

A.Y. 2024/2025

## UNIFIED CALL FOR REGIONAL BENEFITS

Project co-funded, under the NRRP, by the European Union, Next Generation EU initiative, investment 1.7 "Scholarships for access to university" of Mission 4 Component 1 and within the ESF+ RP Region Friuli Venezia Giulia 2021-2027, Priority 4 - Youth

### CALENDAR

Students wishing to apply for benefits must complete the online application, which will be made available on [www.ardis.fvg.it](http://www.ardis.fvg.it) indicatively from 15 July 2024, and send it **by 1 p.m.** (Italian Summer Time/GMT+2/UTC+2/CEST) on the due date indicated in the table, in accordance with the procedures set out in Article 6.

ARDIS' electronic online services system certifies the exact date and time of the online application submission.

The deadlines are **peremptory**: completing the application after the deadline **results in its exclusion**.

Benefit	Online application completion	Publication of provisional rankings (indicative date)
Subsequent years	1 August 2024	9 August 2024
<b>Accommodation place</b>	Freshmen	16 September 2024
	Students with only enrolment requirements (Gemona del Friuli location only)	24 September 2024
<b>Scholarship</b>	19 September 2024	31 October 2024

<b>Accommodation grant</b> (former Military Hospital)	Automatic assignment	3 March 2024
<b>Replacement accommodation grant</b> (in the absence of available accommodation)	21 October 2024	12 March 2025
<b>Replacement accommodation grant</b> (Portogruaro, Bolzano, Conegliano and Verona)	21 October 2024	12 March 2025
<b>International Mobility grant</b>	07 April 2025	16 May 2025
<b>Disclosure of contract data for consideration to receive the first instalment of the off-premises scholarship</b>	21 October 2024	-
<b>Online application for university taxes</b> (Udine location only)	07 October 2024	-

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## Article 1 - Benefits envisaged by the call

The benefits envisaged by the call issued by the Regional Agency are the following:

- Scholarships;
- Accommodation places;
- Supplementary accommodation grants for the former Military Hospital facility in Trieste;
- Supplementary accommodation grants;
- Supplementary accommodation grants for the Portogruaro, Bolzano, Conegliano and Verona sites;
- International mobility contributions.

## Article 2 - Recipients of benefits

The recipients of benefits include:

- **Students at the Universities** of Trieste and Udine enrolled for the academic year 2024/2025 in the following courses:
  - bachelor's degree,
  - master's degree,
  - single-cycle master's degree,
  - specialisation, except for those in the medical area activated based on the relevant regulations,
  - PhD courses, which do not benefit from a scholarship under Ministerial Decree No. 224 of 30 April 1999.
- **Students of the Music Conservatories** "G. Tartini" in Trieste and "J. Tomadini in Udine enrolled for the academic year 2024/2025 in the following courses:
  - level I upper three-year courses,
  - level II specialised two-year courses;
- students enrolled for the academic year 2024/2025 in the first and second level academic diploma in "Graphic Design for the Enterprise" and the first level diploma in "Painting" and "Interior Architecture and Design" at the "G.B. Tiepolo" **Academy of Fine Arts** in Udine.
- **Undergraduate students** regularly enrolled in the last year of a regular course in the academic year 2023/2024 who obtain their degree within the sessions of the same academic year, on or after 18 September 2024.

Students enrolled in single courses, courses aimed at accessing teaching competitions, specialisation courses, specialisation courses for teaching support to disabled pupils and master's courses are **not eligible for the benefits** offered.

## Article 3 - Duration of eligibility for benefits

The benefits offered are granted for the **first time for each degree level**. Students already in possession of a qualification, obtained in Italy or abroad, of the same or higher level are therefore not eligible. The level of the degree is determined by universities, conservatories and the Academy of Fine Arts.

**University seniority is calculated** from the year of first enrolment in the university system, irrespective of any change of course, except for students with disabilities as defined in Article 5 below, for whom it is possible to drop out of studies a maximum of three times.

Freshman' status cannot be granted to students enrolled in the first year, the 2024/2025 academic year, who have waived their studies in years other than the first year in their previous careers or who have applied for credit recognition.

University seniority starts from the year of first enrolment in the university system even in the case of enrolment in three-year degree courses of the new system for students already in possession of a three-year degree from the old system (prior to the 1999 reform).

**University seniority is reset, for one time only**, in the event of irrevocable withdrawal from studies during the first year, without recognition of examinations (university credits) from the previous career.

In the event of renewed enrolment following a single drop-out in the first year, without recognition of credits, the student is again considered to be enrolled in the regular first year.

In the event of a **transfer** from another university, or in the event of a request for **credit recognition** or enrolment with a **shortened career**, university seniority is calculated from the year of first enrolment at the university or similar institution of origin.

In the event of enrolment in a single-cycle Master's degree course in Law with a **shortened career**, because the holder holds a Bachelor's degree in "Interlingual Communication Applied to the Legal Professions" and in "Law for Businesses and Institutions", one year is deducted from the university seniority.

In the event of enrolment in courses with **programmed access following a change of course**, renunciation or transfer from another university, which occurred at the end of the first year of the course, this year is not taken into account for the purposes of calculating seniority.

In the case of recognition by the University of credits from previous careers at Higher Technological Institutes (I.T.S. ACADEMY) of Trieste, Udine, Gorizia and Pordenone, university seniority starts from the first year of enrolment at the I.T.S. ACADEMY.

For the purposes of calculating university seniority, the years of enrolment in master's courses for which credit recognition has been requested are taken into account.

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

In the event of disqualification, subject to verification with the competent University, the years of actual enrolment shall nevertheless be taken into account in calculating university seniority. Disqualification after only one year of enrolment, without recognition of credits, does not count for the purposes of calculating university seniority.

### **3.1 Students enrolled in courses at the University, Conservatoire and Academy of Fine Arts**

Students can access benefits **up to the first supplementary year (further semester)** in the following ways:

Bachelor's degree Upper Level I of the Conservatoire/Academy	Benefits are awarded for <b>seven semesters</b> from the year of first enrolment, <b>eight semesters for the accommodation service</b> .
Master's degree Conservatoire's specialised Level II course	Benefits are awarded for <b>five semesters</b> from the year of first enrolment in the Master's degree course, <b>six semesters for the accommodation service</b> .
Single-cycle degree	Benefits are prorated over a period that takes into account the <b>normal duration of the study course plus one semester</b> from the year of first enrolment, <b>plus two semesters for the accommodation service</b> .

The amount of the scholarship for undergraduates and students enrolled in the first supplementary year is halved.

#### **3.1.1 Bachelor's degree students enrolling in the first year of a Master's degree course**

Students graduating from a three-year degree course by the last graduation session of the academic year 2023/2024 and enrolling in the first year of the Master's degree for the academic year 2024/2025 by the deadlines set by the University, **must compulsorily complete the application** for benefits as **master's degree students**.

### **3.1.2 Undergraduate students who do not succeed in obtaining 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 one session of the academic year 2023/2024, if they do not succeed in obtaining the degree or, if they have applied as first-year undergraduates, do not enrol in that course, must notify us promptly and in any case by 30/04/2025 by sending an email to: info.trieste@ARDIS.fvg.it or info.udine@ARDIS.fvg.it.

In this case, they will only retain the benefit if they meet the enrolment and merit requirements for the academic year 2024/2025 for students enrolled in subsequent years.

### **3.2 Students enrolled in specialisation and PhD courses**

Students enrolled in specialisation courses, with the exception of those in the medical area activated based on the regulations in force on the subject and PhD courses, who do not benefit from the scholarship pursuant to Ministerial Decree no. 224 of 30 April 1999, may access the benefits for a period **equal to the duration envisaged by the respective didactic structure**, starting from the academic year of first enrolment. There are no benefits for academic years exceeding the legal duration of the course.

## **Article 4 - Eligibility Requirements**

To obtain the benefits, students must meet the **enrolment, merit, income** and **assets** requirements and any additional specific requirements for each benefit as defined in this call.

### **4.1 Entry Requirements**

Prior enrolment in universities, conservatoires and academies is not required to apply for benefits; however, enrolment must take place **within the deadlines** set by the individual institutions.

Students who are enrolled at the same time in more than one degree course must notify Ardis by 30 March 2025 by email to ardis@certregione.fvg.it indicating, for each degree course, the University, year of enrolment and merit. ARDIS will carry out the necessary checks with a view to a possible 20% increase in the amount of the scholarship.

For students applying for benefits for an **additional semester (undergraduates)**, the enrolment requirement is deemed to have been met if they were duly enrolled in their final year in the academic year 2023/2024 and obtain their degree by the extraordinary session of the same academic year or if they enrol in the first supplementary year with respect to 2024/2025 by the deadlines set by each institution.

Undergraduates are not eligible for the scholarship if they:

- obtain their title before **19 September 2024**
- graduate in a session of the academic year 2023/2024 and continue their studies for the academic year 2024/2025 at a University, Conservatoire or Institution outside the Friuli Venezia Giulia region (with the exception of Master's degrees).

### **4.2 Merit requirements**

Merit for students is calculated based on regularly registered university credits (CFU) or equivalent. For Conservatoire and Academy courses read academic credits (CFA) instead of CFU.

**The following credits are not considered valid for merit and therefore are not taken into account:**

- **Credits acquired prior to enrolment in their degree course.** Exceptions to this are cases of recognition of credits resulting from a transfer from another university or from a change of degree course or career shortening, without prejudice to the assessment of the accumulation of years of university enrolment.
- **Credits arising from career steps taken to clear educational debts** from previous careers.
- **Credits arising from career acts relating to individual courses** for which recognition of credits obtained during those courses has not been requested or, even if recognised, have not been declared for the purposes of meeting the merit requirement in the online application.
- **Credits arising from career acts relating to didactic activities related to extra exams.** Please note that even in the case of enrolment in a Master's degree with recognition of extra exams deriving from a Bachelor's degree, these credits will not be counted for the purpose of achieving the 20 CFUs as the minimum merit requirement for first-year students to receive the balance of the scholarship
- **Credits arising from integrated examination modules**, which are not routinely registered in the career in the Esse3 system until the integrated examination is completed.

However, ARDIS reserves the right to verify special situations relating to administrative procedures concerning students' university careers.

**4.2.1 Students enrolled in the first year**

Students **enrolling for the first time in the first year** of the courses, when submitting their online application, do not need any merit requirement for inclusion in the ranking list of the various benefits as eligible and beneficiary.

Students enrolled for the first time in the first year of these courses are granted the first and second instalments of the scholarship based on their fulfilment of the financial condition requirements set out in this call.

Merit requirements are assessed on an ongoing basis, for the purposes of retention and payment of the third instalment of the scholarship.

For the purposes of attaining the credits required for the payment of the scholarship, any credits awarded as a result of a waiver or transfer shall not be considered valid and the bonus referred to in Section 4.2.3 may not be used.

Failure to obtain the prescribed credits by 30 November 2025 will result in the revocation of the scholarship and other cash benefits (Art. 24) with the obligation to repay the amount received.

**4.2.2 Students enrolled in years subsequent to the first year**

Students enrolled in years subsequent to the first year must meet the following **merit requirement by 10 August 2024** to qualify for benefits:

<b>Academic Year of first enrolment</b>	23/24	22/23	21/22	20/21	19/20	Further semester
<b>Year of enrolment in the a.y. 2024/25</b>	2nd	3rd	4th	5th	6th	
	Total number of credits to be acquired from the year of first enrolment					
<b>Bachelor's degree Three-year Upper Level I (Conservatoire)</b>	25 CFUs	80 CFUs	-	-	-	135 CFUs
<b>Master's degree * Level II specialised two-year course (Conservatoire) *</b>	30* CFUs	-	-	-	-	80* CFUs

<b>Single-cycle degree</b>	25 CFUs	80 CFUs	135 CFUs	190 CFUs	245 CFUs	+55** CFUs
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\* The credits indicated for the master's degree and for the two-year specialised level II course are understood to be acquired by students in the master's or specialised course only.

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

Please note: In the case of withdrawals/transfers/course changes with credit recognition, university seniority affects the merit requirement.

**The credits indicated in the table must be duly registered** in the Esse3 system or in the databases of the Conservatoires and the Academy **with a passing date of the relevant examinations no later than 10 August 2024**.

In the online application, students are required to declare, under their own responsibility, the number of credits regularly registered in their career (on the Universities' Esse3 system or in the Conservatoires' database), excluding credits that are not valid for the fulfilment of the merit requirement.

**For degree courses whose organisation envisages annual courses with a number of attainable credits lower than 60, as communicated by the universities of Trieste and Udine, the standard merit requirements are redefined in proportion to the credits actually attainable, appropriately indicated on [www.ardis.fvg.it](http://www.ardis.fvg.it)**

#### **4.2.3 Bonus**

Students **enrolled in years subsequent to the first year** accrue, depending on the year attended, a bonus in CFUs that can be used to **achieve the minimum merit requirement**, in addition to the credits actually earned. The accrued bonus may be:

- **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.

**Activation** of the bonus takes place:

- a. At the applicant's request in an **online application**.
- b. **Ex officio** if bonuses are necessary to achieve the minimum merit requirement.

The verification of the actual bonus credits available is done ex officio. Students can check the use of the bonus by accessing their online reserved area of the "Sportello studente" (Student's Desk), in the rankings for the various benefits claimed.

**The bonus can only be activated once and cannot be cumulated.** The bonus in CFUs refers to the entire university career and does not reset at the end of the individual study cycle. The portion of the bonus accrued but not used remains available for subsequent academic years.

Students who benefited from the bonus in the academic years prior to 2024/2025 may only use the unused portion of the bonus. Bonus credits that may have been claimed in academic years prior to 2024/2025 are not taken into account for the minimum merit requirement under this call.

Students enrolled in master's degree courses or two-year specialisation courses may only use the bonus accrued and not used in the previous three years.

Any unused bonus points can be used to reach the merit requirement for the further semester.

Students must declare any use of bonus credits at other universities in previous careers.

ARDIS reserves the right to carry out a random check on the veracity of the information declared regarding bonus credits used in previous careers, following the publication of the final rankings.

**Bonus credits cannot be used to achieve the first-year merit requirement (both Bachelor's and Master's degrees).**

#### **4.2.4 Students enrolled in PhD and specialisation courses**

Students enrolled in specialisation courses, with the exception of those in the medical area activated based on the regulations in force on the subject and PhD courses that do not benefit from a scholarship from the



Universities pursuant to Ministerial Decree no. 224 of 30 April 1999, must be in possession of the requirements laid down by the same for regular enrolment in the current academic year.

### **4.3 Income and asset requirements**

The benefits governed by this call fall under subsidised social benefits. Students' economic conditions are identified based on the "**Indicatore della Situazione Economica Equivalente**" (**ISEE**) (**Equivalent Financial Situation Indicator**) for subsidised benefits related to the right to university education, for 2022 income and assets.

Specifically:

- The Equivalent Financial Situation Indicator (ISEE) for **subsidised benefits related to the right to university education** must not exceed the limit of **EUR 27,726.79**;
- The Equivalent Asset Indicator (ISPE= ISP/equivalence scale) must not exceed the limit of **EUR 60,275.66**.

The above **conditions must be fulfilled simultaneously**. The applicant must therefore have an **ISEE value** for subsidised benefits related to the right to university education, and at the same time an **ISPE value** that **does not exceed the thresholds** indicated above.

#### **ATTENTION**

Scholarships provided by ARDIS are exempt from tax returns, but the amounts must be reported in the ISEE. In your reserved area under "Sportello studente" (Student's Desk), you will find the Unified Certification certifying the amount obtained from ARDIS as a grant or other contribution to be declared.

The following students:

- a) EU and non-EU citizens, resident in **Italy**, whose family unit residing in Italy has earned income and has assets in Italy and/or abroad, must go to **any CAF** (Tax Assistance Centre) to submit the documents required to obtain the ISEE certificate for subsidised benefits related to the right to university education concerning 2021 income and assets in 2021 and complete the relative DSU (Dichiarazione Sostitutiva Unica - Unified Substitute Return).
- b) EU and non-EU citizens, **resident in Italy**, with a family nucleus resident abroad and/or with income and assets produced or owned abroad are in any case required to declare any income and assets owned in Italy by their family nucleus in accordance with the procedures set out in this call. For this reason, they must go to **any CAF** (Tax Assistance Centre) to submit the documents required to obtain the ISEE certificate for subsidised benefits related to the right to university education concerning 2021 income and assets in Italy and then go **exclusively to affiliated CAFs** for the issue of the University ISEE ("ISEE parificato universitario") (ISEE indicator data sheet). The issue of documentation is free of charge. The opening hours and addresses of the affiliated CAFs are published at [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it).
- c) EU and non-EU citizens who do **not reside in Italy** and whose family nucleus resides abroad must apply **exclusively to affiliated CAFs** for the issuance of the University ISEE ("ISEE parificato universitario") (ISEE indicator data sheet). The issue of documentation is free of charge. The addresses of affiliated CAFs are published at [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it).
- d) **Recognised 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, only income received in Italy and any assets held in Italy are taken into account.
- e) **Coming from the developing countries** referred to in Ministerial Decree no. 440 of 13-2-2024 "Definition of the list of particularly poor countries for the academic year 2024/2025" and listed in Appendix 2, must submit an **assessment of their economic condition** carried out based on a certificate issued by the Italian Representation in the country of origin certifying **that the student does not belong to a family known to have a high income and high social standing**.

In the case of students enrolling in the first year, this certification may be issued by Italian bodies authorised to provide a guarantee of financial coverage under the current provisions on the enrolment of foreign students in Italian universities. In this case, the guaranteeing institution undertakes to repay the scholarship on behalf of the student in the event of revocation.

The "Dichiarazione Sostitutiva Unica" (DSU) (Unified Substitute Declaration) is a document containing the income and asset information needed to describe the household's economic situation in order to apply for subsidised social benefits, such as scholarships.

The information contained in the "Dichiarazione sostitutiva unica" (DSU) is partly self-declared and partly acquired directly from the administrative archives of the Agenzia delle Entrate (Italian Revenue Agency). INPS makes available the ISEE certificate for subsidised benefits related to the right to university education within ten working days of receiving the DSU.

Students must enter in the **online** application the **INPS registration number of the ISEE certificate for subsidised benefits related to the right to university education** referred to them; based on this number, ARDIS automatically extracts the data relating to the ISEE certificate from the INPS database.

By the deadline for completing the online application for each benefit, students must have the registration number of the ISEE certificate or the number of the "Dichiarazione sostitutiva unica" (DSU).

Students under **b), c)** and **e)** above must declare to have obtained an equal university ISEE by the deadline for completing the online application for each benefit. The affiliated CAFs will transmit the relevant computer records. The students concerned do not have to enter the registered number in the online application.

For the purposes of applying for the benefits referred to in this call, **only the ISEE certificate for subsidised benefits related to the right to university education referring to the applicant student is valid. An ordinary ISEE certificate is not valid, even if it refers to the applicant student.**

Students enrolled in doctoral courses (resident or non-resident in Italy) may opt for a different constitution of the family unit for access to benefits pursuant to Article 8, paragraph 4 of Prime Ministerial Decree no. 159/2013, as amended.

From the day following the day on which the ISEE registration number is entered in the completed online application, it is possible to check, within one's own reserved area in "Sportello studente", in the "Redditi Inps Accertati" (Ascertained Inps Income) section, the result of the automated extraction from the INPS database and, in the event of errors, to independently rectify the aforementioned ISEE registration number in the online procedure "Comunicazione dati isee" (ISEE data communication), entering a new one.

#### **ATTENTION**

A student who has submitted an online application will be excluded from the requested benefit if by the deadline for submitting a **request for reconsideration**, envisaged for each benefit, an ISEE certificate valid for subsidised benefits related to the right to university education referring to him/her is not available from INPS or the affiliated CAFs, relating to income and assets in 2022.

Students in possession of a **current ISEE**, instead of an ISEE for subsidised benefits related to the right to university education, must communicate the relevant registration number exclusively to: info.trieste@ARDIS.fvg.it or info.udine@ARDIS.fvg.it by the deadline for submitting the online application for each benefit. As the current ISEE is valid for six months, this certificate is considered as long as it is valid on the date of application for each benefit.

#### **4.3.1 Status of students independent of their families of origin**

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

- **Residence** established for at least **two years** with respect to the date of submission of the application for the first time for each course, as evidenced by the personal records, outside the family unit of origin in accommodation not owned by a member of the family unit.
- **Presence of an adequate income** for at least two years, consisting of tax-declared employment income or assimilated income, not lower than **EUR 9,000.00** per year with reference to a household of one person.

In such a case, students may submit an ISEE for subsidised benefits related to the right to university education by setting up their own nucleus.

For the purposes of quantifying the amount of the scholarship, these students are treated in the same way as students with **off-premises** status.

## **Article 5 - Students with disabilities (pursuant to Article 3(1) of Law no. 104 of 5 February 1992 or with a disability of 66% or more)**

Students with disabilities may access benefits **up to and including the second year out of the course (additional semester)** from the first year of enrolment.

Disability data are taken directly from the Universities/Conservatories/Academy database.

### **5.1 Entry Requirements**

The entry requirements are the same as in Article 4.1.

### **5.2 Merit requirements**

Students with disabilities, who **enrol for the first time in the first year** of their courses, do not need the merit requirement when submitting their online application for inclusion in the ranking list for the various benefits as eligible and beneficiary.

These students are granted the first and second instalments of the scholarship based on their fulfilment of the financial condition requirements set out in this call. Merit requirements are assessed on an ongoing basis for the purposes of maintaining eligibility and disbursement of the third instalment of the scholarship

For the purposes of attaining the credits required for the payment of the scholarship, any credits awarded as a result of a waiver or transfer shall not be considered valid and the bonus referred to in Section 4.2.3 may not be used.

Failure to obtain the prescribed credits by 30 November 2025 will result in the revocation of the grant and other cash benefits (Art. 25) and the return of any money received.

The merit requirements **for students enrolled in subsequent years** must be acquired **by 10 August 2024** and are **reduced by 30% with respect to those indicated in Article 4.2.2 above**, as specified in the table below.

<b>A.Y. of first enrolment/registration</b>	23/24	22/23	21/22	20/21	19/20	1 <sup>st</sup> Suppl. year	further semester
<b>Year of enrolment in the a.y. 2023/2024</b>	2nd	3rd	4th	5th	6th		
	Total number of credits to be acquired from the year of first enrolment						
<b>Bachelor's degree Three-year Upper Level I (Conservatoire/Academy)</b>	17 CFUs	56 CFUs	-	-	-	94 CFUs	133 CFUs
<b>Master's degree * Level II specialised two- year course (Conservatoire) *</b>	21* CFUs	-	-	-	-	56	94* CFUs
<b>Single-cycle degree</b>	17 CFUs	56 CFUs	94 CFUs	133 CFUs	171 CFUs	209 CFUs	+38** CFUs

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

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

Please note: In the case of withdrawals/transfers/course changes with credit recognition, university seniority affects the merit requirement.

**The CFUs indicated in the table must be duly registered** in the Esse3 system or in the databases of the Conservatoires and Academy **with a passing date of the relevant examinations no later than 10 August 2024.**

The provisions of Art. 4.2 concerning the validity of credits and Art. 4.2.3 concerning the use of bonus credits apply to students with disabilities of at least 66%.

### 5.3 Income and assets requirements

The income limits, increased by 25% with respect to the values indicated in Article 4.3 above, are as follows:

- Equivalent Economic Situation Indicator (ISEE) for university entitlement benefits not exceeding the limit of **EUR 34,658.48**
- Equivalent Financial Situation Indicator (ISPE= ISP/equivalence scale) not exceeding the limit of **EUR 75,344.57.**

For students with disabilities, the other provisions on income and assets requirements in Article 4.3 apply.

## Article 6 - Submission of applications

Students must complete the application exclusively online at [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it) and send it in **by 1 p.m.** (Italian Summer Time/GMT+2/UTC+2/CEST) **on the day indicated in the calendar.** The electronic system certifies the exact date and time the application was sent.

To complete the online application, students **must identify themselves via SPID**, the public digital identity system (see [www.spid.gov.it](http://www.spid.gov.it)), via CIE (electronic identity card) or eIDAS for EU students only.

**Non-EU students**, in possession only of an identity document issued by the authorities of their own country, and non-resident in Italy, and under-age students (Italian and foreign) must identify themselves in the following manner:

- For **Trieste**, by **registering online on the Esse3 site** for students enrolling at the University of Trieste (credentials are active within 24 hours of registration, otherwise students must contact the Trieste ARDIS office)  
**on [www.ardis.fvg.it](http://www.ardis.fvg.it)** for students enrolling at the Conservatoire.
- For **Udine**, by **registering online with [www.ardis.fvg.it](http://www.ardis.fvg.it)** (if not yet enrolled at the University or if enrolled at the Conservatoire or Academy) or by using **the credentials (student number and password) provided by the University of Udine**, if already enrolled at that university.

The **online application is unified**: students wishing to apply for multiple benefits need **only fill in the application once, selecting all the benefits of interest.**

An online application for more than one benefit must be mandatorily submitted by the first deadline under this call in relation to the benefits applied for.

Having entered the personal online area, students must complete the application by:

- Entering or modifying their personal data and uploading a copy of a valid identity document.
- Entering or modifying information on registration, merit and economic situation.
- Selecting the required benefits.
- Check the application summary containing the data entered, which will remain editable until the online application is submitted.
- **Submitting the application online by confirming the entered data; following this submission, the data become final.**

Extreme care is recommended when completing the online application, as the data entered by students are declarations pursuant to Presidential Decree 445/2000, therefore students are responsible for their truthfulness and completeness.

**Certainty of the successful submission of the application only occurs upon receipt of the automatic confirmation email that is generated once the online procedure has been completed.** The email will provide the student with information on the availability of the online application summary within his/her "Student Desk"

area. **The student is obliged to check the data in the summary and ensure that he/she has applied for the specific benefits in which he/she is interested.**

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

**If students do not receive the confirmation email within 24 hours of submitting the online application, they must immediately contact the IT support service ([assistenza.informatica@ARDIS.fvg.it](mailto:assistenza.informatica@ARDIS.fvg.it)).**

Applications submitted are not considered valid:

- If submitted beyond the deadlines indicated in the calendar.
- If submitted by means other than those provided for in this call.

#### **ATTENTION**

Log files are kept and used to monitor students' access to the system in case they report difficulties or inability to complete the online application.

Corrections to entered data can be requested by e-mail at [info.trieste@ARDIS.fvg.it](mailto:info.trieste@ARDIS.fvg.it) or [info.udine@ARDIS.fvg.it](mailto:info.udine@ARDIS.fvg.it) by the deadline for submitting the online application in relation to the requested benefits.

Pursuant to Law 241/1990 and Regional Law 7/2000, the start of the procedure is published on the institutional website of ARDIS [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it), in the section dedicated to the Unified Call, and this publication constitutes individual notification of the procedure's start.

### **6.1 Students not yet enrolled**

Students who have not yet completed their enrolment at the university, conservatoire or academy may **apply online subject to** the deadlines set out in the call. Registration must in any case take place within the time limits set out in Article 4.1.

Students who do not finalise their enrolment at the University, Conservatoire or Academy must give timely notice by email to: [info.trieste@ARDIS.fvg.it](mailto:info.trieste@ARDIS.fvg.it) or [info.udine@ARDIS.fvg.it](mailto:info.udine@ARDIS.fvg.it) depending on the location where the online application was submitted.

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

Students enrolled in inter-university degree courses between Udine and Trieste must submit an online application for benefits to the competent ARDIS office with reference to the **administrative location of the degree course** (the university where the student pays fees) and must also indicate the prevailing academic location.

### **6.3 Non-EU students - Additional documentation**

ARDIS verifies with the databases of the university institutions of reference that students have submitted to them **either a copy of their residence permit or a copy of the postal receipt attesting to the request** for its issue or renewal.

Further documentation to be uploaded online (upload) in the upload section of the "Student Desk":

- **Certification issued by the Ministry of the Interior** for students recognised as **political refugees** in Italy.
- **A certified copy of the documentation issued by the Civil Court** for **stateless students**.
- Certification **from the Italian Representation in the country of origin** stating that the student does not belong to a family known to be of high income and high social standing for **students who are citizens of developing countries** (listed in Annex 2).

The deadline for uploading this documentation online is the deadline for submitting **applications for review** of the respective benefit rankings.

## **6.4 Transfer of application from another education authority**

The transfer of an application for benefits from another similar entity to ARDIS is permitted, provided that the application was submitted within the deadline set by the other entity. The transfer application, complete with the scan of the one previously submitted to the other institution, must be sent exclusively to the address ARDIS@certregione.fvg.it, within the time limits set for applying for a review of each benefit.

## **6.5 Transferring the application between ARDIS locations**

The transfer of an application for benefits from one operating site to another is permitted provided that the application is submitted within the deadlines for the individual benefits. The transfer application must be sent, exclusively, to the address: ARDIS@certregione.fvg.it.

The transfer of the accommodation benefit application must be received within the deadline for applying for a review of that benefit.

For other benefits, the transfer of the application may be requested by 30/04/2025.

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

ARDIS prepares ranking lists for the granting of individual benefits. The number of beneficiaries is determined in proportion to the number of students admitted to the competition who are enrolled in the relevant didactic centres or areas compared to the total number of students eligible for the competition, taking into account the allocation reserves set out in the call.

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

For students enrolled in the first year of the courses, the rankings are drawn up based on the ISEE indicator for subsidised benefits for the right to university education, with the assignment of points in descending order from a maximum of 1,000 points if the ISEE for subsidised benefits for the right to university education is equal to EUR 0 to a minimum of 0 points if the ISEE for subsidised benefits for the right to university education is equal to the reference threshold. The score is calculated by applying the following formula:

$$SCORE = \left[ \frac{(REFERENCE\ THRESHOLD) - ISEEU}{REFERENCE\ THRESHOLD} \right] \times 1000$$

### **7.2 Students enrolled in specialisation and PhD courses**

For students enrolled in specialisation courses, with the exception of those in the medical area activated based on the regulations in force on the subject, for students enrolled in PhD courses, who do not benefit from the scholarship pursuant to Ministerial Decree no. 224 of 30 April 1999, the rankings are the same for students enrolled in the first year and subsequent years and are drawn up based on the ISEE indicator for subsidised benefits related to the right to university education, with the assignment of a score in descending order from a maximum of 1,000 points if the ISEE for subsidised benefits is equal to 0 euro to a minimum of 0 points if the ISEE for subsidised benefits is equal to the reference threshold. The score is calculated by applying the following formula:

$$SCORE = \left[ \frac{(REFERENCE\ THRESHOLD) - ISEEU}{REFERENCE\ THRESHOLD} \right] \times 1000$$

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

For students enrolled in years subsequent to the first year on courses activated after the reform pursuant to Ministerial Decree no. 509 of 3 November 1999, as amended by Ministerial Decree no. 270/2004, the rankings for all competitions are drawn up based on merit, with a score in descending order, starting from a maximum total score awarded to the applicant of 1,000 points.

The score is calculated by applying the following formula:

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

With regard to the approximation criteria, rounding is done downwards if the decimal is less than half, upwards if the decimal is equal to or greater than half.

The same provisions apply to students enrolled at the Conservatoires and the Academy, insofar as they are compatible.

#### **7.4 Score parity**

In the case of students enrolled in years subsequent to the first year, in the event of equal points (calculated to the second decimal place), preference is given to those with a less favourable economic situation.

For students enrolled in the first year of the course, priority is given to the younger students in the event of a tie.

### **Article 8 - Publication of rankings**

ARDIS draws up separate provisional and final rankings for each benefit, deadline and location, which are **published on [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it). Publication counts as communication to the students regarding the outcome of the competition.**

Students are entered in the rankings by **user code**, and not by name, to meet transparency/privacy obligations. The code, assigned to each student by the software when completing the online application, can always be found in the "Student Desk" reserved area or in the application summary file: the user code consists of the **last five digits of the "Application" code**.

Students can check the outcome of the rankings by accessing their reserved area of the **"Student Desk"**. Communications published in the "Student Desk" are considered to be legal notifications.

In the course of the academic year, ARDIS will publish any updates to the final rankings, taking into account corrections and withdrawals submitted by students, the outcome of verifications and any additional resources available.

Therefore, students are required to visit their reserved area periodically.

### **Article 9 - Requests for review**

Any requests for review concerning the outcome of the ranking list must be submitted **peremptorily** within 3 days following the publication of the provisional rankings or within the deadline that will be indicated on the website [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it).

The publication of the provisional rankings will include the instruction for submitting applications for review.

Requests for review submitted beyond the deadline or by other means will not be considered.

Requests for review that refer to ISEE certificates relating to income and assets other than those indicated in Article 4.3 above will not be considered.

In any case, ARDIS reserves the right to make changes ex officio, based on facts of which it becomes aware, also upon notification by the Universities, the Conservatoires or the Academy.

The outcome of the request for review becomes final with the publication of the final rankings. An appeal may be lodged against the decision of ARDIS with the competent Regional Administrative Court within 60 days or with the President of the Republic within 120 days from the date of publication of the rankings.

### **Article 10 - Checks on merit and economic conditions, sanctions**

ARDIS checks the truthfulness of the declarations produced by students who are beneficiaries or eligible, carrying out the necessary checks, also with the help of professionals in the sector, making use of the regulations in force and in particular of art. 10, paragraphs 1 and 2, of Legislative Decree no. 68 of 29 March 2012.

ARDIS exchanges information with the relevant bodies and administrations.  
Assessments of economic conditions are carried out digitally with INPS and the Internal Revenue Agency.  
Checks on merit conditions are carried out during the academic year with the universities via the Esse3 system or by requesting confirmation of declared data from the secretariats of the Conservatoires and the Academy.

#### **ATTENTION**

Students are invited to check that examinations taken or credits accrued have been duly registered **no later than 10 August 2024** in the Esse3 system.

In the event of **untruthful declarations**, in addition to the **sanctions** provided for by law, students will be subject to those provided for in Art. 10 of Legislative Decree no. 68 of 29 March 2012 mentioned above consisting in the payment of a sum three times the amount received and the loss of the right to obtain other disbursements for the duration of the course of study, without prejudice in any event to the application of criminal law **provisions for acts constituting offences**.

In the event that the investigation shows that false statements have been made or false documents or documents containing false data have been produced, all benefits shall be revoked or recalculated and the sums unduly received or the lump-sum cost of the canteen service improperly used shall be recovered.

### **Article 11 - Forfeiture and exclusion from benefits**

Forfeiture of benefits is envisaged for students who have not been granted the benefit in cash or in services, in the following cases:

- Students enrolled for the first time in the first year of Bachelor's degree courses, Master's degree courses, single-cycle Master's degree courses, Conservatoires and Academy who by 30 November 2025 have not earned at least 20 credits (or at least 9 credits if students with disabilities as per article 5) who have not received the first instalment.
- Students enrolled for the first time in the first year of courses with exclusively annual examinations who have not received at least 10 credits by 30 November 2025.
- Students who are found to have university seniority beyond the period of eligibility for benefits.
- Students who hold a degree of the same level or higher, even if obtained abroad.
- Students who transfer to another university or abandon their studies for the academic year 2024/2025 on a date prior to 1 July 2025.
- Students who make false statements or have made false statements in previous years.
- Students who have not enrolled for the academic year in question by the deadlines set by the universities, Conservatoires and the Academy.
- Students enrolled in specialisation courses, with the exception of those in the medical area activated based on the relevant regulations, for a period exceeding the duration envisaged by the respective didactic regulations from the year of first enrolment.
- Students enrolled in PhD courses, who do not benefit from the scholarship referred to in Ministerial Decree no. 224 of 30 April 1999, for a period exceeding the duration envisaged by the respective teaching regulations starting from the year of first enrolment.

Students who have not closed the online application for benefits in all its modalities and procedures by the deadline will also be excluded from benefits.

Students who are recipients of other scholarships of more than EUR 1,500.00 (see art. 24 of this call) are excluded from receiving the scholarship alone.

In order not to incur forfeiture, students who find themselves in one or more of the above-mentioned cases must promptly notify ARDIS@certregione.fvg.it of their waiver of the benefit awarded and not disbursed.

In any case ARDIS excludes from benefits applicants who find themselves in one or more of the above-mentioned conditions based on the information that comes to its knowledge.

The call of forfeiture of benefits is published on the ARDIS institutional site; this communication is considered to be a legal notification.



## **Article 12 - Information on the processing of personal data pursuant to Leg. Decree 196/2003 (Personal Data Protection Code) and Articles 13 and 14 of EU Regulation 679/2016 (General Data Protection Regulation)**

**DATA CONTROLLER:** The Data Controller for the processing of personal data is the Regional Agency for the Right to Education - ARDIS, represented by the Director General, with head office in Salita Monte Valerio 3, 34127 Trieste, tel.: +39 040 3595326/ 328 email: [direzione@ARDIS.fvg.it](mailto:direzione@ARDIS.fvg.it) PEC: [ARDIS@certregione.fvg.it](mailto:ARDIS@certregione.fvg.it)

**DATA PROTECTION OFFICER:** The Data Protection Officer (DPO) can be contacted at the following addresses: email: [direzione@ARDIS.fvg.it](mailto:direzione@ARDIS.fvg.it) - PEC (certified email): [ARDIS@certregione.fvg.it](mailto:ARDIS@certregione.fvg.it)

**DATA PROCESSOR:** Insiel S.p.A., with registered office in Via San Francesco d'Assisi 43, 34133 Trieste, tel.: +39 040 3737111 e-mail: [privacy@insiel.it](mailto:privacy@insiel.it), is the entity responsible for the processing of personal data, carried out with the aid of computerised and digital transmission tools, and for their storage.

**SUB-PROCESSOR:** The sub-processor of personal data (appointed by Insiel S.p.A.) is In4matic, Via Breventano 12, 27100 Pavia.

**PURPOSE OF THE PROCESSING:** The processing of personal data (such as, by way of example, name, surname, place and date of birth, tax code, full private address, telephone number, email address, identity document details, family economic situation, bank and payment references) is carried out without recourse to automated decision-making processes, including profiling, and is aimed at the correct and complete execution of the procedure for granting the benefits under this call and the performance of subsequent checks on the substitute declarations pursuant to Presidential Decree 445/2000, submitted with the applications.

The contact data provided (telephone number and email address) may also be used for information, communication and promotion of institutional initiatives within the remit of ARDIS, as part of the services provided in favour of the right to studies.

**LEGAL BASIS OF THE PROCESSING:** The legal basis of the processing lies in Regional Law no. 21 of 14 November 2014, "Norme in materia di diritto allo studio universitario" (Regulations on the right to university studies).

**METHODS OF PROCESSING AND STORAGE OF DATA:** Personal data is processed using manual, computerised and digital transmission tools with logic strictly related to the purposes indicated above and in any case in such a way as to guarantee the security and confidentiality of the data. The Data Controller stores the personal data communicated for a period not exceeding 10 years, without prejudice to further legal obligations.

**RECIPIENTS OF THE DATA:** Personal data is made accessible to the employees and collaborators of the Data Controller, the Processor and the Sub-Processor in accordance with the principles of correctness, lawfulness, transparency, relevance and non-excessiveness with respect to the purposes of collection and subsequent processing. Persons who process user data are bound, in addition to compliance with the industry regulations on privacy, to official secrecy. The Data Controller communicates, upon request, personal data to Supervisory Bodies and Public Authorities, as well as to parties to whom the communication is due in order to fulfil the institutional purposes of ARDIS. Without the need for consent ARDIS is entitled to receive personal data from third parties who cooperate for the institutional purposes of ARDIS itself. Personal data may only be published to meet the requirements of the transparent administration regulated by law.

**DATA TRANSFER:** There are no plans to transfer data abroad.

**PROVISION OF DATA:** The provision of personal data is mandatory for the purposes of granting and disbursing the benefits set out in this call.

**RIGHTS OF THE DATA SUBJECT AND METHODS OF EXERCISING THEM:** The data subject enjoys the rights set out in EU Regulation 2016/679, which include the right to access the data concerning him or her, rectification or erasure of such data, restriction or objection to their processing, as well as the right to data portability; the data subject also enjoys the right to lodge a complaint with the Data Protection Authority. The data subject may exercise his or her rights at any time by writing to the Data Controller:

(a) by e-mail to [direzione@ARDIS.fvg.it](mailto:direzione@ARDIS.fvg.it)

(b) by pec (certified email) to [ARDIS@certregione.fvg.it](mailto:ARDIS@certregione.fvg.it)

## **Article 13 - Reference legislation**

This call for applications is governed by the principles and provisions concerning the right to university studies, at the national and regional level, as well as in compliance with the relevant regulations, and in particular:

- Legislative Decree no. 68 of 29 March 2012 "Revision of the principle regulations on the right to education", as amended.
- Law no. 240/2010 "Regulations on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to boost the quality and efficiency of the university system", as amended.
- Prime Ministerial Decree 09.04.2001 "Uniformity of treatment on university studies", for the part still applicable.
- Regional Law no. 7/2000 "Consolidated rules on administrative procedures and right of access".
- Regional Law no. 21/2014 "Regulations on the right to university studies", as amended.
- Regional Law no. 24/2020 "Provisions on education and the right to education". Amendments to Regional Law no. 13 of 30 March 2018 (Measures concerning the right to education and the enhancement of the educational offer of the regional school system), and to Regional Law no. 21 of 14 November 2014 (Rules on the right to university education);
- Prime Ministerial Decree no. 159 of 5 December 2013 adopting the "Regulations concerning the revision of the methods of determination and the fields of application of the Equivalent Economic Situation Indicator (ISEE)", as amended.
- Presidential Decree no. 394 of 31 August 1999 issuing the "Regulations on the implementation of the consolidated text of the provisions governing immigration and regulations on the condition of foreigners, pursuant to Article 1, section 6, of Legislative Decree no. 286 of 25 July 1998", as amended.
- Presidential Decree no. 445 of 28.12.2000 "Consolidated laws and regulations on administrative documentation", as amended.
- Legislative Decree no. 368/1999 "(Implementation of Directive 93/16/EEC on the free movement of doctors and the mutual recognition of their diplomas, certificates and other evidence of formal qualifications and of Directives 97/50/EC, 98/21/EC, 98/63/EC and 99/46/EC amending Directive 93/16/EEC)", as amended.
- Ministerial Decree no. 224/1999 adopting the "Regulation on PhDs", as amended.
- Ministerial Decree no. 270/2004 adopting the "Amendments to the regulation concerning the teaching autonomy of universities, approved by Decree no. 509 of the Minister for Universities and Scientific and Technological Research of 3 November 1999", as amended.
- Law no. 35 of 4 April 2012 "Conversion into law, with amendments, of Legislative Decree no. 5 of 9 February 2012, containing urgent provisions on simplification and development", as amended.
- Law no. 221 of 17 December 2012 "Conversion into law, with amendments, of Legislative Decree no. 179 of 18 October 2012, containing further urgent measures for the growth of the country", as amended.
- Ministerial Decree no. 1320/2021 "Increase in the value of scholarships and eligibility requirements for benefits for the right to education as per Legislative Decree no. 68/2012 pursuant to art. 12 of Legislative Decree No. 152 of 6 November 2021".
- Ministerial Decree no. 440/2024 "Definition of the list of particularly poor countries for the academic year 2024/2025".
- Law no. 33 of 12 April 2022 "Provisions on simultaneous enrolment in two higher education courses".
- Directorial Decree of the Ministry of Universities and Research no. 318 of 14 March 2024 on the updating of ISEE and ISPE upper limits.
- Directorial Decree of the Ministry of University and Research no. 317 of 14 March 2024 on the updating of the amounts of scholarships for the academic year 2024/2025.

For all matters not covered by the preceding provisions, the provisions of the law regarding the right to university education and the three-year programme of measures regarding the right to university education (DSU) for the 2024/2027 three-year period approved by Regional Decree no. 817 of 31/05/2024 shall apply in accordance with the ARDIS guidelines for the implementation of the aims, measures and services regarding the right to university education (DSU) in the three-year period 2024/2027, proposed by the

## **Article 14 – Scholarships funds**

1. The following shall be eligible for funding under this notice:
  - a. The revenue from the regional tax for the right to study and the professional qualification tax
  - b. The Regional Supplementary Fund - FIR of the Autonomous Region of Friuli Venezia Giulia
  - c. The State Supplementary Fund - FIS
  - d. The additional resources within the National Recovery and Resilience Plan, Mission 4 Component 1 Investment 1.7 "Scholarships for access to university" - funded by the European Union - NextGenerationEU
  - e. The European Social Fund + - ESF+
  - f. Possible Ardis funds
  
2. The source of funding from European sources is intended for the implementation of the Specific Programme no. 17/24 - University Scholarships, introduced by the Document "Periodic planning of operations - PPO - Annuality 2024", approved by the Regional Council by resolution no. 672 of 10 May 2024 and is part of the programming framework of the ESF+ PR 2021-2027, Priority: 4 - Youth.



SCHOLARSHIP

Deadline 19 September 2024  
1 p.m. (Italian summer time/GMT+  
2/UTC+2/CEST)

## **Article 15 - Application deadline and procedure**

Students wishing to apply for the scholarship **must complete the online application and submit it by 1 p.m. (Italian Summer Time/GMT+2/UTC+2/CEST) on 19 September 2024** following the procedures set out in Article 6 of this call.

## **Article 16 - Status of students: on-site, commuter and off-site**

The students' municipality of residence and the distance from the place of study concur in determining the status of beneficiary students, for the purposes of quantifying the amount of the scholarships, as follows:

### **16.1 EU Students**

For EU students, the status on-site, commuter or off-site status for the purposes of this competition is defined in **Annex 1**. In order to qualify for the scholarship as an off-site student, students must also comply with the provisions of **Article 15.3** below.

### **16.2 Non-EU students**

Non-EU students may be considered off-site **regardless of their residence in Italy**. Exceptions to this are students whose family unit resides in Italy or foreign students who form an autonomous family unit in Italy that is different from their original one: in these cases, residence in Italy is taken into account. In any case, non-EU students must comply with the provisions of **Article 16.3** below in order to be recognised as off-site students. If they do not present a rental contract and have their household living abroad, they are considered commuters.

### **16.3 Off-site status**

Students residing in municipalities considered to be off-site in Annex 1 are defined as "off-site" if:

- a. They declare online by the deadline that they will take accommodation (with a rental contract or otherwise in private or institutional accommodation) near the university site (i.e. in municipalities considered to be on-site in relation to the course location) for a period of no less than 10 months between 1 September 2024 and 30 September 2025 and keep it for the minimum term.
- b. They use, against payment, the residential facilities of ARDIS for a period of not less than 10 months.

The status of a student identified as an off-campus student is redetermined if he/she registers his/her residence in a municipality indicated as on-campus (Annex 1) with respect to the course location; this provision does not apply to independent students and non-EU students with a family unit residing abroad.

"Independent students", as defined in art. 4.3.1, are granted the same treatment as students with off-campus status.

**The limit of 10 months is reduced to 6 months:**

- a. For final-year undergraduates, with regular status, who intend to take their degree examination by the last scheduled call for the academic year 2023/2024.
- b. For students enrolled in the additional semester housed in ARDIS Student Houses, with respect to the duration envisaged by the respective education regulations.

The online declaration for off-site status can be made:

- Within the **online application** by the deadline for individual benefits.
- In the dedicated online section "**rental contract data**", **by 21 October 2024 at 1 p.m.** in order to be an off-site beneficiary in the final ranking.

Students who were unable to complete the online application part concerning the rental contract, because they did not have all the required data, must declare online in the dedicated section "rental contract data" that they have been using the accommodation for at least 10 months, indicating the address, the monthly rent, the duration of the agreement, the expiry date and the registration details with Agenzia delle Entrate (Revenue Agency).

**The "rental contract data" section can be completed indicatively from 1 September 2024.**

Please note that the inclusion of a contract expiring before **21 October 2024** in the online application or in the dedicated "**rental contract data**" section does not allow for inclusion in the ranking as an off-site student. For example, a student who has a contract expiring on 30 September 2024 must necessarily enter the details of the new contract or the contract renewed for the following year.

Students who have an accommodation contract expiring in less than 10 months, and who wish to renew it or take out a new one, in order to confirm their off-site status, must send an email to [info.trieste@ARDIS.fvg.it](mailto:info.trieste@ARDIS.fvg.it) or [info.udine@ARDIS.fvg.it](mailto:info.udine@ARDIS.fvg.it) with the details of the contract renewal or the new contract allowing them to reach the 10-month duration of accommodation against payment.

In the event of a change of address during the academic year, students must notify ARDIS immediately, as indicated above.

Students who have been **allocated accommodation** in the facilities made available by ARDIS for the academic year and have taken regular possession of the accommodation, do not have to submit the declaration regarding paid accommodation for the academic year 2024/2025.

#### **ATTENTION**

If by **1 p.m. on 21 October 2024** all the details of the rental agreement duly registered with the Revenue Agency or hospitality contracts at public or private university boarding schools and colleges by that date have not been entered online, applicants, even if resident in municipalities considered to be off-site, will compete for the scholarship as "commuters".

Please note that the 10 months of paid accommodation must be counted in the period between **1 September 2024 and 30 September 2025**.

#### **16.3.1 Contract for consideration**

In order to be considered off-site, students must be in possession of a **duly signed and registered rental contract** for a property located in Italy, close to the university of the course of study location. The rental contract must be in the name of the student or co-signed by the student and a member of the household, or, in the case of students residing in public or private university boarding schools and colleges, a valid tax certificate relating to the payment of the rent, and must be communicated within the deadline and in the manner set out in Article 15.3 above. The lease must not relate to a property owned by a member of the student's household.

**The monthly fee** payable by students, net of utility costs (e.g. water, electricity, gas, telephone, etc.), cannot be **less than EUR 150.00**.

### 16.3.2 Trieste - Udine inter-university students

Students enrolled in an inter-university degree course between Trieste and Udine are required to declare, when applying online, the **prevailing educational venue** (at which they will take most of their examinations during the academic year), regardless of the administrative venue, for the purposes of determining their status as off-site, commuter or on-site students. At the end of the academic year, ARDIS will verify the location of the examinations and redetermine the amount of the benefit, if necessary.

## Article 17 - Amounts

The amount of the grant was updated by Directorial Decree of the Ministry of Universities and Research no. 317 of 14 March 2024 and the maximum amounts of the grants are listed below:

- **EUR 7,015.97** for **off-site** and **independent** students.
- **EUR 4,100.05** for **commuter** students.
- **EUR 2,827.64** for **on-site** students.

The following cases are also envisaged:

1. For economically disadvantaged students defined as students with an ISEE indicator of less than or equal to half (EUR 13,863.39) of the maximum reference limit (EUR 27,726.79), the amount of the grant payable is increased by 15%.
2. For female students enrolled in courses concerning S.T.E.M. subjects, the amount of the grant payable is increased by 20%. This amount cannot be cumulated with the 15% increase provided for students with ISEE levels below or equal to 50% of the maximum reference limit and, therefore, the increase is calculated based on the value of the scholarship to which the student is entitled.
3. Ministerial Decree 1320/2021 states that a student enrolled at the same time in more than one study course is allowed to obtain and maintain the scholarship, increased by 20%, if he/she meets and maintains the merit requirements set out in this call for both study courses and for their entire duration. The 20% increase is not due in the event that the student loses eligibility for the scholarship with respect to the course of study to which the student related the aforementioned increase

Students who are enrolled at the same time in more than one degree course must promptly notify Ardis by email at ardis@certregione.fvg.it indicating, for each degree course, the University, year of enrolment and merit. ARDIS will carry out the necessary checks with a view to a possible 20% increase in the amount of the scholarship.

Undergraduate students (further semester) and students enrolled in the first additional year of the course are paid the scholarship in half the amount.

The grant is paid in full to students whose household ISEE for subsidised benefits related to the right to university education is less than or equal to 2/3 of the ISEE threshold for subsidised benefits for the right to university education indicated in art. 4.3 above. If the student's ISEE for subsidised benefits related to the right to university education exceeds 2/3 (equal to EUR 18,484.52) and up to the maximum amount of the ISEE threshold for subsidised benefits related to the right to university education, the amount of the grant is gradually reduced up to half the maximum amount of the total.

Below are the indicative tables for determining the amount of the grant:

<b>ISEE Level</b>	<b>Off-site student</b>	<b>Commuter student</b>	<b>On-site student</b>
Less than 50% of the upper reference limit ( $\leq$ EUR 13,863.39)	€ 8.068,37 (115%)	€ 4.715,06 (115%)	€ 3.251,79 (115%)

Between 50% and 2/3 of the maximum reference limit (EUR13,863.39<x≤EUR 17,537.50)	€ 7.015,97 (100%)	€ 4.100,05 (100%)	€ 2.827,64 (100%)
Greater than 2/3 of the maximum reference limit (> EUR 18,484.52)	Gradually reduced, down to half (minimum EUR 3,507.98)	Gradually reduced, down to half (minimum EUR 2,050.02)	Gradually reduced down to half (minimum EUR 1,413.82)

Amount to be calculated using the formula	$\text{Importo } BDS_{MAX} - \frac{\left( ISEE_s - \frac{2}{3} \text{ della soglia max ISEE} \right) \times (BDS_{MAX} - BDS_{MIN})}{\left( \text{soglia max ISEE} - \frac{2}{3} \text{ della soglia max ISEE} \right)}$ <p>where:  ISEE for university entitlement benefits = ISEE for student university entitlement benefits  BDS<sub>MAX</sub> = maximum gross grant amount  BDS<sub>MIN</sub> = minimum gross grant amount</p>
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<b>Intermediate amount</b> over 2/3 of the ISEE threshold up to the ISEE reference threshold	<p>The following formula applies:</p> $BdS(s) = \text{maxBdS} - \{(\text{maxBdS} - \text{minBdS}) \times [ (ISEE(s) - 2/3\text{maxISEE}) / (\text{maxISEE} - 2/3\text{max ISEE})]\}$ <p>where:  student grant amount= BdS(s)  maximum grant amount=max BdS  minimum grant amount= min BdS  Student's ISEE=ISEE (s)  Maximum ISEE=max ISEE</p>
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The amount of the grant includes the use of accommodation services in the form indicated below.

For all grant recipients with the status of off-site students who are also allocated accommodation in residences managed directly by ARDIS, with the exception of the former Military Hospital, the amount of the grant is reduced by:

- EUR 2,000.00 for the use of accommodation for 10 months.
- EUR 2,200.00 for the use of accommodation for 11 months.

For students awarded accommodation who graduate by December 2023, a **flat-rate amount of EUR 700.00** is deducted for the accommodation service.

For students awarded accommodation who graduate between January 2025 and April 2025, a **flat-rate amount of EUR 1,400.00** is deducted for the accommodation service.

The grant is exempt from income tax as provided for by Article 4 of Law no. 476 of 13 August 1984 "Provision on scholarships and PhDs in universities".

## **Article 18 - Tuition Fee Exemption**

Students who are eligible or beneficiaries of the grant referred to in this call are **exempt from paying university fees for the academic year 2024/2025**.

For more detailed information on tuition fees for the site, please contact the University of **Udine**, "Ufficio Diritto allo studio e servizi integrati", (Right to Education and Integrated Services Office) directly at the following contact: [dirittoallostudio@uniud.it](mailto:dirittoallostudio@uniud.it).

For more detailed information on tuition fees for the site, please contact the University of **Trieste**, "Ufficio Diritto allo studio e servizi integrati agli studenti" (Right to Education and Integrated Student Services Office), directly at the following contact: [tasse.studenti@amm.units.it](mailto:tasse.studenti@amm.units.it). Students whose scholarship is revoked, who renounce their scholarship or who forfeit their benefit, lose their right to tuition fee exemption and must therefore pay fees if due.

## **Article 19 - Regional tax for the right to university education**

The application to take part in the competition shall also be considered as a formal application for exemption from payment of the regional tax for the right to university education referred to in Article 37 of Regional Law no. 21 of 14 November 2014. Eligible students or scholarship recipients are therefore exempt from this fee.

### **ATTENTION**

Students whose scholarship is revoked, who renounce their scholarship or who forfeit their benefit, lose their right to exemption from the regional fee related to the right to university education and must therefore pay the fees due.

However, students with disabilities pursuant to art. 5 are exempt from paying the regional tax for the right to university education.

## **Article 20 - Allocation Reserves**

The number of scholarships that will be granted is determined based on the proceeds deriving from the regional tax for the right to university education referred to in Article 37 of Regional Law no. 21 of 14 November 2014, the proceeds deriving from the Supplementary Intervention Fund referred to in Article 18, Chapter IV of Legislative Decree no. 68 of 29 March 2012, the Regional Supplementary Intervention Fund and the availability of its own funds in the ARDIS budget.

Scholarships and mobility scholarships from the a.y. 2024/2025 are financed under the NRRP by the European Union - Next Generation EU. The scholarships are also financed within the framework of the ESF+ RP Region Friuli Venezia Giulia 2021-2027, Priority 4 - Youth.

The resources available for the scholarships are allocated according to the following allocation reserves:

- 2% to students with disabilities pursuant to art. 5.
- 6% of scholarships available to non-EU students.

After the above-mentioned reserves, the allocation is completed for all EU and non-EU students in the ranking lists for the years after the first.

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

Should the financial resources not be sufficient to fully cover the rankings, the resources will be allocated in proportion to the number of eligible students belonging to each ARDIS operational site.



## Article 21 - Students enrolled at the School of Advanced Education of Udine or the Collegio Fonda

Students staying free of charge in the residences made available by the University of Udine School of Advanced Education and the Collegio Fonda in Trieste are not eligible for the grant to the extent provided for students considered to be off-site.

## Article 22 - Rankings

**Provisional rankings for scholarships are published indicatively by 31 October 2024. By the end of October, the final rankings are published on [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it)**

In the final rankings, only students who have entered the complete rental agreement data in the online application by **21 October 2024** are included with the off-site status.

All students are included in the rankings published on the website with the **user code** in place of their name, in accordance with transparency/privacy provisions. This code is assigned to each student by the software when completing the online application and corresponds to the **last five digits of the "Application" code**. The code can be found in the student's private area under "Student Desk" or on the summary file of the submitted application.

Students can check the outcome of the rankings by accessing the online services within their reserved area under "Student Desk". The student is obliged to consult his or her reserved area periodically because the communications published there are considered legal notifications.

According to the modalities laid down in Articles 7 and 8 of the General Rules, separate rankings are drawn up in descending order of points:

- For EU students enrolled in the **first year** of all courses, including students enrolled at the Conservatoires and the Academy.
- For non-EU students enrolled in the **first year** of all courses, including students enrolled at the Conservatoires and the Academy.
- For EU and non-EU students enrolled in **years subsequent to the first**, divided by competent educational centres, including students enrolled at the Conservatoires and the Academy.
- For students enrolled in **specialisation courses**, with the exception of those in the medical area covered by Legislative Decree no. 368/1999.
- For students enrolled in **PhD courses** who do not benefit from a scholarship under Ministerial Decree no. 224 of 30 April 1999.

### ➤ **ATTENTION**

- In the **provisional rankings**, students who meet the requirements set out in the call are indicated as **eligible**.
- In the **definitive rankings**, depending on the resources available and the reserves set out in the call, the **beneficiary** students who are awarded the grant are identified.
- Any **eligible** students who are **not beneficiaries** in the definitive rankings are those students who, despite meeting the requirements of the call, **do not** obtain a grant.

## Article 23 - Payment

The grant is paid by **crediting** a national current account (IBAN IT) or a foreign account (ACCOUNT IDENTIFICATION CODE) in the name of the student or co-owned by the student or a prepaid card with IBAN IT in the name of the student or co-owned by the student.

Students must enter their **bank details** when completing the online application and can later supplement or modify them through the ARDIS online services. If the student has a foreign account, he/she must enter the BIC/SWIFT code, the name of the bank and the country in addition to the account identification code. The costs and bank charges resulting from the crediting of foreign accounts will be charged in full to the student.

### **ATTENTION "Limits of Credit and Prepaid Cards"**

Credit and prepaid cards have payment and withdrawal ceilings, which vary according to the regulations undersigned with the issuing institution. The student is therefore obliged to check whether his or her bank account or prepaid card has sufficient capacity to receive payment of any awarded grant. Please note that the payment of the grant cannot be split in any way.

**The IBAN in the name of the student or co-owned by the student must be entered into** the application for benefits **by 10 November 2024** at the latest; entries made after this date will make it impossible to credit the grant by the end of the 2024 financial year.

It should be noted that the **final verification** of the merit requirement and the correct calculation of university seniority takes place before payment of the grant's balance.

### **23.1 Students enrolled in the first year of bachelor's degree courses, master's degree courses and single-cycle master's degree courses**

From the academic year 2024/2025, the monetary portion of the grant shall be disbursed, to the extent due, as follows for each academic course:

- 1) For **students enrolled in the FIRST YEAR OF THE FIRST LEVEL BACHELOR'S DEGREE COURSES OR DIPLOMAS AND SINGLE-CYCLE MASTER'S DEGREE COURSES:**
  - **First instalment of 50% of the net amount of the grant by 31 December 2024**, provided that enrolment is completed by the deadline for submitting applications for review of the scholarship;
  - **Second instalment equal to the remaining 50% of the net amount of the grant, paid upon achievement of at least 20 credits duly registered** in the Esse3 system, or in the databases of the Conservatoires and the Academy (or at least 10 credits for courses with exclusively annual examinations) with a **passing date no later than 10 August 2025. The achievement of credits will be automatically verified on 30/04/2025 and 10/08/2025.**
- 2) For students **enrolled in the FIRST YEAR OF THE MASTER'S DEGREE OR SECOND-LEVEL DIPLOMA COURSES:**
  - **First instalment equal to 50% of the net amount of the grant by 31 December 2024**, depending on admission to the courses in accordance with the didactic regulations and recognition of at least 150 CFUs (CFAs)
  - **Second instalment equal to the remaining 50% of the net amount of the grant, paid from June**, upon achievement of at least 20 credits, duly registered in the Esse3 system, or in the Conservatoire and Academy databases (or at least 10 credits for courses with exclusively annual examinations) with a passing date no later than 10 August 2025.  
**Attainment of credits will be checked automatically on 30/04/2025 and 10/08/2025.**

Students who will have achieved the merit requirement, with registration of the necessary credits, **after 10 August but by 30 November 2025**, will be subject to ex officio checks with the University, the Conservatoires and the Academy for the purpose of preserving the amount received **as a scholarship** (scholarship amount halved).

**Failure to obtain the prescribed credits by 30 November 2024 will result in the revocation of the scholarship and other cash benefits already granted (Art. 25) and the return of any sums received in services.**

### **23.2 Students enrolled in years following the first.**

The monetary part of the scholarship is paid out as follows:

- **First instalment of 50% of the net amount of the grant by 31 December 2024**, provided that enrolment is completed by the deadline for submitting applications for review of the scholarship and that the IBAN is submitted.

- **Second instalment equal to the balance of** the net amount of the scholarship **by 30 June 2025**, after ex officio verification of the permanence of the requirements for **students enrolled in years subsequent to the first**.

If the student is **enrolled in the first additional year** (further semester) **and is allocated accommodation**, since he/she is entitled to half the amount of the scholarship, he/she will only receive a cash share if the amount of the scholarship itself, minus the accommodation service for the entire allocation period, is greater than zero. This tranche is paid in two equal instalments.

### **23.2.1 Undergraduate students**

For final year beneficiaries, with regular status, who have declared in their online application that they intend to undergo the general graduation examination by the last scheduled call for the academic year 2023/2024, **the grant is disbursed in one lump sum by June 2025, only after the degree has been verified**.

For students awarded accommodation who graduate by December 2024, a **flat-rate** amount of **EUR 700.00** is deducted from the grant amount for the accommodation service.

For students awarded accommodation who graduate between January and April 2025, a **flat-rate** amount of **EUR 1,400.00** for accommodation service is deducted from the grant amount.

Students who, despite having completed the application as undergraduates, do **not succeed in obtaining their degree** will only receive the grant after enrolment for the academic year 2024/2025 (first additional year) and provided they meet the merit requirements set out in Article 4.

Students who, contrary to the provisions of Article 3.1.1, apply as students enrolled in subsequent years for the additional semester for the academic year 2024/2025, even if they graduate by the extraordinary session of the academic year 2023/2024 and will enrol in the first year of the Master's degree for the academic year 2024/2025 by the deadlines set by the universities and conservatoires, will receive the grant at half the amount provided for students enrolled in subsequent years for the additional semester.

### **23.3 Students enrolled in the first year of PhD and specialisation courses**

For students enrolled in specialisation courses, with the exception of those in the medical area pursuant to Legislative Decree no. 368/1999, and PhD courses, who do not benefit from an academic scholarship, the first instalment of the grant is paid only upon **confirmation of enrolment** and the second instalment is paid in **June 2025**.

### **23.4 Suspension of Payments**

For students included in the final rankings with the note: "**university enrolment to be ascertained**" the payment of the grant is made in the financial year 2024 after verification of enrolment.

Payment of the grant cannot be made to students for whom an ISEE with annotations, remarks or discrepancies has been found.

Regularisation of the above cases after the deadline for submitting applications for review will result in the grant being credited in the 2025 financial year.

Students who owe ARDIS unduly received payments are suspended from the payment of the grant until the debt has been repaid in full. Debtor students, whose repayment in instalments has been authorised, may request the offsetting of the residual debt against the grant of which they are beneficiaries.

## **Article 24 - Cumulation limit**

ARDIS scholarships can be combined with other scholarships granted by public or private bodies provided they do not exceed EUR 1,500.00.

In the event that the student has declared in the online application that he/she is a beneficiary for the academic year 2024/2025 of another scholarship of an amount higher than EUR 1,500.00, he/she will be included in the relevant ranking as not eligible.

This limit does not apply to scholarships granted by national or foreign institutions aimed at supplementing training or research activities with stays in Italy or abroad, scholarships from international mobility programmes (e.g. Erasmus+), grants for international mobility provided by ARDIS, dissertation grants and accommodation grants. It also does not apply to students with disabilities pursuant to art. 5.

## **Article 25 - Revocation**

The scholarship is revoked from students who have been awarded the cash or service benefit if they fall into one of the following cases:

- Enrolled for the first time in the first year of the courses if they have not obtained at least 20 credits by 30 November 2025 (or at least 9 credits if students with disabilities as defined in Art. 5).
- Enrolled for the first time in the first year of courses with exclusively annual examinations if they have not obtained at least 10 credits by 30 November 2025.
- If the requirements for enrolment, merit, university seniority, income and assets are no longer met, following checks or reports received from universities or other public administrations.
- Having made false declarations or have presented false documents or documents containing false data.
- If they have obtained recognition of dual enrolment as set out in Article 16, point 3, the scholarship and any increase shall be revoked if the student loses the requirements set out in this call, with reference to the course of study to which the application for the scholarship is related;
- Having university seniority beyond the period of eligibility for benefits.
- Holding a degree of the same level or higher, even if obtained abroad.
- Transferring to another university or abandoning their studies for the academic year 2024/2025 on a date prior to 1 July 2025.

### **25.1 Revocation procedure**

ARDIS communicates the start of the grant revocation procedure to students who are in one of the above positions. Within 10 days of the communication, students may send any counter-arguments to the address: ARDIS@certregione.fvg.it or by registered mail with return receipt to the writing administration. Should this deadline expire unsuccessfully, ARDIS will send the revocation measure to the person concerned, requesting, within 30 days of receipt of the communication, the return of the sum received.

The student may request that the amount due be paid in instalments in accordance with the procedures set out in Article 38-a of Regional Law no. 21/2014.

If repayment does not take place within the time limit, ARDIS proceeds to recover the sum in accordance with the procedures defined by current state legislation on direct tax collection, as provided for in Article 50 of Regional Law no. 7/2000.

Revocation entails:

- Repayment of unduly received sums, with application of the sanctions set out in art. 10 in the event of untruthful declarations.
- Payment of the cost of the accommodation service improperly used.

In the event that the revocation of the grant has been determined by the **lack of requirements** as a result of the checks carried out by ARDIS and/or reports received from universities or other public administrations or the students have made false declarations or produced documents containing false data, the accommodation service will be calculated at the rate indicated in Article 37.3 for the allocation period.

First-year students who have been allocated accommodation and whose grant is revoked due to **failure to meet the merit requirement** must pay the fees set out in Article 36 for students allocated accommodation without scholarship.

For students transferring to another university or withdrawing from studies for the academic year 2024/2025 before 1 July 2025, the accommodation service will be calculated at the rate indicated in Article 36 for the allocation period.

### **ATTENTION**

If the scholarship is revoked, in addition to reimbursing the amount already disbursed, including in the form of accommodation services, students are required to reimburse the regional tax for the right to university education

and to pay the full amount corresponding to university fees and contributions, returning any amounts already received from the University or ARDIS by way of reimbursement.

## **Article 26 - Students with disabilities (pursuant to Article 3(1) of Law no. 104 of 5 February 1992, and/or disability of 66% or more)**

### **26.1 Amount**

The amount of the grant was updated by Directorial Decree of the Ministry of Universities and Research no. 317 of 14 March 2024 and the maximum amounts of the grants are listed below:

- **EUR 9,120.76** for **off-site** students.
- **EUR 5,330.06** for **commuter** students.
- **EUR 3,675.93** for **on-site** students.

The scholarship is paid in the maximum amount indicated above to students whose household ISEE for subsidised benefits related to the right to university education is less than or equal to 2/3 of the ISEE threshold for subsidised benefits related to the right to university education indicated in point 5.3 above. If the student's ISEE threshold for subsidised benefits related to the right to university education is higher than 2/3 and up to the maximum amount of the ISEE threshold for subsidised benefits related to the right to university education, the amount of the scholarship is gradually reduced up to half the maximum amount.

Scholarship amount to be calculated using 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 university entitlement benefits = ISEE for student university entitlement benefits BDSMAX = maximum gross scholarship amount BDSMIN = minimum gross scholarship amount

The amount of the grant includes the use of accommodation services in the form indicated below.

For all grant recipients with the status of off-site students who are also allocated accommodation, the amount of the grant is reduced by:

- EUR 2,000.00 for the use of accommodation for 10 months.
- EUR 2,200.00 for the use of the accommodation for 11 months

For students who graduate by December 2024, a flat-rate of EUR 700.00 is deducted for the housing service.

For students awarded accommodation who graduate between January and April 2025, a flat-rate amount of EUR 1,400.00 is deducted for the accommodation service.

The grant is exempt from income tax as provided for by Article 4 of Law no. 476 of 13 August 1984 "Provision on scholarships and PhDs in universities".

### **26.2 Payment**

From the academic year 2024/2025, the monetary portion of the grant shall be disbursed, to the extent due, as follows for each academic course:

- 1) For **students enrolled in the FIRST YEAR OF THE FIRST LEVEL BACHELOR'S DEGREE COURSES OR DIPLOMAS AND SINGLE-CYCLE MASTER'S DEGREE COURSES:**
  - **First instalment of 20% of the net amount of the grant by 31 December 2024**, provided that enrolment is completed by the deadline for submitting applications for review of the scholarship;

- **Second instalment equal to the remaining 50% of the net amount of the grant, paid from June,** upon achievement of **at least 9 credits regularly registered** on the Esse3 system, or in the databases of the Conservatoires and the Academy with **a passing date no later than 10 August 2025. The achievement of credits will be automatically verified on 30/04/2025 and 10/08/2025.**
- 2) For students **enrolled in the first year of MASTER'S DEGREE OR SECOND-LEVEL DIPLOMA COURSES:**
- **First instalment equal to 50% of the net amount of the grant by 31 December 2024,** depending on admission to the courses in accordance with the didactic regulations and recognition of at least 150 CFUs (CFAs)
  - **Second instalment equal to the remaining 50 % of the net amount of the grant, paid from June,** upon achievement of at least 9 credits, duly registered in the Esse3 system, or in the Conservatoire and Academy databases with a passing date no later than 10 August 2025. **Attainment of credits will be automatically verified on 30/04/2025 and 10/08/2025.**

Students who will have achieved the merit requirement, with registration of the necessary credits, **after 10 August but by 30 November 2025**, will be subject to ex officio checks with the University, the Conservatoires and the Academy for the purpose of preserving the amount received **as a scholarship** (scholarship amount halved).

**Failure to obtain the prescribed credits by 30 November 2025 will result in the revocation of the scholarship and other cash benefits already granted (Art. 25) and the return of any sums received.**

For **students enrolled in years following the first year**, the monetary share of the scholarship is paid as follows:

- **First instalment of 50% of the net amount of the scholarship by 31 December 2024,** provided that enrolment is completed by the deadline for submitting applications for review of the scholarship.
- **Second instalment equal to the balance of the net amount of the scholarship by 30 June 2025** after verification of the permanence of the requirements.

If the student is **enrolled in the first additional year** (further semester) **and is allocated accommodation**, since he/she is entitled to half the amount of the scholarship, he/she will only receive a cash share if the amount of the scholarship itself, minus the accommodation service for the entire allocation period, is greater than zero. This tranche is paid in two equal instalments.

For final-year students, with regular status, who intend to take the general graduation examination by the last scheduled call for the academic year 2023/2024, the scholarship is disbursed in **one lump sum by June 2025, only after verifying their qualification.**

### **26.3 Cumulation limit**

The limit on cumulation of the ARDIS scholarship with other scholarships under Article 24 does not apply to students with disabilities.

### **26.4 Revocation**

For students with disabilities, the conditions for revocation set out in Article 25 shall apply.

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

Students with disabilities are exempt from paying the tax.

# Accommodation places

## Deadline for submission of applications for EU and non-EU freshmen:

27 August 2024

1 p.m. (Italian Summer Time/GMT+ 2/UTC+2/CEST)

## Deadline for submitting applications in subsequent years

1 August 2024

1 p.m. (Italian Summer Time/GMT+ 2/UTC+2/CEST)

## Article 27 - Accommodation places

### **ATTENTION**

Students benefiting from the housing service are entitled to an accommodation place **assigned ex officio** with an assessment of the best organisation of the housing service, taking into account the places available, the applicants' place of study, the position in the ranking and, where possible, the building preferences indicated by the student in the online application.

**Housing beneficiaries (from the EU, non-EU and independent students) may not elect to reside in student houses, under penalty of disqualification.**

**Students over 35 years of age at the time of the deadline cannot be allocated accommodation.**

In order to guarantee the safety of students and the best efficiency of the accommodation service, ARDIS reserves the right to carry out transfers within the same residence or to another residence.

### 27.1 ACCOMMODATION FOR THE TRIESTE SITE

A total of **552** accommodation places are available, as follows:

- **501 accommodation places** at the Student Houses in Trieste (73 in the E1 building, 211 in the E3 building, of which 30 small lodgings, and 97 in the Via Gaspare Gozzi building, 120 in the former Military Hospital).
- **46 accommodation places** at the Student House in Gorizia (Palazzo De Bassa).
- **5 accommodation places** at the Student House in Pordenone.

**As of September 2024, work on the cooling system in building E3 will begin, so, for the time strictly necessary, the students assigned to the accommodation subject to the work, in blocks, will be temporarily housed in building E4.**

**During the course of the academic year, the E3 building will also be affected by work on the thermal insulation, for a minimum and indicative duration of 6 months.**

### **27.1.2 Allocation priority**

Only those enrolled in courses relating to the following can apply for a place in the Student House in Via Gaspare Gozzi:

- G. Tartini Conservatoire.
- School of Modern Languages for Interpreters and Translators.
- Medicine, Surgery and Health professions.

### **27.1.3 Trieste - Student Houses (E1 and E3)**

Accommodation places are allocated, net of the reserves referred to in Article 28, as follows:

- **174 accommodation places** for students enrolled in years following the first.
- **100 accommodation places** for EU students enrolled for the first time in their first year.
- **10 accommodation places** for non-EU students enrolled for the first time in their first year.

**30 of the above-mentioned accommodation places** are mini-lodgings, of which 1 is equipped for students with disabilities as per Art. 5.

Among the above-mentioned places, 9 places are equipped for students with disabilities as defined in Article 5: 4 places in Building E1, 5 places in Building E3. Such places are allocated regardless of the municipality of residence. In any case, residents in the Municipality of Trieste are excluded.

### **27.1.4 Trieste - Via Gaspare Gozzi Student House**

Accommodation places are allocated as follows:

- **66 accommodation places** for students enrolled in years following the first.
- **30 accommodation places** for EU students enrolled for the first time in their first year.
- **3 accommodation places** for non-EU students enrolled for the first time in their first year.

Among the above-mentioned places, 8 places are equipped for students with disabilities as defined in Article 5. Places are allocated regardless of the municipality of residence. In any case, residents in the Municipality of Trieste are excluded.

### **27.1.5 Trieste – Former Military Hospital**

- **120 accommodation places in double rooms** assigned to students of the University of Trieste enrolled in subsequent years and **not undergraduates**. Of the aforementioned places no. 64 will be assignable from the beginning of September 2024 and no. 56 places will be assignable from the beginning of October 2024.

Among the places mentioned above n. 18 places are intended primarily for students with disabilities as per art. 5. These places shall be allocated independently of the municipality of residence. In any case, residents of the municipality of Trieste shall be excluded.

The students assigned accommodation at the former Military Hospital conclude a specific hospitality contract with the property manager.

### **27.1.6 Gorizia**

Accommodation places are allocated, net of the reserves referred to in Article 28, as follows:

- **32 accommodation places** for students enrolled in years following the first.
- **14 accommodation places** for EU students enrolled for the first time in their first year.
- **1 potable accommodation** for non-EU students enrolled for the first time in their first year.



Among the above-mentioned places, 2 places are equipped for disabled students as defined in Article 5. The place is allocated regardless of the municipality of residence. In any case, residents in the municipality of Gorizia are excluded.

### **27.1.7 Pordenone**

Accommodation places are allocated as follows:

- **3 accommodation places** for students enrolled in years following the first.
- **1 accommodation place** for EU students enrolled for the first time in their first year.
- **1 accommodation place** for non-EU students enrolled for the first time in their first year.

### **27.2 ACCOMMODATION PLACES IN UDINE**

A total of **348** accommodation places are available, as follows:

- **99 accommodation places** at the New Student House in Udine, Rizzi science centre.
- **88 accommodation places at Casa Burghart**
- **40 accommodation places** at the Student House in Gorizia (Palazzo De Bassa).
- **53 accommodation places** at the Student House in Pordenone; \*
- **68 accommodation places** at the Student House in Gemona del Friuli.

#### **ATTENTION**

Accommodation places at the New Student House at the Rizzi campus are allocated with priority to students enrolled in three-year and five-year science degree courses and students enrolled in the single-cycle degree course in Medicine and Surgery.

Accommodation places at the "Burghart" house residence in Viale Europa Unita are allocated with priority to students enrolled in courses in the humanities cluster, economics and law clusters and the health professions.

#### **27.2.1 Udine - Rizzi science centre**

Accommodation places are allocated as follows:

- **66 accommodation places** for students enrolled in years following the first.
- **3 accommodation places** for non-EU students enrolled for the first time in their first year.
- **30 accommodation places** for EU students enrolled for the first time in their first year.

2 of the above-mentioned accommodation places are mini-lodgings.

Among the above-mentioned places, **6 places** are equipped for disabled students as defined in Article 5. Accommodation places are allocated regardless of the municipality of residence. In any case, residents in the municipality of Udine are excluded.

#### **27.2.2 Udine - Burghart House**

Accommodation places are allocated as follows:

- **59 accommodation places** for students enrolled in years following the first.
- **3 accommodation places** for non-EU students enrolled for the first time in their first year.
- **26 accommodation places** for EU students enrolled for the first time in their first year.

Among the above-mentioned places, **2 places** are equipped for disabled students as defined in Article 5. The accommodation place is allocated regardless of the municipality of residence. In any case, residents in the municipality of Udine are excluded

### **27.2.3 Gorizia**

Accommodation places are allocated as follows:

- **27 accommodation places** for students enrolled in years following the first.
- **1 accommodation place** for non-EU students enrolled for the first time in their first year.
- **12 accommodation places** for EU students enrolled for the first time in their first year.

Among the above-mentioned places, **1 accommodation place** is equipped for disabled students as defined in Article 5. The place is allocated regardless of the municipality of residence. In any case, residents in the municipality of Gorizia are excluded.

### **27.2.4 Pordenone**

Accommodation places are allocated as follows:

- **35 accommodation places** for students enrolled in years following the first.
- **2 accommodation place** for non-EU students enrolled for the first time in their first year.
- **16 accommodation places** for EU students enrolled for the first time in their first year.

Among the above-mentioned places, **3 places** are equipped for disabled students as defined in Article 5. Places are allocated regardless of the municipality of residence. In any case, residents in the municipality of Pordenone are excluded.

### **27.2.5 Gemona del Friuli**

Accommodation places are allocated as follows:

- **46 accommodation places** for students enrolled in years following the first.
- **2 accommodation places** for non-EU students enrolled in the first year at the Gemona del Friuli site;
- **20 accommodation places** for EU students enrolled for the first time in their first year.

Among the above-mentioned places, **2 places** are equipped for disabled students as defined in Article 5. Places are allocated regardless of the municipality of residence. In any case, residents in the municipality of Gemona del Friuli are excluded.

### **27.2.6 Students with disabilities**

Each residence has accommodation places equipped for the disabled. Students with disabilities referred to in art. 5, who are eligible in the accommodation ranking lists, will be priority assignees of the dedicated accommodation units until they are exhausted.

If these places are not allocated, they will be allocated to students in the ranking list.

### **27.2.7 Additional accommodation places**

If ARDIS acquires the availability of additional accommodation places in private student residences, these will be assigned to students included in the final accommodation lists as eligible non-beneficiaries.

## **Article 28 - Specific Requirements**

In addition to meeting the enrolment, merit, income and assets requirements set out in the general rules, students wishing to apply for accommodation at ARDIS Student Houses **must reside in one of the municipalities considered to be off-site in relation to the location of their course of study**, as set out in Article 15 of this call and in Annex 1.

Students with disabilities may still apply for an accommodation place, provided they are not resident in the municipality where the course is held.

## **Article 29 - Allocation modalities**

The allocation will be carried out as follows:

- 2 accommodation places of which 1 for the Trieste site and 1 for the Udine site, for students lacking or without means, enrolled in the courses referred to in art. 2, who carry out high-level sports activities, as defined in the memorandum of understanding between MIUR, CRUI, CONI, CIP, CUSI and ANDISU no. 68 of 12/12/2016.

30% of the non-reserved places for each residence are allocated to EU students enrolled in the first year of all courses.

3% of the non-reserved places for each residence are allocated to non-EU students enrolled in the first year of all courses, guaranteeing at least 1 accommodation place per ranking. No more than 20% of eligible non-EU students may come from the same country, unless the ranking list is exhausted, guaranteeing at least 1 accommodation place per ranking list.

All accommodation places, net of the above-mentioned reserves, are allocated to students enrolled in subsequent years.

In addition to the accommodation places equipped for students with disabilities, further accommodation places are in any case allocated with priority to students with disabilities as defined in art. 5.

A minimum accommodation quota of 10% is guaranteed for non-EU students. In addition, the principle of non-promiscuity of gender is guaranteed, except for requests from relatives of the same gender, which may be evaluated in the months following the assignment.

## **Article 30 - Application deadline and admission dates for students meeting income and merit requirements**

<b>Residence</b>	<b>Students</b>	<b>Application Deadline</b>	<b>Admission (indicative date)</b>
<b>Student Houses of Trieste (Buildings E1 and E3) and Via Gaspare Gozzi Student House</b>	<b>Subsequent years</b>	1 August 2024	From 4 September 2024
	<b>Freshmen</b>	27 August 2024	From 1 October 2024
<b>Former Military Hospital of Trieste</b>	<b>Subsequent years</b>	1 August 2024	From 4 September 2024 64 places From 3 October 2024 56 places
<b>Udine Student House - Polo Rizzi</b>	<b>Subsequent years</b>	1 August 2024	From 4 September 2024

	<b>Freshmen</b>	27 August 2024	From 1 October 2024
<b>Udine Student House - Burghart House</b>	<b>Subsequent years</b>	1 August 2024	From 4 September 2024
	<b>Freshmen</b>	27 August 2024	From 1 October 2024
<b>Gemona Student House</b>	<b>Subsequent years</b>	1 August 2024	From 2 October 2024
	<b>Freshmen</b>	27 August 2024	From 2 October 2024
<b>Gorizia Student House</b>	<b>Subsequent years</b>	01 August 2024	From 4 September 2024
	<b>Freshmen</b>	27 August 2024	From 1 October 2024
<b>Pordenone Student House</b>	<b>Subsequent years</b>	1 August 2024	From 4 September 2024

	<b>Freshmen</b>	27 August 2024	From 3 October 2024
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## **Article 31 - Rankings**

The rankings are prepared in accordance with Article 7 of the General Rules. The provisional and final rankings are separate for each deadline.

All students are entered in the ranking list published on the site with their **user code** instead of their first and last name, in order to meet transparency/privacy obligations. This code, assigned to each student by the software when filling in the online application, can be found in the student's reserved area called "Student Desk" or on the application summary file and corresponds to the **last five digits of the "Application" code**.

By accessing the online services of the ARDIS website, within the reserved area called "Student Desk", students can check the outcome of the rankings; beneficiaries can also view the university residence, and the room and date of assignment.

All beneficiary students who, for whatever reason, are unable to take possession of their allocated accommodation on the date indicated in their reserved area called "Student Desk" must send the deferred admission form, available on the ARDIS website, to [alloggi.trieste@ARDIS.fvg.it](mailto:alloggi.trieste@ARDIS.fvg.it) or [alloggi.udine@ARDIS.fvg.it](mailto:alloggi.udine@ARDIS.fvg.it) according to the reference location, **which must be accompanied by proof of payment of the security deposit referred to in art. 35, no later than the day of admission in the timetable. Late admission forms that are not accompanied by proof of payment of the security deposit will not be considered.**

Students who do not present themselves to take possession of the accommodation on the set days and at the set time and do not submit the appropriate deferred admission form by the day of admission provided for in the timetable, are declared forfeited.

Students who wish to enter the former Military Hospital on a postponed basis must send a notice to [info.trieste@joivy.com](mailto:info.trieste@joivy.com) within the calendar admission day, attaching the proof of payment of the security deposit and the first monthly payment. Failure to send within the deadline, accompanied by the relevant annexes, entails the forfeiture of the benefit.

The non-acceptance of the accommodation place allocated ex officio by ARDIS entails the renunciation of the benefit for the academic year in question.

The accommodation places remaining available after the allocation to the beneficiaries, due to renunciation or forfeiture, will be assigned to the eligible persons favourably ranked in the relevant lists, according to the procedures that will be published on [www.ardis.fvg.it](http://www.ardis.fvg.it).

The timely scrolling of the rankings is a priority, so even if a place that was indicated as the student's preference becomes vacant as a result of renunciations-refusal, it will not be possible to change rooms.

### **ATTENTION**

In the **provisional rankings**, students who meet the requirements of the call for applications are indicated as **eligible**.

In the **definitive rankings**, depending on the accommodation places actually available, the **beneficiary** students who are awarded accommodation places are identified.

Any **eligible** students who are **not beneficiaries** in the definitive rankings are those students who, despite meeting the requirements of the call for applications, do not obtain a place in the accommodation facility, unless the rankings are scrolled.

### **31.1 Students enrolled in subsequent years**

The provisional ranking of accommodation places for students enrolled in subsequent years is published on [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it) **by 9 August 2024**.

The following rankings are drawn up for each university location, in descending order of points:

- For students enrolled in years subsequent to the first year of all the relevant teaching areas/campuses, including students enrolled at the Conservatoire and the Academy of Fine Arts (for the Udine site).
- For students enrolled in specialisation courses, with the exception of those in the medical area covered by Legislative Decree no. 368/1999.
- For students enrolled in PhD courses who do not benefit from a scholarship under Ministerial Decree no. 224 of 30 April 1999.
- For students with disabilities.

**Students applying as students enrolled in subsequent years for the additional semester, if they obtain their degree by the extraordinary session of the academic year 2023/2024 and subsequently enrol in the first year of the Master's degree for the academic year 2024/2025, by the deadlines set by the University and the Conservatoire, will in any case only be granted accommodation until they obtain their three-year degree.**

Please refer to Article 9 of this call with regard to any requests for review.

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

The provisional ranking of accommodation places for students enrolled in the first year of all courses is published on [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it) **by 16 September 2024**.

The following rankings are drawn up for each university location, in descending order of points:

- For EU students enrolled for the first time in their first year.
- For non-EU students enrolled for the first time in their first year.
- For students with disabilities enrolled for the first time in their first year.

Please refer to Article 9 of this call with regard to any requests for review.

**Students applying as master's degree students, if they do not obtain their three-year degree by the extraordinary session of the academic year 2023/2024, if they do not meet the requirements for the additional semester, incur the revocation referred to in art. 37.**

## **Article 32 - Admissions**

Admissions of students benefiting from accommodation take place according to a timetable in which beneficiaries are called to the assigned residences over several days. When the final ranking list for accommodation is published, the student is notified in the "Ranking Results" section within the reserved area called "Student Desk" of the day and time when he/she must present him/herself at the allocated Student House. Any changes to dates, due to organisational requirements, are published in good time at [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it) and within the student's own "Student Desk" reserved area.

**Beneficiary students in the ranking list** must present themselves on the admission day indicated in their reserved area called "Student Desk" and bring with them:

- **A legible photocopy of a valid** identification document (accompanied by the original document). **Non-EU students must bring** with them **a passport** or **other** official identity document.
- **Proof of payment of the security deposit pursuant to art. 35.**
- **A passport photo.**

**Failure to produce the documents referred to in points 1 and 2 will result in the inability to access the accommodation.**

Students in receipt of accommodation at the former Military Hospital must also provide proof of payment of the first month's rent.

At the time of admission, the student signs the accommodation acceptance, provided by ARDIS, in which he or she declares to have read the "Rules for the use of the accommodation service in student residences", available on the website [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it), and undertakes to scrupulously comply with the rules contained therein.

On the date of convocation, the outgoing mobility student must complete the appropriate section on the deferred admission form. In this case, the accommodation will remain reserved until the end of mobility.

**PLEASE NOTE:** Failure to show up on the allocation day without justification, or failure to submit the late admission form by the indicated deadline, will result in the automatic irrevocable renunciation of the benefit.

**The non-acceptance of the accommodation place allocated ex officio by ARDIS entails the renunciation of the benefit itself for the academic year in question.**

Students allocated accommodation for the **academic year 2024/2025 in the case of allocation by means of a deferred admission form** must, except for proven reasons of force majeure, present themselves at the concierge's desk of the Student House of assignment **within 1 month** of the scheduled date of admission to sign the acceptance, and related documentation, of the accommodation place, **under penalty of forfeiting the right to the benefit. In that case, the student will be required to pay the accommodation fee for the period during which the accommodation was reserved for him/her.**

Situations of impediment must be reported promptly to [alloggi.trieste@ARDIS.fvg.it](mailto:alloggi.trieste@ARDIS.fvg.it) or [alloggi.udine@ARDIS.fvg.it](mailto:alloggi.udine@ARDIS.fvg.it) according to the ARDIS site of reference.

This provision also applies to students assigned accommodation at the former Military Hospital.

The student is the assignee of the place of accommodation for the a.a. 2024/2025 from the date of admission established in this notice until July 31, 2025 (the exit must take place by 9.00 am on August 1, 2025) with the exception of students who have been allocated a place of accommodation at the former Military Hospital who may agree, at the time of the conclusion of the hospitality contract, to stay at the property until 31 August 2025.

Students allocated accommodation are obliged to follow the rules set out in the **Unified Regulation for the use of the accommodation service in student residences** and in the Regulation on the **criteria and procedures for the temporary and occasional use of halls and other common areas in residences** both of which can be consulted at [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it).

Students who are assigned a place of accommodation at the former Military Hospital must comply with the contract of hospitality stipulated with the facility manager.

The students will provide themselves with the necessary crockery and cookware for the use of the kitchen.

**All guests of the Student Houses, excluding those assigned to the former Military Hospital, are required to actively participate in the meetings periodically promoted and organised by ARDIS, as well as in the meeting to illustrate the Unified Regulation for the use of the housing service in the Student Houses.**

With reference to the safety regulations in force, ARDIS will identify a suitable number of people among the beneficiary students who will carry out the task of **Emergency Management Officer**.

With the accommodation allocation, beneficiary students assume the obligation to attend in full the **training courses for Emergency Management officers on First Aid (lasting 12 hours) and on Fire Prevention and Protection at Medium Risk (lasting 8 hours)**, which will be held approximately during the month of November and will make it possible to train the Emergency Management teams. The courses will be attended by volunteering students or, in the event that the number of volunteers for each floor is insufficient, ARDIS will appoint ex officio the students required to attend these courses. All assignees must therefore make themselves available to take on this role. It is the responsibility of ARDIS to provide the necessary information and training to carry out the task, as well as the appropriate equipment.

All students allocated accommodation must attend the information meetings that may be organised by ARDIS regarding the correct disposal of waste.

Failure to attend the above-mentioned meetings, without a justified reason, will result in a written reprimand from the Director General.

## ATTENTION

Students who submitted the benefit application as enrolled in the first year and who have been allocated accommodation in a Student House should **immediately notify** [alloggi.trieste@ARDIS.fvg.it](mailto:alloggi.trieste@ARDIS.fvg.it) or [alloggi.udine@ARDIS.fvg.it](mailto:alloggi.udine@ARDIS.fvg.it), depending on the location in question, of their failure to pass any entrance tests and of their **possible renunciation of accommodation** in the event of non-enrolment in a degree course. . In this case, the form to be used is that provided for in Article 33 of this call. These students are in any case required to pay the fees for the period of the accommodation assignment, regardless the period of its usage.

**Students who, on the date of admission, owe ARDIS for accommodation fees or amounts to be repaid, are suspended from eligibility until they have settled their administrative obligations with ARDIS, unless they are repaying in instalments. Similarly, students who have not fully repaid the amount owed for damage caused to the student's accommodation or for extraordinary cleaning attributable to them cannot be allocated accommodation.**

## Article 33 - Renunciations

Students who decide to permanently renounce their accommodation place must notify ARDIS by sending the appropriate form available on the ARDIS website at [alloggi.trieste@ARDIS.fvg.it](mailto:alloggi.trieste@ARDIS.fvg.it) or [alloggi.udine@ARDIS.fvg.it](mailto:alloggi.udine@ARDIS.fvg.it), according to the place of reference, **within 15 days prior to the date from which the renunciation will take effect: the effects of the renunciation will take effect from the date indicated on the aforementioned form and in any case not before 15 days from the date of the communication.**

**Students who are not scholarship recipients** are required to pay the fees for the period to which the renunciation relates if they are late in communicating the same. It is understood that, in any case, the student accommodated in a Student House is obliged to pay the relevant fees until the definitive renunciation is notified. If the renunciation takes effect after the 15th day of the month in question, students who definitively renounce their accommodation are required to pay the full monthly fee. If the effective date of the renunciation falls on or before the 15th day of the relevant month, students are required to pay half of the monthly fee.

## ATTENTION

Exclusively with regard to the renunciation of accommodation for the month of July by students enrolled in subsequent years, the renunciation notice, also in the case of graduation, must be received **no later than 15 May 2024**. Otherwise, the accommodation withholding fee referred to in art. 35 below for 11 months will be applied.

Students who, in the course of the academic year, complete their degree, irrevocably renounce their studies or move to another university location, **must vacate their accommodation within the terms and procedures set out in the Unified Regulations for the use of the student housing service**, notifying ARDIS of the date of their definitive renunciation of accommodation. Such notification must be made **within 15 days prior to the date from which the renunciation will take effect**, by sending the appropriate form available on [www.ardis.fvg.it](http://www.ardis.fvg.it) to [alloggi.trieste@ARDIS.fvg.it](mailto:alloggi.trieste@ARDIS.fvg.it) or [alloggi.udine@ARDIS.fvg.it](mailto:alloggi.udine@ARDIS.fvg.it), according to the reference site. The waivers by the students assigned accommodation at the former Military Hospital must be communicated by the interested parties to [info.trieste@joivy.com](mailto:info.trieste@joivy.com) in the manner indicated in the hospitality contract concluded with the manager of the structure.

## Article 34 - Closure of Student Houses

During the Christmas period, the Student Houses of Gemona, Pordenone and Gorizia will be closed, without prejudice to the possibility of assessing the allocation of accommodation places in another structure for deserving, needy and lacking-in-means students who reside outside the region and are unable to return to their residence.

The Student Houses are closed during August; during this period, accommodation will be guaranteed to deserving, needy and underserved students **residing outside the region** who are unable to return to their place of residence, according to the terms and procedures governed by a specific notice published on the website.



Students, for August, will have to pay the fees envisaged for students with the enrolment-only requirement. ARDIS may also provide for further periods of closure following justified and serious needs and in correspondence with periods of suspension of teaching activities, which will be promptly communicated. Students who are assigned a place of accommodation at the former Military Hospital can agree, at the time of signing the hospitality contract, to stay at the property until 31 August 2025.

## **Article 35 - Deposit**

For the academic year 2024/2025 the amount of the deposit for students benefiting from an accommodation place, at the ARDIS Student Houses or the additional accommodation places referred to in art. 27.2.7, requesting a grant, is equal to one month's salary and amounts to EUR 200.00.

The amount of the deposit for students benefiting from an accommodation place but not benefiting from a grant is equal to one month's salary and amounts to EUR 200.00 for a single room and EUR 175.00 for a double room. The deposit for students benefiting from mini-lodgings, who are grant recipients, is equal to one month's salary and amounts to EUR 300.00.

Students who will be housed in the former Military Hospital must pay the manager a deposit of EUR 260.00, equal to one month's payment, according to the procedures and terms indicated on the website [www.ardis.fvg.it](http://www.ardis.fvg.it). For other types of assignee students, the amount of the deposit is defined by a specific Directorial Decree published on the website [www.ardis.fvg.it](http://www.ardis.fvg.it).

Failure to show proof of payment of the security deposit will result in the inability to access the assigned accommodation. For payment methods, please refer to art. 39.

## **Article 36 - Accommodation fees**

### **Scholarship recipients**

If the **students awarded** accommodation at the ARDIS Student Houses or at the additional accommodation places referred to in art. 27.2.7 are also scholarship recipients, the amount of the scholarship is reduced on a lump-sum basis by an amount equal to:

- **EUR 2,000.00** for the use of accommodation for 10 months.
- **EUR 2,200.00** for the use of accommodation for 11 months.

For students assigned mini-lodgings in E3 or at Rizzi the accommodation service fee is:

- **EUR 3,000.00** for the use of the accommodation for 10 months;
- **EUR 3,300.00** for the use of accommodation for 11 months.

The amount is deducted from the scholarship.

Students assigned accommodation who have applied for a scholarship do not have to pay the fees pending the release of the final rankings, with the exception of students who will be housed at the former Military Hospital, who will pay the monthly fee of EUR 260.00 independently to the manager, in accordance with the methods and terms indicated on [www.ardis.fvg.it](http://www.ardis.fvg.it).

For students assigned the accommodation place who graduate by December 2024, the **flat rate amount of EUR 700.00** will be deducted for the housing service.

For students graduating between January 2025 and April 2025, the **flat-rate amount of EUR 1,400.00** will be deducted for the housing service.

### **Non-scholarship recipients**

Students who benefit from accommodation but do **not receive a scholarship** must pay the following subsidised monthly fee:

Student House

MONTHLY RATE	
single room	double room

EUR 200.00	EUR 175.00
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The accommodation fee is monthly and is not determined on a daily basis. Students who take possession of accommodation from the 16th day of the month pay half the monthly fee.  
For payment methods, please refer to art. 39.

Students who have applied as master's degree freshmen but do not actually enrol in a master's degree programme for the academic year 2024/2025, if they do not meet the merit requirement as at 10 August 2024 as an additional semester, **forfeit the benefit of accommodation** and must pay the fees envisaged for **students with the enrolment-only status** for the entire period of their stay in the Student House (see art. 38.3).

Room changes authorised in different types of accommodation entail, in the case of students who are not grant recipients, the application, for the month of transfer, of the fees due for the type of room in which they are staying for the longest period.

Room changes established by ARDIS concerning students assigned mini lodgings, will entail the application of the fees due for the accommodation of destination.

In the event that the scholarship is revoked, ARDIS may possibly allow students to stay in the Student House in accordance with the arrangements for students with the enrolment-only status, subject to settlement of past debt.

## **Article 37 - Revocation and forfeiture of accommodation**

The benefit of the accommodation place is revoked from beneficiary students in the cases provided for in the **Unified Regulation for the use of the student housing service**, which can be viewed on the ARDIS website and are also listed below:

- Non-payment of 3 accommodation fees, even if not consecutive.
- Lack of the required enrolment, merit, university seniority, income and assets, following checks carried out by ARDIS or reports received from the University or other public administrations.
- Submission of false declarations or production of documents containing false data.
- Violations of safety rules.

The benefit of the accommodation at the former Military Hospital is also waived in the cases provided for by the hospitality contract signed by the student with the manager of the structure.

Revocation of the accommodation place due to **failure to meet the requirements** set out in this call will result in the request for payment of fees at the rate for students with enrolment-only status for the assignment period. It should be noted that revocation entails the recovery of the sums unduly received and the application of the penalties set out in art. 10 in the event of untruthful declarations. First-year students who have been allocated accommodation and whose scholarship is revoked due to failure to meet the merit requirement must pay the fees for the Student House set out in art. 36 for non-scholarship holders.

For students transferring to another university or withdrawing from studies for the academic year 2024/2025 before 1 July 2025, the accommodation service will be calculated at the rate indicated in Article 36 for non-scholarship holders for the allocation period.

The assignee forfeits the benefit of the accommodation place in the cases provided for in Article 11 of this call and in the **Unified Regulation for the use of the student accommodation service**.

## **Article 38 - Students with enrolment-only status**

If, after the allocation of accommodation places and mini lodgings to eligible students in the related rankings referred to in Article 31, and after the activation of the reserves set aside for incoming international mobility students, accommodation places are still available, these places will be made available to students who meet the enrolment-only requirement.

Notices concerning any available accommodation places in the Student Houses are published on [www.ardis.fvg.it](http://www.ardis.fvg.it) with activation of the relevant online application.

**An exception is the Student House in Gemona del Friuli for which the online application must be completed by 1 p.m. (Italian Summer Time/GMT+2/UTC+2/CEST) on 6 September 2024. At the Gemona site**, the admissions of accommodation assignees will be held on the days that will be published on the site in good time and, in any case, indicatively from 2 October 2024.

By completing the online application, the student provides a simple expression of interest, which must be finalised by sending the application in paper format, duly stamped (EUR 16.00 stamp duty) and signed. The application must be sent to [ARDIS@certregione.fvg.it](mailto:ARDIS@certregione.fvg.it) by 12 September 2024.

**The possible activation date of the relevant online application for sites other than Gemona will be indicated at a later date on the website [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it).**

#### **ATTENTION**

Students found to be ineligible in the ranking lists for the allocation of accommodation places due to lack of enrolment, merit, income and assets requirements **are NOT automatically included in the ranking list for accommodation places for students meeting the enrolment-only requirement.**

These students must therefore complete the online application for accommodation with an enrolment-only status by the deadline set for each Student House for sites other than Gemona, according to the calendar that will subsequently be published on [www.ardis.fvg.it](http://www.ardis.fvg.it).

Only if the number of applications exceeds the actual availability of accommodation will two separate rankings be drawn up, one for subsequent years and one for freshmen, PhD and postgraduate students, according to the criteria specified below.

Places will be allocated with priority to students with disabilities pursuant to art. 5.

The number of beneficiaries is determined by allocating, for each ranking, the same proportion of accommodation places, until the available places are exhausted.

ARDIS will be able to draw from the aforementioned rankings until the date indicated when they are published.

**Students who, on the date of admission, owe ARDIS for accommodation fees or amounts to be repaid, are suspended from the benefit until the administrative arrears with ARDIS have been settled, unless they are repaying in instalments.**

**Similarly, students who have not fully repaid the amounts due for damages caused to the student's accommodation or for extraordinary cleaning charged to them cannot be allocated accommodation.**

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

The ranking takes into account only university merit and is formulated by taking into consideration the examinations taken and registered in the career in the Esse3 system or in the databases of Conservatories and the Academy by 10 August 2024, with the following formula:

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

#### **38.2 Students enrolled in the first year, PhD and specialisation courses**

The ranking takes into account the final grade with which students completed the course of study preceding the one they are enrolled in, on a scale of 1 to 100. For example, in the case of students enrolled in the first year of a bachelor's degree course, the grade obtained in the baccalaureate exam is taken into account (converted to a scale of 1 to 100 if it is not already expressed in hundredths). In the case of students enrolled, for example, in the first year of master's degree courses, the grade obtained in the final exam is taken into account and converted on a scale of 1 to 100.

### 38.3 Accommodation fees for students with the enrolment-only status

The fees are determined as follows:

Residence	Room type	Monthly fee
Trieste Student Houses	Single room with shared bathroom	EUR 240.00
	Single room with private bathroom	EUR 250.00
	Double room	EUR 220.00
	Mini lodging (Student House E3)	EUR 400.00
Gorizia Student Houses	Single room	EUR 250.00
	Double room	EUR 250.00
Student Houses in Gemona del Friuli,	Single room	EUR 250.00
	Double room	EUR 220.00
Student House in Pordenone	Single room	EUR 250.00
Student Houses in Udine (Rizzi)	Single room	EUR 250.00
	Double room	EUR 220.00
	Mini lodging	EUR 400.00

### 39 Methods of payment the deposit and the accommodation fee

Payments must be made by using the PagoPA payment system.

Depending on the ARDIS premise of reference, the following links should be used:

Trieste

[https://servizi.regione.fvg.it/SERVIZIFVG\\_Pagamenti/ingresso/ARDISs/sedets](https://servizi.regione.fvg.it/SERVIZIFVG_Pagamenti/ingresso/ARDISs/sedets)

Udine

[https://servizi.regione.fvg.it/SERVIZIFVG\\_Pagamenti/ingresso/ARDISs/sedeud](https://servizi.regione.fvg.it/SERVIZIFVG_Pagamenti/ingresso/ARDISs/sedeud)

The PagoPA payment method can also go along, as a possible alternative, cash payments. Specifically, cash payments of sums in favour of ARDIS can be made at the nationwide branches of Banca Intesa Sanpaolo S.p.A., indicating the treasury code of ARDIS (2919) and the reason for payment.

The **accommodation fee** must be paid by the 5th day of the reference month, indicating as the reason for payment the month to which the fee refers. Late payment will be sanctioned by a written warning from the Director General.

Exceptions are the fees for the first month after admission, which must be paid within 5 days of admission, and the January fees, which must be paid by the 15th day of the month.

The **deposit** must be paid before arriving at the assigned Student House and failure to **show proof of payment will result in inability to access the assigned accommodation.**

The provisions of this article do not apply to students staying at the former Military Hospital for whom reference is made to art. 35 and 36.



SUPPLEMENTARY ACCOMMODATION GRANT  
FOR THE FORMER MILITARY HOSPITAL

Automatic  
assignment

## **Article 40 - Grants envisaged by the call**

For students enrolled in years subsequent to the first year and assigned a place in the former Military Hospital in Trieste, ARDIS provides a supplementary contribution of 30.00 euros per month for the duration of the contract.

Students who will be housed in this facility will independently pay the manager the monthly fee of EUR 260.00 and must also pay a deposit of EUR 260.00, according to the terms and conditions indicated on [www.ardis.fvg.it](http://www.ardis.fvg.it).

## **Article 41 – Rankings**

The provisional ranking list for supplementary accommodation grants is published on [www.ardis.fvg.it](http://www.ardis.fvg.it) by 3 March 2025.

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

The final ranking will be published by 27 March 2025 according to the procedures indicated in art. 8.

## **Article 42 - Payment**

Payment of the grant will be made after checking with the manager of the former Military Hospital that the student has paid the monthly instalments due.

The supplementary accommodation grant is paid by crediting a national current account (IBAN IT) or a foreign account (ACCOUNT IDENTIFICATION CODE) in the name of the student or co-owned by the student, or by means of a prepaid card with IBAN IT in the name of the student or co-owned by the student.

Students must enter their bank details when completing the online application and may subsequently supplement or modify them through the ARDIS online services. If in possession of a foreign account, it is necessary to enter not only the account identification code, but also the BIC/SWIFT code, the name of the bank as well as the country of the bank. The costs and bank charges resulting from crediting foreign accounts will be charged to the student in full.

## **Article 43 - Revocation**

The contribution already paid out is revoked:

- If the requirements for enrolment, merit, university seniority, income and assets are no longer met, following checks or reports received from the University or other public administrations.
- If students have made false declarations or have presented false documents or documents containing false data.
- If the specific requirements for the benefit are no longer met.

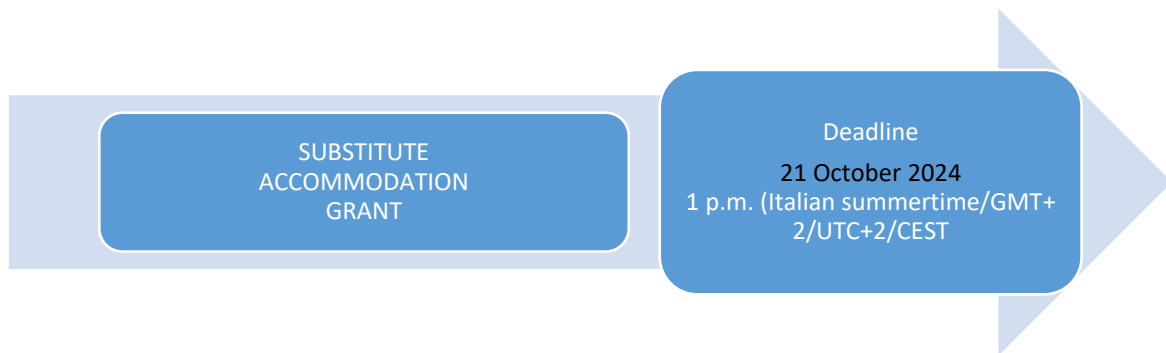
The revocation entails the recovery of the sums unduly received with the application of the sanctions set forth in art. 10 in the case of untruthful declarations.

Students who find themselves in any of the above positions will be notified by ARDIS of the start of the procedure to revoke the housing grant. Within 10 days of the communication, students may send any counterarguments to ARDIS, to the address: [ardis@certregione.fvg.it](mailto:ardis@certregione.fvg.it) or by registered mail with return receipt to be addressed to the writing Administration. Once this term has expired unsuccessfully, ARDIS

will transmit the consequent revocation measure to the interested party, requesting the payment of the sum due within 30 days of receipt of the communication.

The student may eventually request the repayment in instalments of the amount due according to the procedures established by art. 38-a of RL 21/2014.

In the event that repayment is not made within the terms, ARDIS proceeds to recover the credits by registering them on the tax roll, in accordance with the methods defined by the current state regulations on the collection of direct taxes, as provided for by art. 50 of RL 7/2000.



## **Article 44 - Grants envisaged by the call**

Students **included in the final accommodation lists** as eligible non-beneficiaries, who are not offered accommodation in the ARDIS student houses or in the additional accommodation places pursuant to art. 27.2.7, not even after the relative ranking lists have been exhausted due to the unavailability of places, which will end by 15 October 2024, a substitute accommodation grant will be awarded on condition that the students communicate, **no later than 21 October 2024**, full details of a regularly registered rental contract for at least 10 months, in the course location attended, with private individuals or in boarding facilities for the same duration. The amount of the replacement contribution is EUR 1,500.00 for a rental agreement for consideration of at least 10 months. The contribution will be recalculated in the event of early termination of the contract. For this reason, the student is obliged to notify any change in the rental contract as soon as possible.

**This contribution is not granted in the case of voluntary renunciation or non-acceptance of the accommodation place that may have been allocated.**

The allocation of accommodation in the former Military Hospital does not constitute entitlement to the said contribution.

**ATTENTION:** In order to obtain the grant, the eligible student is required to make the notification provided for in art. 16.3 by the deadline for the purposes of qualifying as an "off-site" student.

## **Article 45 - Rankings**

The provisional ranking list for housing grants will be published on [www.ardis.fvg.it](http://www.ardis.fvg.it) indicatively by 12 March 2025.

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

The final ranking will be published by 3 April 2025 according to the procedures indicated in art. 8.

## **Article 46 - Payment**

The grant is paid by crediting a national current account (IBAN IT) or a foreign account (ACCOUNT IDENTIFICATION CODE) in the name of or co-owned by the student, or by means of a prepaid card with IBAN IT in the name of or co-owned by the student.

Students must enter their bank details when filling out the online application and may subsequently supplement or modify them through the ARDIS online services. If in possession of a foreign account, it is necessary to enter not only the account identification code, but also the BIC/SWIFT code, the name of the bank as well as the country of the bank. The costs and bank charges arising from the crediting of foreign accounts will be charged to the student in full.

For **students enrolled in subsequent years**, the substitute accommodation grant is paid **within two months of the publication of the final ranking list**.

For students **enrolled in the first year of all courses**, the substitute accommodation grant is only paid out upon **achievement of at least 20 credits (or at least 10 credits for courses with exclusively annual examinations)** and following notification to ARDIS, as follows:



- Those who achieve the required credits **by 10 August 2025** are paid the **full amount of the grant**.
- Those who obtain the required credits after 10 August 2025, but in any case **by 30 November 2025, receive 50% of the amount**.

**Students with disabilities, pursuant to Art. 5, enrolled in the first year** of all courses, the accommodation grant is only paid upon **achievement of at least 9 credits** and following notification to ARDIS, as follows

- Those who achieve at least 9 credits **by 10 August 2025** are paid the full amount of the grant.
- Those who achieve 9 credits after 10 August 2024, but in any case **by 30 November 2025, receive 50% of the amount**.

Notification of the achievement of the required credits must be made exclusively by sending an email to the ARDIS office to which the student belongs: info.trieste@ardis.fvg.it or info.udine@ardis.fvg.it. Students who do not notify ARDIS of the achievement of credits will still receive the grant following the **checks carried out** with the University **after 30 November 2025**.

## **Article 47 - Revocation**

The grant already paid is revoked:

- If the requirements of enrolment, merit, university seniority, income and assets are lacking, following automatic checks or reports received from the University or other Public Administrations;
- To students who have made false declarations or have produced false documents or documents containing false data.
- If the requirements for the benefit are no longer met.

Withdrawal shall entail the recovery of the sums unduly received and the application of the sanctions referred to in art. 10 in the event of untruthful declarations.

Students who find themselves in any of the above positions will be notified by ARDIS of the start of the procedure to revoke the accommodation grant. Within 10 days of the communication, students may send any counterarguments to ARDIS, to the address: ardis@certregione.fvg.it or by registered mail with return receipt to the writing Administration. Once this term has expired unsuccessfully, ARDIS will transmit the consequent revocation measure to the person concerned, requesting the payment of the sum due within 30 days of receipt of the communication.

The student may eventually request the repayment in instalments of the amount due according to the procedures established by art. 38-a of RL 21/2014.

In the event that repayment is not made within the terms, ARDIS proceeds to recover the credits by registering them on the tax enforcement roll, in accordance with the methods defined by the current state regulations on the collection of direct taxes, as provided for by art. 50 of RL 7/2000.

ACCOMMODATION GRANT FOR  
THE LOCATIONS OF  
PORTOGRUARO, BOLZANO,  
CONEGLIANO AND VERONA

Deadline  
**21 October 2024**  
13 p.m. (Italian  
summertime/GMT+  
2/UTC+2/CEST)

## Article 48 - Application deadline and procedure

Students wishing to apply for the scholarship must fill in the online application and send it by 1 p.m. (Italian Summer Time/GMT+2/UTC+2/CEST) on 19 September 2024 following the procedures set out in Article 6 of this call.

## Article 49 – Grants envisaged by the call

**For students enrolled in study courses based in Portogruaro, Bolzano, Verona and Conegliano**, where ARDIS does not directly manage a university residence, ARDIS provides an annual substitute accommodation grant of EUR **1,500.00** for a rental contract of at least 10 months. The grant will be recalculated in the event of early termination of the contract. For this reason, the student is obliged to communicate any changes to the rental contract as soon as possible.

Ten grants are offered for each study location.

## Article 50 – Specific requirements

In addition to meeting the enrolment, merit, income and assets requirements set out in the general rules, students applying for accommodation grants must also meet the following specific requirements:

- They must be enrolled for the academic year 2024/2025 in degree courses at the University of Trieste **based in Portogruaro** or in degree courses at the University of Udine **based in Conegliano, Bolzano and Verona**.
- Must be resident in one of the municipalities **considered to be off-site**, in relation to the location of their course of study, as set out in art. 16.3 of this call and in Annex 1; for the Bolzano and Verona campuses, applicants must be resident in one of the municipalities at least 50 km from these cities.
- Must have available an accommodation with a rental contract, as set out in art. 16.3 of this call.

Students must declare the actual use of the accommodation for consideration **for at least 10 months (counted in the period between 1 September 2024 and 30 September 2025)** in the vicinity of the university campus (**i.e. the municipalities considered on-site with respect to the course location**), indicating online the details of the rental contract (duration, expiry date, rent and registration details). Students who have an existing contract with a shorter expiry date than the established one and intend to renew it or enter into a new one are still considered eligible for the grant, but must necessarily communicate to ARDIS (by sending an email to the address: [info.trieste@ardis.fvg.it](mailto:info.trieste@ardis.fvg.it) or [info.udine@ardis.fvg.it](mailto:info.udine@ardis.fvg.it)) the details of the contract renewal or of the new contract enabling them to reach the 10-month duration of accommodation for consideration.

**The monthly fee payable by the student**, net of utility costs (e.g. water, electricity, gas, telephone, etc.), **cannot be less than EUR 150.00**.

Students who, when completing the online application, have not declared that they have taken possession of accommodation for consideration, are required to declare subsequently online in the specific section "Lease agreement details", and in any case by **1 p.m. of 21 October 2024**, the use of the accommodation for valuable consideration for at least 10 months counted in the period from 1 September 2024 to 30 September 2025,

indicating the address of the accommodation itself, located near the university campus, the monthly rent paid, the duration of the contract, the expiry date and the registration details of the same.

**The "rental contract data" section will be available indicatively from 1 September 2024.**

## **Article 51 – Rankings**

**The provisional ranking of accommodation grants is published on [www.ardis.fvg.it](http://www.ardis.fvg.it) indicatively by 27 February 2025.**

All students are included in the ranking list published on the site with a user code in place of their name, for transparency/privacy purposes. This number, assigned to each student by the software when completing the online application, can be found in the reserved area called " Sportello studente " (Student Desk) or on the PDF file summarising the application: it is the last five digits of the "Application" code.

By accessing ARDIS online services, within their reserved area called "Sportello studente", students can check the outcome of the rankings.

Based on the procedures set out in articles 7 and 8 of the General Regulations, the following rankings will be drawn up in descending order of points, broken down by course location:

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

Priority is given to students enrolled in years subsequent to the first year.

**Please refer to art. 9 of this call for applications for re-examination.**

## **Article 52 - Payment**

The contribution is paid by crediting a national current account (IBAN IT) or a foreign account (ACCOUNT IDENTIFICATION CODE) in the name of or co-owned by the student, or by means of a prepaid card with IBAN IT in the name of or co-owned by the student.

Students must enter their bank details when filling out the online application and may subsequently supplement or modify them through the ARDIS online services. If in possession of a foreign account, it is necessary to enter not only the account identification code, but also the BIC/SWIFT code, the name of the bank as well as the country of the bank. The costs and bank charges arising from the crediting of foreign accounts will be charged in full to the student.

For students enrolled in subsequent years, the substitute accommodation contribution is paid within two months of the publication of the final ranking list.

For students enrolled in the first year of all courses, the substitute accommodation contribution is only paid out upon achievement of at least 20 credits (or at least 10 credits for courses with exclusively annual examinations) and following notification to ARDIS, as follows:

## **Article 52 - Payment**

The grant is paid by crediting a national current account (IBAN IT) or a foreign account (ACCOUNT IDENTIFICATION CODE) in the name of or co-owned by the student, or by means of a prepaid card with IBAN IT in the name of or co-owned by the student.

Students must enter their bank details when filling out the online application and may subsequently supplement or modify them through the ARDIS online services. If in possession of a foreign account, it is necessary to enter not only the account identification code, but also the BIC/SWIFT code, the name of the bank as well as the country of the bank. The costs and bank charges arising from the crediting of foreign accounts will be charged in full to the student.

For **students enrolled in subsequent years**, the substitute accommodation grant is paid **within two months of the publication of the final ranking list**.

For students **enrolled in the first year of all courses**, the substitute accommodation grant is only paid out **upon achievement of at least 20 credits (or at least 10 credits for courses with exclusively annual examinations)** and following notification to ARDIS, as follows:

- Those who obtain the requested credits **by 10 August 2025** receive the full amount of the grant.
- Those who obtain the required credits after 10 August 2025, but in any case **by 30 November 2025, receive 50% of the amount of the grant.**

For **students with disabilities, as defined in Art. 5, enrolled in the first year** of all courses, the accommodation grant is only paid upon achievement of at least 9 credits and following notification to ARDIS, as follows:

- Those who achieve at least 9 credits **by 10 August 2025** are paid the full amount of the contribution;
- Those who obtain 9 credits after 10 August 2025, but in any case **by 30 November 2025, the amount of the contribution is halved and the student receives 50% of the amount of the grant.**

Notification of the achievement of the required credits must be made exclusively by sending an email to the ARDIS office to which the student belongs: [info.trieste@ardis.fvg.it](mailto:info.trieste@ardis.fvg.it) or [info.udine@ardis.fvg.it](mailto:info.udine@ardis.fvg.it)  
Students who do not notify ARDIS of the achievement of credits will still receive the contribution following the checks **carried out automatically** with the University **after 30 November 2025**.

## **Article 53 - Revocation**

The grant already assigned is revoked:

- If the requirements of enrolment, merit, university seniority, income and assets are lacking, following automatic checks or reports received from the University or other Public Administrations.
- From students who have made false declarations or have produced false documents or documents containing false data.
- If the requirements for the benefit are no longer met.

The revocation shall entail the recovery of the sums unduly received and the application of the sanctions referred to in art. 10 in the event of untruthful declarations.

Students who find themselves in any of the above positions will be notified by ARDIS of the start of the procedure to revoke the accommodation grant. Within 10 days of the communication students may send any counterarguments to ARDIS, to the address: [ardis@certregione.fvg.it](mailto:ardis@certregione.fvg.it) or by registered mail with return receipt to the writing Administration. Once this term has expired unsuccessfully, ARDIS will transmit the consequent revocation measure to the interested party, requesting the payment of the sum due within 30 days of receipt of the communication.

The student may eventually request the repayment in instalments of the amount due according to the procedures established by article 38-a of RL 21/2014.

In the event that repayment is not made within the terms, ARDIS proceeds to recover the credits by registering them on the tax enforcement roll, in accordance with the methods defined by the current state regulations on the collection of direct taxes, as provided for by art. 50 of LR 7/2000.

INTERNATIONAL  
MOBILITY GRANT

Deadline

7 April 2025

1 p.m. (Italian Summer Time/GMT+  
2/UTC+2/CEST)

## Article 54 – Application term and procedure

The international mobility grant application may **only be completed by eligible students or recipients of a study grant for the academic year 2024/2025 from 4 March 2025 by the deadline of 7 April 2025 at 1.00 p.m. (Italian Summer Time/GMT+2/UTC+2/CEST)**, in accordance with the procedures set out in art. 6 of this call.

## Article 55 – Grants envisaged by the call

International mobility grants are reserved for eligible students or recipients of scholarships for the academic year 2024/2025 who participate for the same academic year **in periods of study and training abroad**, already promoted by the University of Trieste, the University of Udine, the "G. Tartini" Music Conservatory of Trieste, the "J. Tomadini" Music Conservatory of Udine and the "G. B. Tiepolo" Academy of Fine Arts of Udine, both within the framework of programmes promoted by the European Union and of non-EU programmes (bilateral agreements), provided that the period of study and/or internship has academic recognition in terms of credits, within the scope of one's course of study in Italy, even if for the purposes of the final examination.

The international mobility grant is **EUR 600.00 on a monthly basis** for the duration of the period spent abroad, up to a maximum of ten months, regardless of the country of destination, and may only be granted **once for each higher education course**.

From the amount of the mobility grant, which is equal to EUR 600.00 on a monthly basis, the amount of the grant awarded from the funds of the Universities, the Conservatoires and the Academy of Fine Arts, the European Union or any other bilateral agreement, including non-EU ones, is deducted.

Round-trip **travel expenses** by public transport will be reimbursed up to the amount of EUR 100.00 for European countries and up to the amount of EUR 500.00 for non-European countries, if the related reimbursement is not already provided for by the University or Conservatoire, subject to uploading the related supporting documents, **by the deadline of 31 December 2025**, through the online procedure that will be activated following the publication of the provisional ranking.

The period of stay abroad will be verified with the above-mentioned institutions and for each full month of stay, conventionally calculated as 30 days, the full monthly grant will be paid, while for periods of less than one month the grant will correspond to the days actually spent abroad.

No grant is paid for periods of **mobility carried out online from Italy** as part of study or training programmes promoted by the University of Trieste, the University of Udine, the "G. Tartini" Music Conservatory of Trieste, the "J. Tomadini" Music Conservatory of Udine, the "G. B. Tiepolo" Academy of Fine Arts of Udine.

The international mobility grant is paid within the limits of the available resources and may be reduced in order to satisfy the widest possible range of applicant students.

## **Article 56 – Specific requirements**

In addition to meeting the enrolment, merit, income and asset requirements set out in the general rules, students wishing to receive the international mobility grants must:

- **Participate exclusively in the academic year 2024/2025 in periods of study or internship abroad** promoted by the University of Trieste, the University of Udine, the "G. Tartini" Conservatory of Music of Trieste, the "J. Tomadini" Conservatory of Music of Udine, the "G. B. Tiepolo" Academy of Fine Arts of Udine for participation in international mobility programmes, both under programmes promoted by the European Union and under programmes including non-EU programmes (bilateral agreements).
- **Be beneficiaries of the scholarship** referred to in this call in the academic year 2024/2025.
- **The period of study or internship in question must have academic recognition in terms of credits as part of their course of study in Italy.**

Students applying must declare in the online application to participate in study and internship periods abroad for the academic year 2024/2025 as per art. 55, the related period of stay abroad determined at the time of the assignment by the University, Conservatoire or Academy, and must also declare that they have not obtained an ARDIS international mobility grant for the same course of study.

**Any notification regarding the extension of the study period abroad, if received after the deadline for the submission of the grant application, will be taken into consideration only if communicated within the deadline for the submission of applications for review.**

### **ATTENTION**

In the event that the actual period spent abroad is less than that declared when completing the application, following checks carried out with the International Mobility Offices of the above-mentioned institutions, ARDIS proceeds to recalculate the amount of the awarded grant. The student will be required to return to ARDIS any excess amount received.

## Article 57 - Rankings

**The indicative date of publication of the provisional rankings for international mobility grants on [www.ardis.fvg.it](http://www.ardis.fvg.it) is 16 May 2025.**

All students are included in the ranking list published on the site with their **user code** in place of their name, for transparency/privacy compliance purposes. This code, assigned to each student by the software when completing the online application, can be found in the reserved area called "Sportello studente" (Student Desk), or on the PDF file summarising the application, and corresponds to the last five digits of the "Application" code. By accessing ARDIS online services, within their reserved area called "Sportello studente", students can check the outcome of the rankings.

Based on the procedures set out in Articles 7 and 8 of the General Rules, the following rankings are drawn up in descending order of points, broken down by course location:

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

Priority is given to students enrolled in years subsequent to the first, according to the availability of the ARDIS budget.

In the event of equal merit, priority is given to students with the lowest ISEE.

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

## Article 58 - Payment

The grant is paid by crediting a national current account (IBAN IT) or a foreign account (ACCOUNT IDENTIFICATION CODE) in the name of the student or co-owned by the student or by a prepaid card with IBAN IT in the name of the student or co-owned by the student.

Students must enter their bank details when completing the online application and can later supplement or modify them through the ARDIS online services. If the student has a foreign account, he/she must enter the BIC/SWIFT code, the name of the bank and the Country in addition to the account identification code. The costs and bank charges resulting from the crediting of foreign accounts will be charged to the student in full.

The grant is paid only for the months authorised and promoted by the Universities, the Conservatoires and the Academy of Fine Arts, the European Union, or other bilateral agreement, including non-EU ones, in the amount of EUR 600.00 on a monthly basis for the duration of the stay abroad, up to a maximum of ten months, certified by the Universities, the Conservatoires and the Academy of Fine Arts promoting the mobility programme, regardless of the country of destination. The amount of any grant awarded by the above institutions is deducted from the amount of the mobility grant.

The international mobility grant is disbursed as follows:

- For **students enrolled in years following the first** in two instalments:
  - **50% of the amount within 60 days** of the publication of the final ranking list provided that the mobility period has already started.
  - The remaining part of the scholarship, including reimbursement of travel expenses, **at the actual end of the period abroad**, subject to verification of the recognition of credits related to the mobility period. ARDIS reserves the right to disburse the contribution in a single instalment.
- For **students enrolled in the first year of courses after the achievement of merit** (20 CFUs or 10 CFUs for courses with exclusively annual examinations) **at the actual end of the period abroad**, subject to verification of the recognition of credits related to the mobility period:
  - **The full amount of the grant** for those who achieve the required credits by 10 August 2025.
  - The **amount of the grant halved** for those who achieve the required credits between 10 August and 30 November 2025.
- For **students with disabilities pursuant to Art. 5** upon achievement of at least 9 credits:

- **The full amount of the grant** to those who achieve at least 9 credits by 10 August 2025.
- The **amount of the contribution halved** for those who achieve the required credits between 10 August and 30 November 2025.

ARDIS carries out checks on merit and orders payments on a quarterly basis.

## **Article 59 - Revocation**

The grant already paid is revoked from students:

- Who no longer meet the requirements for enrolment, merit, university seniority, income and assets, following checks or reports received from the University or other public administrations.
- Who have made false declarations or have presented false documents or documents containing false data.
- Who no longer meet the specific requirements for the benefit.
- Who renounce their ARDIS scholarship.
- Who have already received from ARDIS an international mobility scholarship for the same course of study.

Revocation shall entail the recovery of the sums unduly received with application of the sanctions set out in art. 10 in the event of untruthful declarations.

Students in any of the above positions will be notified by ARDIS of the start of the procedure to revoke their international mobility scholarship. Within 10 days of the communication, students may send to ARDIS, at the address: ARDIS@certregione.fvg.it or by registered letter with return receipt to be addressed to the writing administration, any counter-arguments. Once this deadline has expired unsuccessfully, ARDIS will transmit the consequent revocation measure to the person concerned, requesting the return of the sum received within 30 days of receipt of the communication.

If necessary, the student may request that the amount due be paid in instalments in accordance with the procedures set out in art. 38-a of RL 21/2014.

If repayment does not take place within the time limit, ARDIS proceeds to recover the credits by means of enlisting them in the enforcement register in accordance with the procedures defined by current state legislation on direct tax collection, as provided for in art. 50 of RL no. 7/2000.



## ANNEXES

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

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

#### Students enrolled in Trieste-based courses

##### ON-SITE:

Residents of Trieste, Muggia, San Dorligo della Valle, Monrupino, Sgonico and Duino-Aurisina

##### COMMUTERS:

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 the national borders, the following municipalities: Koper, Erpelle-Cosina, Divaccia, Izola, Piran, Postojna, St. Peter of Karst, Sezana, Vipava and the following localities: Koseze and Podgrad in the Municipality of Villa del Nevoso.

Residents of all municipalities considered to be off-site who do not take up accommodation near the university premises by using, for a fee, public residential facilities or other accommodation provided by private individuals or institutions.

##### OFF-SITE:

Residents of all other municipalities who take up accommodation near the university campus using, against payment, public residential facilities or other private or institutional accommodation for a period of not less than 10 months.

#### Students enrolled In Udine-based courses

##### ON-SITE:

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

##### COMMUTERS:

Residents of Aiello, Artegna, Attimis, Bagnaria Arsa, Basiliano, Bertolo, 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 of all municipalities considered to be off-site who do not take up accommodation near the university premises by using, for a fee, public residential facilities or other accommodation provided by private individuals or institutions.

##### OFF-SITE:

Residents of all other municipalities who take up accommodation near the university campus using, against payment, public residential facilities or other private or institutional accommodation for a period of not less than 10 months.

#### Students enrolled in Gorizia-based courses

##### ON-SITE:

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

##### COMMUTERS:

Residents of 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 of all municipalities considered to be off-site who do not take up accommodation near the university premises by using, for a fee, public residential facilities or other accommodation provided by private individuals or institutions.

**OFF-SITE:**

Residents of all other municipalities who take up accommodation near the university campus using, against payment, public residential facilities or other private or institutional accommodation for a period of not less than 10 months.

**Students enrolled in Pordenone-based courses**

**ON-SITE:**

Residents of 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 di Sant'Urbano, Maniago, Montereale Valcellina, Orsago Polcenigo, Pravisdomini, Sacile, San Giorgio della Richinvelda, San Martino al Tagliamento, San Vito al Tagliamento, Sequals, Sesto al Reghena, Spilimbergo, Susegana, Vajont, Valvasone, Vivaro.

Residents of all municipalities considered to be off-site who do not take up accommodation near the university premises by using, for a fee, public residential facilities or other accommodation provided by private individuals or institutions.

**OFF-SITE:**

Residents of all other municipalities who take up accommodation near the university campus using, against payment, public residential facilities or other private or institutional accommodation for a period of not less than 10 months.

**Students enrolled in Gemona del Friuli-based courses**

**ON-SITE:**

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

**COMMUTERS:**

Residents of 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 of all municipalities considered to be off-site who do not take up accommodation near the university premises by using, for a fee, public residential facilities or other accommodation provided by private individuals or institutions.

**OFF-SITE:**

Residents of all other municipalities who take up accommodation near the university campus using, against payment, public residential facilities or other private or institutional accommodation for a period of not less than 10 months.

**Students enrolled in Portogruaro-based courses**

**ON-SITE:**

Residents of 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 of 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 of all municipalities considered to be off-site who do not take up accommodation near the university premises by using, for a fee, public residential facilities or other accommodation provided by private individuals or institutions.

**OFF-SITE:**

Residents of all other municipalities who take up accommodation near the university campus using, against payment, public residential facilities or other private or institutional accommodation for a period of not less than 10 months.

**Students enrolled in Conegliano-based courses**

**ON-SITE:**

Residents of 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 of 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 of all municipalities considered to be off-site who do not take up accommodation near the university premises by using, for a fee, public residential facilities or other accommodation provided by private individuals or institutions.

**OFF-SITE:**

Residents of all other municipalities who take up accommodation near the university campus using, against payment, public residential facilities or other private or institutional accommodation for a period of not less than 10 months.

## Annex 2 - Ministerial Decree no. 440 of 13-2-2024 Definition of the list of particularly poor countries for the academic year 2024/2025

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

### **Competent organisational unit:**

Servizio interventi per il diritto allo studio (Right to Education Office) email [info.trieste@ARDIS.fvg.it](mailto:info.trieste@ARDIS.fvg.it),  
[info.udine@ARDIS.fvg.it](mailto:info.udine@ARDIS.fvg.it)

Institutional website: [www.ARDIS.fvg.it](http://www.ARDIS.fvg.it)

### **The following roles were identified:**

Data Processor:

Director of the Right to Education Office Dr Raffaella Pengue

Preliminary enquiry officers:

Holder of organisational position for University benefits Miriam Di Bernardo

Organizational Position Holder Hospitality Services

### **Contacts - Trieste Office**

#### **Information Desk**

Salita Monte Valerio 3, 34127 Trieste

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Tel: 040 3595205

**Telephone service hours:**

Monday to Friday from 09.30 a.m. to 12.00 noon

### Other useful contacts

Service		Phone
Scholarship		
Housing contributions		
Grants for International Mobility	info.trieste@ARDIS.fvg.it	040 3595205
Refund of regional tax		
Accommodation places in the university district of Trieste and Gorizia	alloggi.trieste@ARDIS.fvg.it	040 3595213/302
Catering service and canteen cards	ristorazione.trieste@ARDIS.fvg.it	040 3595357/207
IT technical support	assistenza.informatica@ARDIS.fvg.it	

### Contacts - Udine Office

#### Counter Information

Viale Ungheria 39/b, 33100 Udine

**info.udine@ARDIS.fvg.it**

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### Other useful contacts

Service		Phone
Scholarship		
Housing grants		
International Mobility grants	info.udine@ARDIS.fvg.it	0432 245772
Refund of regional tax		
Udine Accommodation	alloggi.udine@ARDIS.fvg.it	0432 245714
Pordenone		
Gorizia		
Gemona		
Accommodation	alloggi.udine@ARDIS.fvg.it	0432 245715 0432 245716
Catering service and canteen cards	info.udine@ARDIS.fvg.it	0432 245717
IT technical support	assistenza.informatica@ARDIS.fvg.it	