicator of the Equivalent Economic Situation (ISEE) for the facilitated services for the right to university study must not exceed the limit of **€ 23,626.32**.
- the Equivalent Balance Sheet Indicator (ISPE = ISP / equivalence scale) must not exceed the limit of **€ 51,361.58**.

The aforementioned conditions must be met **simultaneously**.

Students, need to demonstrate that they meet the income and assets requirement, if:

- a) **EU and non-EU residents, residents in Italy, whose household resident in Italy has produced income and possesses assets in Italy and / or abroad** must go to any CAF or INPS to obtain the

ISEE certificate for subsidized services for the right to university study.

- b) EU and non-EU citizens **residing in Italy, with a family residing abroad and / or with income and assets produced or owned abroad**, must go to any CAF or INPS to obtain the ISEE certificate for facilitated services for the right to university studies certifying income and assets in Italy and then contact the affiliated CAFs for the issue of the ISEE parificato university (Data sheet for the University Equated Indicator).
- c) EU and non-EU, **non-resident in Italy, whose family resides abroad must contact exclusively the CAF affiliated for the issuance of the equivalent university ISEE (Data sheet for the university equivalent indicator).**
- d) **recognized as political refugees** in Italy must attach the certification issued by the Ministry of the Interior; **stateless students** must attach the certified copy of the documentation issued by the Civil Court. For these categories of students, only income received in Italy and any assets owned in Italy are taken into account.
- e) **from developing countries** as per Ministerial Decree **6 May 2020 n. 62** "Definition of the list of particularly poor countries, also characterized by the presence of a low indicator of human development, for the academic year **2021/2022**" (except for any updates provided by new DM) and listed in Annex 2, must present the assessment of the economic condition made on the basis of a certification of the Italian Representation in the country of origin that certifies that the student does not belong to a family known to be of high income and high social level. For students who enroll in the first year, this certification can be issued by Italian bodies authorized to provide a guarantee of economic coverage pursuant to the current provisions on the registration of foreign students in Italian universities; in this case the guarantee the institution undertakes to return the scholarship on behalf of the student in case of revocation.

The timetables and addresses of the affiliated CAF are published on the website www.ARDISS.fvg.it. The release of the documentation is free.

Students must possess, within the deadline for completing the online application for each benefit, the **protocol number of the ISEE certificate or at least the number of the single replacement declaration (DSU)**.

The students referred to in letters b), c) and e) above must **declare in the online application** that they have obtained the equivalent ISEE university within the deadline for completing the online application for each benefit. The affiliated CAFs will transmit the related IT traces to ARDiSS.

Students enrolled in doctoral programs (resident or non-resident in Italy) can choose a different constitution of the family unit for access to benefits, in application of Article 8, paragraph 4 of Prime Ministerial Decree no. 159/2013 and subsequent amendments and additions.

Students in possession of a current ISEE, rather than an ISEE for subsidized services for the right to university study, must report it to: info.trieste@ardis.fvg.it and info.udine@ardis.fvg.it by the

deadlines for submitting the online application for each benefit. The current ISEE is valid for six months, so the certificate must still be valid on the date of submission of the application for each benefit.

Students independent from the family of origin

Students are considered independent of the family of origin if they meet **both** of the following requirements:

- **residence**, resulting from personal data, outside the home unit of the family of origin, established for at least two years from the date of submission of the application for registration for the first time in each course of study, in accommodation not owned by a member of the family unit of origin.
- **presence of an adequate income capacity**, consisting of **income from paid or assimilated tax-related work**, for at least two years not less than € 6,500.00 per year with reference to a person's family unit.

In this case, students can present an ISEE for the subsidized benefits for the right to university study by constituting a nucleus in itself.

Students with disabilities

The announcement provides special conditions for students with disabilities equal to or greater than 66%. Information and support are provided by the counters of universities, conservatories, academies and ITS:

• How to submit your application online (art.6)

Students in possession of the listed requirements must complete the online application (by accessing the online services of the website www.ardis.fvg.it) and send it **by 13.00** (Italian summer time / GMT + 2 / UTC + 2 / CEST) **of the day indicated in the schedule**. The electronic system of online services certifies the exact date and time of sending the application.

• CREDENTIALS TO ACCESS THE ONLINE APPLICATION

To complete the online application, students must identify themselves by entering the personal credentials (username and password) issued by the Esse3 system.

Students who are not yet in possession of personal credentials, when completing the online application:

- for the ARDIS office in Trieste, with online registration on the Esse3 site for students enrolling at the University of Trieste (the credentials are active within 24 hours of registration, otherwise students must contact the ARDIS office in Trieste) or with online registration on the

ARDIS website for students enrolling in the Conservatory or ITS

- □ for the ARDIS office in Udine, with online registration on the ARDiS website (if not yet enrolled at the University or if enrolled in the Conservatory, Academy or I.T.S.) or using the credentials (matriculation and public administration

– .

The online application is unique: students who intend to ask for more benefits must complete the application only once by selecting the benefits of interest. The online application referring to multiple benefits must be submitted by the deadline of the first term provided in relation to the benefits requested.

To complete the online application, students, after entering the personal area, must:

1. insert or modify personal data and upload a copy of a valid identity document.
2. insert or modify information relating to registration, merit and economic situation.
3. select the required benefits.
4. check the summary of the application containing the data entered which will remain editable until the online application is sent.
5. send the application online, by confirming the data entered. Only after sending the entered data become definitive.

All data entered by students are declared pursuant to Presidential Decree 445/2000, therefore students are responsible for their own truthfulness and completeness.

The certainty and correctness of sending the application online is only obtained upon receipt of the automatic confirmation email, which is automatically generated by the system.

The applications presented will not be considered valid:

- beyond the terms indicated in the schedule.
- in ways other than those provided for in this announcement.

Non-EU students - further documentation

Non-EU students must also:

- be in possession of, or have requested, the issue or renewal of a **residence permit**.
- attach in online application, within the deadline, the certification issued by the Ministry of the Interior if students recognized as **political refugees** in Italy.
- attach in the online application, within the deadline, the certified copy of the documentation issued by the Civil Court if **stateless students**.
- attach online, within the deadline, the certification of the Italian Representation in the country of origin that certifies that they do not belong to a family known to be of high income and high

social level if **students who are citizens of developing countries** (listed in Annex 2).

Students not yet enrolled

Students not yet enrolled must apply online, subject to registration, within the deadlines set by the call. Enrollment must in any case take place within the deadlines set by the individual institutions (universities, conservatories, ITS,).

Three-year graduate students who enroll in the first year of a master's degree course

Students who graduate in a three-year course of study within the last graduation session of the academic year 2020/2021 and enrolling in the first year of the master's degree for the academic year 2021/2022, within the deadlines set by the University, **must fill in the application** for benefits as **freshmen**.

• Forfeiture and exclusion from benefits

The forfeiture of benefits is foreseen if, following ex officio checks, the beneficiaries are:

- in possession of a qualification of equal or higher level, even if obtained abroad.
- transferred to another university or give up their studies for the academic year 2021/2022 prior to 1st July 2021.
- to have stated the following falsehoods:
 - not enrolled in the academic year of reference within the terms provided by the Universities, by the Conservatories, by the ITS and by the Academy or by the date of submission of the requests for review.
 - for specialization courses, with the exception of those in the medical area activated on the basis of current legislation on the subject, enrolled for a period longer than the duration foreseen by the respective teaching systems starting from the year of first enrollment.
 - for PhD courses, which do not benefit from the scholarship referred to in DM April 30, 1999, n. 224, enrolled for a period longer than the duration foreseen by the respective educational systems starting from the year of first enrollment.
 - for ITS courses, enrolled for a period longer than the duration foreseen by the respective educational systems starting from the year of first enrollment.
- not having closed the online application for the request for benefits in all its methods and procedures, within the deadlines set.

Furthermore, for the sole benefit of the scholarship, students benefiting from other scholarships of an

amount greater than € 1,500.00 will be forfeited from the benefit.

• **Status of students: on-site, commuting and off-site (art. 15)**

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

– **EU students**

For EU students, the status of on-site, commuting or off-site students, for the purposes of this competition, is defined in Annex 1. To be beneficiaries of the scholarship as off-site, students must in any case comply with the provisions of article 15.3 below.

– **Non-EU students**

Non-EU students are considered **off-site regardless of their residence in Italy**. The exceptions are students whose family unit resides in Italy or foreign students who form an autonomous and different family unit in Italy compared to that of origin: in these cases, residence in Italy is taken into consideration. Non-EU students, however, to be recognized as off-site students must comply with the provisions of article 15.3 below.

Off-site status (art. 15.3)

Students who **take lodgings near the university site (ie in the municipalities considered in place** in relation to the teaching location) are defined as "off-site" by using, for consideration, the residential structures of the ARDiS or other private or corporate housing for a period of not less than 10 months (between 1 September 2021 and 31 August 2022 and, for the Student Houses, in the maximum assignment period).

The 10-month limit is reduced to:

- **6 months** for undergraduate students housed in the ARDiS Student Houses, from the last year of the course with the regular qualification, who intend to take the general degree exam by the last exam scheduled for the academic year 2020/2021;
- **8 months** for students enrolled in ITS

The online declaration on accommodation concerns: the use of the accommodation for consideration, the address, the monthly rent, the duration of the contract, the expiry date and the registration details with the Agenzia delle Entrate by 22/10/2021.

The online declaration on accommodation can be made in one of these ways:

- In the dedicated section when completing the online application

- In the online services section dedicated to the communication of lease data, on the website www.ardis.fvg.it, by 22nd October 2021.

Assigned students who have regularly taken possession of the accommodation in the facilities made available by ARDiS for the academic year must not submit the declaration relating to housing for the AY 2021/2022.

Students residing in all municipalities considered to be off-site or non-EU citizens who by 13.00 on 22 October 2021 have not submitted the online declaration relating to accommodation, or have submitted an incomplete declaration, will be able to **benefit from the scholarship provided for commuter students**

Contract characteristics

The contract must be:

- rental contract duly signed and registered, by 22nd October 2021.
- registered or joint to the student or to a member of the family unit.
- refers to a property not owned by a member of the family unit of the student applying for the scholarship.
- with monthly fee, net of utility costs (for example water, electricity, gas, telephone ...), not less than € 120.00.

Students domiciled at public or private boarding schools and university colleges, must make the online declaration within the terms and be in possession of a fiscally valid certification relating to the payment of the rent for the accommodation used in the city where the university course is held.

Students participating in international mobility programs (art.15.3.3)

Students participating in an international mobility program in the academic year 2021/2022 will be considered as off-site students on the condition that they demonstrate that they have used **accommodation for 10 months in public or private structures at the foreign university and / or at the university headquarters of the course attended in Italy.**

These students must report their participation in the mobility program in the appropriate section of the online application and submit a contract (or other document certifying the payment of rent), showing that they have taken up accommodation for a fee at the foreign university. This document must be made out to or co-registered to the student and have a duration equal to the duration of the mobility.

If the mobility has a duration of less than 10 months, the student, to obtain recognition of the off-site status, must send both a copy of the lease agreement stipulated for accommodation for consideration at the foreign branch and at the university. duly registered in Italy. 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 for consideration for the same duration at the university of destination, will be considered, for the purpose of awarding the scholarship, students outside headquarters, regardless of residence in Italy.

- **Allocation reserves (art.19)**

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 study pursuant to art. 37 of the LR November 14, 2014, n. 21, to the proceeds from the Supplementary Intervention Fund pursuant to art. 18, Chapter IV of Legislative Decree 29 March 2012 n. 68, to the Regional Integrative Intervention Fund and to the availability of own funds from the ARDiS budget.

The resources available for scholarships will be allocated following the following allocation reserves:

- 2% to students with disabilities with disability percentage equal to or greater than 66%.
- 6% of the scholarships available to non-EU students.

After the above reservations, the assignment to all EU and non-EU students included in the rankings of the years following the first will be completed.

The list of EU students enrolled in the first year will then be exhausted and then the ranking of non-EU students enrolled in the first year of the course will be exhausted.

If the financial resources are not sufficient to fully cover the rankings, the resources will be allocated proportionally to the number of eligible students pertaining to each ARDiS operating site.

ACCOMODATION PLACES

Accommodation places for Trieste office (art. 26.1)

There are single or double rooms for single use, with private or shared bathroom, in compliance with the COVID-19 anti-contagion legislation. The available accommodation places are then recalculated into 480 accommodation places, as follows:

434 accommodation places at the Student Houses in Trieste (no. 56 in the E1 building, no. 179 in the E3 building, no. 117 in the E4 building and no. 82 in the building in via Gaspare Gozzi);

41 accommodation places at the Student House of Gorizia (Palazzo De Bassa);

5 accommodation places at the Student House in Pordenone.

Accommodation places for Udineoffice (art. 26.2)

There are single or double rooms for single use with private bathroom in compliance with the COVID-19 anti-contagion legislation. The available accommodation places are then redetermined into 505 accommodation places, as follows:

260 accommodation places at the Student House in Udine, Viale Hungary;

Due to building renovations of the residence, accommodation will be assigned to be made available at the affiliated structures or contributions will be allocated to students who will take up accommodation with a rent contract for at least 10 months at the university (see art. 26.2.1)

101 accommodation places at the New Student House in Udine, Rizzi scientific center;

40 accommodation places at the Student House of Gorizia (Palazzo De Bassa);

62 accommodation places at the Student Residence in Pordenone (of which 8 places reserved for the University Consortium of Pordenone);

42 accommodation places at the Student House of Gemona del Friuli

Specific requirement (art.27)

In addition to being in possession of the registration, merit, income and heritage requirements set out in the general rules, students who wish to request accommodation at the ARDiS Student Houses

must reside in one of the municipalities considered off-site in relation to the own 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 they are not residing in the common place of study.

RANKING - Students enrolled in the first year (art.30.2)

The provisional ranking of accommodation places for students enrolled in the first year of all courses will be published on the website www.ardis.fvg.it approximately by September 14, 2021.

The following rankings will be prepared for each university, in descending order of points:

- 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.

The student is the assignee of the accommodation place for the academic year 2021/2022 **from the admission date established in this announcement until 31 July 2022** (*their exit must take place by 9.00 am on 1 August 2022*), with the exclusion of the Christmas holidays.

RANKING - Students enrolled in subsequent years (art.30.1)

The provisional ranking of accommodation places for students enrolled in subsequent years will be published on the website www.ardis.fvg.it approximately by August 11, 2021.

The following rankings will be prepared for each university, in descending order of points:

- for students enrolled in subsequent years of all the relevant educational centers, including students enrolled in the Conservatory and Fine Arts Academy (for Udine site).
- for students enrolled in specialization courses with the exception of those in the medical area as per legislative decree no. 368/1999.
- for students enrolled in doctoral courses, who do not benefit from the scholarship referred to in DM April 30, 1999, n. 224.
- for students enrolled in Higher Technical Institutes (ITS);
- for students with disabilities.

ADMISSION TO ACCOMMODATION

The admissions calendar includes a series of days in which students will be summoned by ARDIS at the residence of assignment. The calendar will be published on the student's electronic file.

The admission times and any changes in dates, due to organizational needs, will be published on the website www.ardis.fvg.it.

The **beneficiary students in the ranking list** must be present on the convocation day with:

- a legible photocopy of a valid **identification document** (accompanied by the original document); non-EU students must present themselves with a **passport**.
- **a passport photo**.
- **the certificate of payment of the security deposit**, except for those who have already paid the deposit in previous academic years and have not been reimbursed.
- suitable documentation certifying the conclusion of the period of fiduciary isolation, if due on the basis of the provisions in force.

At the time of admission, each beneficiary student signs the act of acceptance regarding the accommodation place.

Students who, for any reason, cannot take possession of the accommodation according to the aforementioned calendar, must send the **postponed admission** form available on the ARDiS website, with a copy of the **deposit payment** attached, to alloggi.trieste@ardis.fvg.it or alloggi.udine@ardis.fvg.it, according to the reference office, in the manner indicated in the **assignment notice**¹

Students assigned accommodation places for the academic year 2021/2022 in the case of assignment using a **postponed admission** form, except in cases of force majeure, must present themselves to the assignment of the Student House **within 1 month** from the scheduled admission date to sign the deed of acceptance of the accommodation with the relative documentation.

Students who **do not present themselves** to take possession of the accommodation on the established days and times and who **do not present the postponed admission form** with the copy of the deposit payment (except for those who have already paid the deposit in the previous academic years and it has not been reimbursed) within two working days preceding that of admission they will be **declared lapsed from the accommodation place benefit**.

UNIVERSITY CANTEEN SERVICE

1.1 How to access

To access the catering service it is necessary to be in possession of either:

- student card issued by the university secretariats for university students.
- ARDiS card for those enrolled in the Conservatories, Sissa, the Academy of Fine Arts and I.T.S. The release methods are indicated on the ARDiS website in the "Catering" section.

For some catering outlets, you can use the "bookAmeal" App with which you can book and pay for meals. Only in these catering outlets does the App replace the physical card. The list of catering outlets where it will be possible to use the "bookAmeal" App will be available on the ARDiS website in the "Catering" section.

Students enrolled in the Conservatories, the I.T.S., the Academy of Fine Arts G.B. Tiepolo and SISSA must access the ARDiS online services and fill in the personal data section to obtain the card.

1.2 Rates

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

ARDiS automatically assigns students the rate for the € 4.80 range.

REDUCTION OF THE RATE

Students enrolled at Universities, Conservatories, ITS, Academy and SISSA can submit an online application by 30 June 2022 to request the "reduced rate canteen service". In the online application, students must enter the data relating to the ISEE certificate for subsidized services for the right to university study in the course of validity referred to them.

ISEEU 2021 - for online applications completed from July to December 2021

ISEEU 2022 - for online applications completed from 01/01/2022 to 30 June 2022.

Students enrolled in doctoral programs (resident or non-resident in Italy) can opt for a different constitution of the family unit for access to benefits in application of Article 8, paragraph 4 of Prime Ministerial Decree no. 159/2013 and subsequent amendments and additions.

For students enrolled at Universities, Conservatories, ITS, Academy and SISSA, ARDiS can 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 the band update.

As a result of the acceptance of the online application for the "reduced rate canteen service", the prices indicated below will apply:

:

| Area | Indicator | Price |
|------|--|--------|
| 1 | ISEE not exceeding € 23,626.32 and ISPE not exceeding € 51,361.58 | € 2.15 |
| 2 | ISEE between € 23,626.33 and € 30,000.00 and ISPE between € 51,361.59 and € 60,000.00 | € 3.70 |
| 3 | ISEE above € 30,000.00 and ISPE above € 60,000.00 | € 4.80 |

• Online application for tariff reduction

Students enrolled in universities, conservatories, ITS, academies and SISSA can apply online by **30 June 2022** to request the reduction of the official office rate by selecting "reduced rate cafeteria service". The online application must include the data relating to the ISEE certificate for the facilitated services for the right to university study which is currently valid and refers to the student.

The reduced rate required for the academic year 2021/2022 will be activated from **1 January 2022** and will be valid until **31 December 2022**. Exceptions are **students enrolled in the first year**, for whom the reduced rate will be activated within 35 days from the date of the request.

Students eligible for the scholarship access the canteen service at a rate of **€ 2.15**.

Students who already have a degree and who enroll in a degree course of equal or lower level have access to the catering service at the third-tier rate of **€ 4.80**.

Students already in possession of a three-year degree can use the university canteen service at the same rate of **€ 4.80** for the first three years of a single-cycle master's degree.

Students with disabilities pursuant to article 3, paragraph 1, of law no. 104, or with disability equal to or greater than 66%, exempt from paying the regional tax for the right to university study, always access the restaurant service at the canteen rate of **€ 2.15**.

For students participating in incoming international mobility programs and for those coming from abroad participating 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 coverage of the cost of the meal:

- students with incomplete enrollment procedures;
- students attending single courses;
- students enrolled in the 24 Cfu training course referred to in Ministerial Decree 616/2017 in implementation of Legislative Decree no. 59 of 13/04/2017 (qualification for teaching);

- teaching and non-teaching staff of the University of Trieste and Udine;
- ARDiS staff and staff 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 study;
- additional recipients of the interventions for the right to university study referred to in art. 4, paragraph 2 of the L.R. 21/2014;
- any other users authorized by ARDiS

• Processing of personal data pursuant to EU Regulation 2016/679 (art. 12)

Owner of the processing of personal data: Regional Agency for the Right to Education, ARDiS, in the person of the General Director (tel. +39 040 3595326/328 e-mail: direzione@ardis.fvg.it PEC: ardis@certregione.fvg.it)

The Data Protection Officer (DPO) is Dr. Mauro Vigni, - Piazza dell'Unità d'Italia n.1 - Trieste - tel. +39 040 3773707 - e-mail: direzione@ardis.fvg.it - PEC: ardis@certregione.fvg.it.

Responsible for the processing of personal data:

Insiel S.p.A. - via San Francesco d'Assisi 43 - Trieste - tel. +39 040 3737111 - e-mail: privacy@insiel.it

Sub responsible for the processing of personal data (appointed by Insiel S.p.A.):

In4matic, via Breventano 12 Pavia (PV) - 27100.

The interested party has the right to access the data concerning him, correct or delete them, oppose their treatment or request their limitation and portability. The data subject has 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 to the Data Controller:

- an e-mail to the address direzione@ardis.fvg.it
- a pec at ardis@certregione.fvg.it