



**EXTRACT
CALL FOR APPLICATIONS FOR THE AWARDING OF
DSU SCHOLARSHIPS UNDER THE EDUCATION
INCENTIVE PROGRAMME
ACADEMIC YEAR 2024/2025**

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**CALL FOR APPLICATIONS FOR REGIONAL DSU SCHOLARSHIPS
ACADEMIC YEAR 2024/25**

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INTRODUCTION

The competition to award DSU (regional) scholarships under the education incentive programme (in Italian *Diritto allo Studio Universitario* — DSU) is aimed at students who, in the 2023/24 academic year, enroll or intend to enroll on degree programmes run by the University of Insubria and who meet the requirements of merit, income and academic progress specified in this call for applications. No scholarship shall be awarded based solely on merit or income.

Definitions

The following definitions are defined for the purposes of this competition:

Beneficiary: student who meets the requirements and has won the scholarship

Partial beneficiary: student who receives the benefit of the Scholarship in the amount of 50%, condition provided for enrolled at 1 year off course or for the student enrolled in the 1 year that meets the requirement of merit ex post by the date of 30 November 2024

First absolute enrollment: first enrollment in any course of study (not necessarily attended in a. y. 2024/25) require the same qualification level for admission as the programme in which the student is enrolled for a. y. 2024/25 in any Italian or foreign university, regardless of the outcome of that career (withdrawal, transfer, graduation, etc.);



**UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA**

DSU SCHOLARSHIP
Bando di concorso per l'assegnazione dei benefici per il
diritto allo studio universitario
a.a. 2024/2025

DSU SCHOLARSHIP AND CANTEEN SERVICES



1. COMPOSITION OF SCHOLARSHIP

1.1 Composition of Scholarship

The Regional scholarship is composed by a sum of money and free access to canteen services.

The Scholarship is exempt from income tax as required by the circular of the Ministry of Finance n. 109/E of 6/04/1995; however, the Unique Certification of the amounts paid in cash and free services will be issued.

2. GENERAL APPLICATION REQUIREMENTS

2.1 Who can apply

The call is open to Italian and international students who meet the income and merit requirements and who are enrolled or intend to enrol (on a full-time basis) in a. y. 2024/25 on the following programmes:

- Bachelor's degree (3 years: first level degree);
- Single-cycle Master's degree (5 or 6 years: combined first and second level degree);
- Master's degree (2 years: second level degree).
- Postgraduate school (with the exception of medical students with a specialist training contract)
- Doctoral research programme (unless they have already received a scholarship or research).

2.2 Type of courses and their duration

The scholarship is granted for enrolling for the first time on a programme year of each level of study, starting from the year of first enrollment:

- For students enrolled in a bachelor's degree, single-cycle and master's degree programmes, the scholarship is awarded for a period equal to the duration of the programme plus a semester from the year of first absolute enrollment
- For students enrolled in graduate schools (except medical students with specialist training contracts) and doctoral research programmes (except those already receiving a scholarship or a research grant) the scholarship is granted for a period equal to the standard duration of the programme, as provided for in the respective academic systems.
- For students with a disability rate of 66% or more or a disability recognized, the scholarship is granted for a period of three semesters beyond the normal duration of the degree course attended from the year of first absolute enrollment.

2. MERIT REQUIREMENTS

In order to win the scholarship, students must jointly meet the merit, academic regularity and income requirements set out in points 3 and 4. No scholarship shall be awarded based solely on merit or income requirements.

3.1 Merit requirements

General requirements

Students cannot apply for the call who:

- have a qualification, obtained in Italy or abroad of level equal to or higher than the course of studies for which the Scholarship for the a.y. 2024/2025 is requested;
- for the same year of the Scholarship course provided by other public or private companies.

Students are also excluded from the ranking list for the award of the Scholarship who in the a.y. 2024/2025:

- are enrolled in the first year, re-matriculating after quitting their studies;
- are enrolled as intermediate or repeating intermediate course position;
- carry out a degree course transfer or university transfer with enrollment at the same year of course already attended (see 3.1.1);
- are part-time students.

All applicants must be registered regularly for the academic year 2024/2025 at the date of publication of the final rankings and meet the requirements specified below.

3.1.1 Regular academic progression

To be eligible for the scholarship, students must not have interrupted the normal progression of their studies in the programme currently attended (transfers with repetition of the same course year, enrolment in the repeating or out of intermediate course, withdrawal of studies) for the level of studies for which the benefit is claimed.

In the application, students must report any circumstances that may determine the irregular academic progression of studies, such as previous enrolment at university, withdrawal/lapsing from studies, transfer from another programme or university, repetition of a programme year.

3.1.2 Academic regularity - pre-university schooling for study abroad

For students enrolled in the first year of a bachelor's degree programme or a single-cycle master's degree programme who have obtained a school diploma abroad in a school cycle of less than 12 years, university years in the country of origin necessary to achieve the minimum

required schooling in Italy are not counted for the purposes of the merit requirement referred to in point 3.1.1.

Example: *School cycle of 11 years enrollment for a year in a University of the country of origin:*

The student may declare that he has no previous academic registration neither in Italy nor abroad.

Example: *School cycle of 11 years enrollment for two or more years in a University of the country of origin:*

The student may NOT declare that they have no previous academic registration either in Italy or abroad, as the duration of foreign academic enrolment exceeds the minimum to reach the 12 years required.

3.2 Merit requirements for Students enrolled in the first year of Bachelor's or single-cycle Master's degree programmes

In addition to the requirements indicated in the previous points, students enrolled for the first time in the first year of Bachelor's or single cycle master's degree programmes must both have a requirement of access and achieve during the year 2024/2025 a requirement evaluated ex post.

1. **Entry requirement:** You have obtained a Baccalaureate mark (or equivalent entry qualification to the university system) higher than 70/100. Students who have obtained their diploma in a foreign country will be assessed according to the diploma mark resulting from the application of the conversion formula adopted by the MUR (note MUR of 4/6/2007):

$$V_{eq} = [(V - V_{min}) / (V_{max} - V_{min})] * 40 + 60$$

2. **Ex-post merit requirement:** The student must achieve a minimum merit level of 35 credits by 10 August 2025. 5 bonus points can be used to meet this requirement.

To maintain the partial beneficiary condition, in the absence of Requirement 2 above, the student must achieve a minimum merit level of 35 credits by 30 November 2025. 5 bonus points can be used to meet this requirement.

Students who do not achieve the minimum level of merit of 35 credits by 30 November 2025 will forfeit the benefit of the Scholarship and are required to return the first installment of the Scholarship.

3.3 Ex post merit requirements for students enrolled in the first year of master's degree courses

The student must achieve a minimum level of merit of 20 credits (for free access degree programmes) or 23 credits (for programmed access degree programmes) by August 10, 2025.

To maintain partial beneficiary status, in the absence of the above requirement, the student must achieve a minimum merit level of 20 credits (for free access degree programmes) or 23 credits (for programmed access degree programmes) by 30 November 2025.

Students who do not achieve by 30 November 2025 the minimum level of merit of 20 credits (for free access degree programmes) or 23 credits (for programmed access degree programmes) **forfeit the benefit of the Scholarship.**
See Section 3.4.2 for validity of credits obtained.

The above requirements are summarised in the table below:

Type of course	Merit of Access	Merit Ex Post (CFU AL 10/08/2024)		Economic Requirements
		free access degree programs	programmed access degree programs	
Bachelor's degree	70/100	35*		ISEE €. 26.306,25 ISPE €. 57.187,53
Single-cycle Master's degree	70/100	35*		
Master's degree	Not present	20*	23*	

* The number of credits requested refers to the number of sustainable credits fixed by D.M. 270/2004 (60 credits per year). Where the number of achievable annual credits in the first year deviates from this value, a proportional criterion shall be applied for the determination of the required merit requirement by reference to the number of credits in the course study manifest. This applies to both programmed and open-access degree programmes.

The formula for Bachelor's and single cycle master's degrees programmes used is as follows:

$35:60 = X$: maximum number of achievable credits

where X (minimum level of credits to be achieved) = $35 \times \text{maximum number of achievable credits} / 60$

The formula for the master's degree programmes used is as follows:

$20 \text{ (or } 23):60 = X$: maximum number of achievable credits

where X (minimum level of credits to be achieved) = $35 \times \text{maximum number of achievable credits} / 60$

See Section 3.4.2 for validity of credits obtained

3.4 Merit requirements for students enrolled in years following the first of the degree courses, master's degree and single cycle master's degree

3.4.1 Number of credits

Students enrolled in the years following the first of the bachelor's, master's and single cycle master's degrees must have obtained the total number of credits specified in the following table in the current course of study, resulting from examinations taken and recorded **by 10 August 2024:**



<i>Minimum number of credits to be acquired by 10 August 2024</i>						
Courses of study	Anno di corso					
	2°	3°	4°	5°	6°	<i>Last semester (1 year off course)</i>
<i>Open access courses</i>						
Bachelor's degree	35	80	==	==	==	135
Single cycle Master's degree	35	80	135	190	245	+55(*)
Master's degree (**)	30	==	==	==	==	80
<i>Courses with scheduled access</i>						
Bachelor's degree	35	88	==	==	==	148
Single cycle Master's degree	35	88	148	209	269	+60(*)
Master's degree (**)	34	==	==	==	==	88
(*) compared to the last year of the course						
(**) the minimum number of credits established for master's degree courses is increased by a number of credits equal to those in excess of 180, possibly recognized to the student at the time of enrollment.						
<i>Important:: the number of credits required to access the ranking of the Scholarship is calculated in reference to the credits provided for each academic year spent, starting from the year of first enrollment absolute, including academic years in which the student has repeated, for any reason, the same year of enrollment (see 3.1.1)</i>						

The maximum credits provided for those enrolled in the 1 year off course are always reduced by the CFU assigned for the thesis.

The exams taken, recognized as valid for the determination of the merit requirement, are those specifically indicated in the Regulations of the course of study, or in the study plan proposed by the student and already approved.

3.4.2 Validity of claims and weighted average

During the online application process, you will be asked to indicate the number of credits achieved and their weighted average. These values must be understood:

NUMBER OF CREDITS: it is required to declare the credits from exams taken and regularly recorded since the beginning of the career (for the current level of studies) by 10 August 2024. Credits from off-plan exams, from the individual modules in progress, credits from activities or exams prior to matriculation and credits of the final exam must not be considered.

WEIGHTED AVERAGE: it is required to calculate and declare the weighted average for the exams indicated in the field "NUMBER OF CREDITS".

3.4.3 Medical training examination

The annual Internship examination of the first and second level degree courses of the School of Medicine is counted for the purposes of the merit requirement if taken and recorded no later than **20 October 2024**.

3.4.4 Bonus

If the student enrolled in the single cycle degree or master's degree programmes has not achieved the minimum number of credits, he can use in addition to the credits actually obtained a bonus as follows:

- **Up to 5 credits**, if used for the first time for first year benefit maintenance or second year benefit achievement,
- **Up to 12 credits**, if used for the first time for the achievement of the third year benefits,
- **Up to 15 credits**, if used for the first time for the achievement of benefits for subsequent academic years.

3.4.5 Students with a disability

For students with a disability of 66% or more, individual merit requirements may be defined.

3.5 Merit requirement for PhD students or graduate school

3.5.1 Merit requirement for first-year students: take the first-year proficiency exam

Students enrolled in the first year of the PhD program or graduate school retain the benefit and are entitled to the payment of the second installment of the Scholarship if they successfully take the final examination of profit of the first year.

If not, the provisions for total forfeiture apply. Partial revocation is not required.

3.5.2 Merit requirement for students enrolled in subsequent years

Students enrolled in years following the first of the PhD or graduate school courses must be regularly enrolled in the year of the course declared, maintaining the regularity of the academic career.

4. FINANCIAL REQUIREMENTS

4.1 The Isee Declaration

The economic conditions of the family of the student applying for the Scholarship are identified on the basis of the Indicator of the Equivalent Economic Situation (ISEE) issued for the benefits of the right to study at university and on the basis of the ISPE (Equivalent Balance Sheet Indicator) in accordance with the provisions of the DPCM 5/12/2013 no 159.

The ISEE must contain, under penalty of inadmissibility of the application, the words "SI APPLICA ALLE PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO IN FAVORE DI tax code of the applier student-".

The average time for obtaining the certificate is seven/ten working days. It is recommended to provide timely to obtain an ISEE certificate because only ISEE certificates whose date of subscription to the DSU is not later than 31 October 2024 will be considered valid.

4.2 Financial and capital limits

ISEE	€ 26.306,25
ISPE*	€ 57.187,53

* ISPE= ISP/ equivalence scale

The two limits indicated must be satisfied jointly.

4.3 Assessment of the economic and patrimonial condition of the foreign student

The economic assessment of the foreign student, whose members of the household reside abroad and are without an Italian tax code, will be based on the EQUALISED ISEE, an indicator of the equivalent economic situation abroad in relation to household income in the calendar year 2022. The foreign student is however obliged to declare the presence of any income and assets possibly held in Italy.

Foreign students will be able to obtain the ISEE and the ISPE, for further information about CAF please consult the University webpage.

The EQUALISED ISEE/ ISEE PARIFICATO issued by the affiliated CAF must be obtained by 31 October 2024.

Political refugees and students from particularly poor countries

Students who have been granted political refugee status, in addition to obtaining a ISEE certificate like other applicants, must attach to the application a copy of the political refugee status certification.

For foreign students from particularly poor countries whose list is defined by a specific ministerial decree, the assessment of the economic condition is carried out on the basis of a certification by the Italian Representation in the country of origin attesting that the student does not belong to a family notoriously of high income and high social level.

4.4 Data acquisition

Foreign students who have obtained at the affiliated caf Equalised Isee/Isee Parificato must upload the document in the appropriate section of the online procedure: the upload of the same can take place at the same time as the application, until 30/09/2024; from 01/10/2024 to 31/10/2024 (deadline for submission) the documentation relating to the isee parificato must be sent to the following email address: dirittoallostudio@uninsubria.it

5. SCHOLARSHIP AMOUNTS AND CANTEEN SERVICE

The amount of the Scholarship is differentiated both on the basis the ISEE and the geographical origin of the student.

5.1 Income range

According to the ISEE value, within the limit indicated in point 4.2, three income bands are determined:

	ISEE value	
	From	to
First bracket	€ 0,00	€ 13.153,13
Second bracket	€ 13.153,14	€ 17.537,50
Third bracket	€ 17.537,51	€ 26.306,25

5.2 Geographical origin

Please note: residence place means the place where you live here in Italy, not your country of origin.

Students, based on the journey time between their residence place and the location of the courses, are divided into four groups.

The time of the route to be calculated is the minimum used, based on the journey by public transport, excluding journeys made on foot or by private means and waiting times.

Travel times can be verified through the Trenitalia website, the Lombardy Region <http://www.muoversi.regione.lombardia.it> and the sites of local transport companies.

a) **resident students:** they belong to families residing in the municipality where the course is held, in a neighbouring municipality or residents in the surrounding areas who use public transport for up to 60 minutes for daily transfer from their place to the course site;

b) **commuter students:** they belong to families resident in other municipalities compared to the location of the course attended by which it is possible to reach daily the location of the courses attended by using public transport, from 61 to 90 minutes;

c) **Non - resident students:** they belong to families resident in municipalities from which it is not possible to reach the location of the course with journey times, by public transport, in time for up to 90 minutes and that, for this reason, they take up accommodation in the vicinity of the University, using the housing structure of the University, public residential facilities or other accommodation of individuals - with travel times to reach the university campus using public transportation of up to 60 minutes - for a period of not less than 10 months within the academic year, from October 2024 to July 2025. In the absence of such a condition the student will be considered a commuter. Commuter students will also be considered as non – resident students who reside free of charge in the colleges of the University or who have not produced the accommodation certification for payment.

"For payment" means the existence of a regularly registered rental contract, in the name of the student or a family member of the student's household, or, for students domiciled in collective establishments, the existence of a valid tax certification relating to the payment of the rent for the accommodation used in the host city of the university course. The rental contract or tax certification must be produced by 31 October 2024 at the latest. For applications for

confirmation of the benefit, if the contract or the tax certification has already been produced, and there are no variations with respect to the situation already certified, it will be sufficient to reconfirm the data with self-certification, providing only a copy of the registration of the contract for the following year.

It also specifies that until 30/09/2024 the rental contract must be loaded in the appropriate section at the same time as the application; from 01/10/2024 to 31/10/2024 (deadline for submission) the documentation relating to the rental contract must be sent to the following email address: dirittoallostudio@uninsubria.it

d) **Independent student:** Students can only declare themselves independent from the family unit of origin if both of the following requirements are met:

- residence, resulting from the personal data, outside the housing unit of the family of origin, established at least two years before the date of submission of the single declaration and in a property not owned by a member of the family of origin;
- own income from employment or similar work, not paid to a family member, tax declared in the last two calendar years preceding the single declaration, not less than € 9.000,00 for year.

The independent student, so defined, is considered non resident if he uses an accommodation for payment in the Municipality where the course attended.

5.3 Amount of the Scholarships

5.3.1 Amounts of Scholarship for students enrolled in regular courses

The amount of the Scholarships, including the reimbursement of the regional tax for the right to study, is defined by combining the income brackets and geographical origin:

			Total net benefit for students S.T.E.M.**	
Income bracket	Net amount	Gross amount with meal	Net amount	Gross amount with meal
<i>Residence Students</i>				
1 ^a Bracket	€ 2.545,00	€ 3.357,00	€ 2.700,40	€ 3.512,40
2 ^a Bracket	€ 2.115,00	€ 2.927,00		
3 ^a Bracket	€ 1.286,00	€ 2.098,00	€ 1.705,60	€ 2.517,60
<i>Commuter students</i>				
1 ^a Bracket	€ 3.905,00	€ 4.717,00	€ 4.110,40	€ 4.922,40
2 ^a Bracket	€ 3.290,00	€ 4.102,00		
3 ^a Bracket	€ 2.417,00	€ 3.229,00	€ 3.062,80	€ 3.874,80
<i>Non- resident students *</i>				
1 ^a Bracket	€ 7.258,00	€ 8.070,00	€ 7.608,40	€ 8.420,40
2 ^a Bracket	€ 6.205,00	€ 7.017,00		
3 ^a Bracket	€ 4.919,00	€ 5.731,00	€ 6.065,20	€ 6.877,20

* guests at the colleges of the University or other public or private accommodation for at least 10 months during a.y. 2024/2025.

** In order to further promote women's access to higher education in scientific subjects and to reduce the so-called "gender gap" in this field, for students enrolled in courses of study in S.T.E.M. (Science, Technology, Engineering and Mathematics) the amount of the scholarship is increased by 20%.

5.3.2 Increase of the Scholarship

Article 3, paragraph 5, of Ministerial Decree 1320/2021, states that the amounts of grants for students enrolled in STEM courses of study, are increased by 20% as provided by the table.

Amounts Scholarships for students enrolled in the first year off course

All the amounts indicated in point 5.3.1 are intended to be halved, as well as the related free canteen service, for students, enrolled in courses activated pursuant to D.M. 270/2004, who benefit from the Scholarship for the year following the last year of regular course, with reference to the year of first absolute registration.

5.4 Free canteen service

Students who obtain the scholarship also benefit from the catering service: the actual meals will be counted and recognized by presenting the University Card +issued by the University in affiliated refreshment points and over the period from 1 January 2025 to 31 December 2025. The refreshment points are distributed in Varese, Como and Busto Arsizio and are affiliated with the University.

5.4.1 Free use of the canteen service

The value of the free daily meal is set at €. 7,00.

To the Scholarship Recipients:

- if resident and commuters students have free meal at lunch from Monday to Friday excluding of public holidays, the month of August and the days of closure of the individual exercise;
- if non resident students have free meal from Monday to Sunday and evening meal for a value of € 4,00 excluding the month of August and the days of closure of the individual exercise.

5.4.2 Free admission for students enrolled in the first year in case of partial decadence

The refectory service is 50% free, for partial beneficiary students.

5.4.3 Free for students enrolled in the first year out of the course

Students enrolled in the first year out of the course benefit from the free meal, only from 01/01/2025 to 30/06/2025.

5.4.4 Continuation of service after graduation

The student enrolled in the last year of regular course of any level of studies is entitled to keep the free meal until 31 December following the graduation, provided that he/she continues, without interruption, to the next level of studies.

The student enrolled in the first year out of the course of any level of study are entitled to keep the free meal until 30 June following graduation, provided that he/she continues, without interruption, at the next level of study.

6. SCHOLARSHIP SUPPLEMENTS

6.1. Students with a disability

For students with a recognized disability equal to or greater than 66% or with recognition of disability within the meaning of Article 3, paragraph 1 or paragraph 3, of Law 5 February 1992, N. 104, the annual amount of the Scholarship may be raised to a maximum of 40%.

6.1.1 Timing and methods of payment

The increase of the Scholarship for students with disabilities will be awarded after the publication of the final ranking of the Scholarship and given to those entitled.

6.2. International mobility

Students who have the Scholarship, with the exception of those enrolled in the Post graduate school, may apply for the integration assignment for international mobility.

The contribution is € 600,00 for every month you stay abroad, up to a maximum of ten months. The study programme or internship abroad must be certified by the University's International Relations Office. From the amount of the supplement paid by the University is deducted the amount of any other contributions granted with the funds of the European Union, following bilateral agreements also non-EU and with funds made available by public or private entities.

Students are also entitled to reimbursement:

- a) travel costs in an amount up to € 100,00 for European countries and up to € 500,00 for countries outside Europe;
- b) only for beneficiaries of subsidised accommodation: of the amount retained for the payment of the accommodation fees for the months of stay abroad;

6.2.1 International Mobility

The provisional ranking for International Mobility contributions will be published by the University by 31/01/2026. Any reasoned appeal against the result of the ranking should be submitted within 15 days of publication. Once the appeals have been assessed, the final ranking will be published.

6.2.2 Timing and methods of payment

The contributions will be awarded on the basis of the criteria for the ranking of the Scholarship, until reaching the budget.

The payment of the supplement (including reimbursement of meals and travel costs) will be made after the publication of the final ranking list.

6.3 Degree award

In implementation of art. 2, paragraph 3, of D.M. 1320/2021, students who obtain the bachelor's degree of study, master's degree and single cycle master's degree a.a. 2024/2025, within the normal duration provided by the respective educational systems of the courses of study, benefit from a grant supplement equal to half of that obtained in the last year of the course, net of deductions.

Cases of exclusion:

- students who have already been awarded a Degree Award throughout their university career;
- students who were not beneficiaries of the regional scholarship a.a. 2024/2025;
- students who renew the university enrolment at a.a. 2025/2026 to the first year out of the course beyond the normal duration of the course;

The payment of the integration of the Degree award a.a. 2024/25, will be ordered by July 2026 only in case of available resources.

7. RANKING FORMATION

7.1 Students enrolled for the first time in the first year of all courses of study, PhD courses and Post graduate school

The ranking is based on the ISEE of the family unit compared to the ISEE limit of € 26.306,25 for a maximum of 1.000 points awarded with the following formula:

$$[1 - (\text{ISEE student} / \text{Isee Limit})] \times 1000$$

The ranking order is determined, in a decreasing way, with respect to the score awarded. With the same score, the vote on the previous qualification prevails and then the minor age.

7.2 Students enrolled in years following the first of all degree courses, master's degree and single cycle master's degree

The order of the ranking is determined, in a decreasing way, by the overall score deriving from the sum of the score relative to the number of formative credits achieved, by 10 August 2024, and the score determined by the weighted average grade of the exams.

8. PUBLICATION OF PROVISIONAL RANKING LISTS AND APPEALS

The provisional ranking lists are published **by 7 November 2024** (by 31 March 2025 for those enrolled in the first year of the master's degree and enrolled in doctoral and specialization courses) on the university website in the section <https://www.uninsubria.it/la-didattica/diritto-allo-studio>.

Requests for revision of the position of the provisional ranking lists must be submitted online to the Office Servizi Integrati per gli Studenti no later than 10 days after the publication of the ranking lists. The application must relate to any incorrect assessment by the Office and must be accompanied by appropriate documentation to justify the applicant's reasons.

Completed the review procedure will be presented the final ranking.



9. METHOD OF PAYMENT OF SCHOLARSHIP

9.1 Method of payment

The scholarship will be paid on the Carta Ateneo - University Card, which must be authorized for the banking services. The student, when completing the application for the benefit, must indicate the Iban of the University Card.

9.2 Payment times

	First Instalment Equal to 50% of Scholarship	Balance of the Scholarship	Only Payment within
Students enrolled in the first year of all courses	31/12/2024	After verification of the achievement of the minimum merit level	
Students enrolled in the first years of the master's degree and enrolled in doctoral and specialization courses	31/05/2025	After verification of the achievement of the minimum merit level	
<u>Students enrolled in years following the first of degree course, master's degree, single cycle master's degree</u>	31/12/2024	30/06/2025	
Students enrolled in first year out of course (not intermediate)			31/12/2024
Students enrolled in years following the first of the PhD and post Graduate School	31/05/2024	30/06/2025	

10. INCOMPATIBILITIES AND TRANSFERS

10.1 Incompatibilities

The Scholarship is incompatible with:

- similar forms of economic aid provided by the operator and/or other public or private bodies;
- the Scholarships granted by the University (also called scholarships of excellence and merit);
- Scholarships for foreigners granted by the Ministry of Foreign Affairs – MAECI.

In such cases the student has the right to opt for the use of one or the other contribution, to be exercised no later than 30 days after the allocation of the second benefit, by written communication to the Office Servizi Integrati per gli Studenti. If not will result in the decadence process of the benefits granted by the University for the right to study.

The exception is:

- for Scholarships granted by national or foreign institutions aimed at integrating training or research activities of scholarship holders with stays abroad;
- for the contribution assigned by the university institutions to students enrolled in excellence courses.

10.2 Transfers

The student who has moved from another University after the beginning of the academic year must ask the University of origin, the transmission of the application, provided that it is submitted within the deadlines set by the Competition of Scholarship. The regularisation of the transfer must be completed before the publication of the final ranking list. Admission on the ranking list will be subject to the possession of merit and income requirements.

11. FORFEITURE OF THE SCHOLARSHIP

11.1 Total forfeiture

The student forfeits the right to the Scholarship if:

- a) incurs disciplinary sanctions in excess of the written censure for infringements against the University;
- b) not submit to the office Servizi Integrati per gli Studenti any original documentation required for the verification of the veracity of the self-certifications produced;
- c) the University ascertains the veracity of the data declared by the student in self-certification and such as to eliminate the requirement of merit and/or income;
- d) present withdrawal of studies or transfer to another University during the a.a. 2024/2025; this provision does not apply in the case of students enrolled in the first year of the degree, master's degree, single cycle master's degree, where the merit requirement is met by the student prior to withdrawal of studies or transfer;
- e) is enrolled as repeating for the a.a. 2024/2025 or as out of course, following the publication of the final rankings;
- f) enrolled in the first year of the degree courses, master's degree, single cycle master's degree does not achieve the expected merit requirement;
- g) enrolled in the first year of doctoral or Post graduate school courses does not meet the expected merit requirement.

In the case of transfer to another University after the beginning of the academic year, the student can ask the University of Insubria, within 15 days from the publication of the provisional ranking of the Scholarship, to transmit to the University where the student transfers the application submitted.

In this case the student forfeits the scholarship.

Students with a disability of 66% or more, who do not meet the ex post merit requirement, shall not be subject to the forfeiture. The student will retain the benefit of the first instalment of the scholarship while the second installment will not be paid.

11.2 Partial forfeiture

The student, enrolled in the first year of the bachelor's degree courses, master's degree, single cycle master's degree, loses the right to the full benefit of the Scholarship and matures the right to partial benefit if s/he meets the merit requirement by **November 30, 2025**.

11.3 Consequences of decadence

The student, in case of total forfeiture, must pay the University of Insubria the sums received, including any supplements, and the amount corresponding to the value of the canteen service actually enjoyed (free meal value).

In case of partial forfeiture, any benefit shall be understood to be entitled to 50%. The student must then return a sum equal to the free refectory service actually enjoyed and exceeding the amount retained by the first instalment of the benefit for the canteen service.

12. CHECKS ON THE ACCURACY OF DECLARATIONS AND SELF-CERTIFICATION

12.1 Checks

Students beneficiaries are subject to formal and substantial control of the veracity of the declarations and self-certifications produced.

The checks are carried out by the office, using direct links with the databases of Agenzia delle Entrate Agency and Agenzia del Territorio, as well as with the Ufficio Anagrafe of the Municipalities or any other Public Administration holding self-certified data.

For further information, the intervention of the Guardia di Finanza will be requested.

The checks will be carried out within 5 years from the last improper use.

12.2 Consequences in case of inaccuracy

In case of inaccuracy of statements, the student:

- will have to pay the penalties;
- will lose the right to obtain other grants for the duration of studies;
- must repay what has been wrongly received both in terms of scholarship and of the services which may have been used.

12.3 Exclusive jurisdiction

For any dispute concerning this Notice of Competition, or arising from its application the exclusive jurisdiction:

- for the administrative jurisdiction will be Foro di Milan;
- for the ordinary jurisdiction will be Foro di Varese.

13. TERMS AND PROCEDURES FOR THE SUBMISSION OF AN APPLICATION

13.1 Terms

The application for the Scholarship/Canteen Service must be **submitted from 10:00 on 25 July 2024 to 15:00 on 30 September 2024**. Deadlines are mandatory.

Students are required to communicate to the Office Servizi Integrati per gli Studenti, within 15 days of the event and in writing, by email to the INFOSTUDENTI <https://infostudente.uninsubria.it/>, any event concerning the Scholarship, whether it occurs after the application has been submitted (obtaining a different Scholarship or other financial aid, transfer to another University, impossibility of continuing studies, withdrawal of registration, etc.).

Any change in the family status or marital status of the applicant or in the composition of the family unit already declared shall be considered valid if intervened and communicated to the Office by the date of publication of the provisional ranking list.

13.2 Modality

To apply for the call do not need to be registered for the a.y. 2024/2025; enrollment must be completed by the date of publication of the final ranking list.

Applications for admission to the call must be submitted online on the website <https://www.uninsubria.it/la-didattica/diritto-allo-studio> in Web Services "Diritto allo studio".

Students participating in an international mobility program in the academic year 2024/2025 must apply for the Scholarship Integration at the same time as the Scholarship application.

Failure to submit a document within the prescribed period or the submission of an irregular document will exclude the student from this call.



ACCOMMODATION SERVICE

14. ACCOMODATION SERVICES AT UNIVERSITY COLLEGES

The accomodation service linked to the “Right to Study” called in Italian “Diritto allo Studio” or “DSU” is provided at the following colleges:

1. Collegio Carlo Cattaneo in Varese;
2. Residenza Insubria City in Varese;
3. Collegio La Presentazione in Como;
4. Collegio Santa Teresa in Como;
5. Residenza Pomini in Castellanza

as well as other facilities that the University agreed during the year.

The call for accommodation service is aimed at students "non resident student", that means students residing in municipalities from which it is possible to reach the location of the courses with journey times of more than 90 minutes.

At the date of issue of the notice the accommodation places available for the “Right to Study” are:

1. colleges in Varese: 96 beds;
2. colleges in Como: 41 beds.

14.1 Conditions for admission to the call

Students who meet the requirements of merit, income and academic regularity for the grant of the Scholarship can apply for the call.

14.2 Procedure and deadline for submitting the application

To apply for the call students not need to be enrolled in the a.a. 2024/2025; enrollment must be completed before the assignment of the bed.

The application must be submitted using self-certification according to DPR 445/200 through the online form available on the university website: <https://www.uninsubria.it/la-didattica/diritto-allo-studio> in Web Services “Diritto allo Studio”.

14.3 Terms

Applications can be submitted as described above **from 10:00 am on 25 July 2024 to 15:00 pm on 26 August 2024.**

Within 15 days, students are required to communicate to the Office Servizi Integrati per gli Studenti by e-mail to INFOSTUDENTI <https://infostudente.uninsubria.it/> any event concerning the request for accommodation occurs after the application has been submitted (transfer to another university, inability to continue studies, withdrawal, etc.).

14.4 Ranking List formulation New Admissions

The rankings are formulated on the basis of the income and merit criteria used for the award of Scholarships.

14.5 - Publication of results and appeals

The provisional rankings will be published on the website <https://www.uninsubria.it/la-didattica/diritto-allo-studio> on **September 3, 2024**.

Any requests for revision of the provisional ranking, duly justified, must be submitted within 7 days from the publication of the provisional ranking list through the online help desk.

Once the revision procedure has been completed, the Office Servizi Integrati per gli Studenti, issue the final ranking lists on **10 September 2024**. Further appeals against the final decision must be submitted to the competent bodies (TAR Regione Lombardia) and in accordance with the formalities provided by current legislation.

14.6 Assignment of accommodation

The winners of the call will have an accommodation from 1 October 2024 to 30 September 2025 with the exception of August. Who needs to stay during that month must make a written request for extension to the office Servizi Integrati per gli Studenti and pay the relevant fee.

Students who have no regular payments of fees and tuition fees or who have open and non-approved debt positions or defaults as a result of an agreement in instalments, will be automatically excluded in the rankings of reconfirmation or new admission.

Acceptance and assignment - Reconfirmation

The acceptance of the accommodation for students who reconfirm, must take place from 12 September 2024 to 17 September 2024 using the special function of the online counter, with which the student undertakes to pay for the entire year/semester.

At the end of the procedure, the student will receive at the e-mail address of the University the letter of admission that s/he must present at the Reception of the University College with the receipt of the deposit.

Students who do not accept the accommodation by 17 September 2024 will be considered waivers with consequent exclusion from the ranking.

Acceptance and assignment - new admissions

Starting from **September 12, 2024** and no later than **24.00 on September 17, 2024**, the beneficiary students must accept - give up - suspend the accommodation online. The acceptance commits the student to the payment of the whole year until 30/09/2025.

In order to complete the assignment procedures, the student must follow this procedure:

- select acceptance - waiver - suspension **
 - self-certify university enrolment - and any registration number
 - accept the conditions expressed in the act of commitment to the payment of the amount due
- ** Suspension: students enrolled in admission tests for national and/or local programmed access degree programmes may suspend the acceptance of the bed until 24 October 2024 at the latest: after that date if they have not proceeded to the registration (and therefore the confirmation of the acceptance of the accommodation) will be excluded from the ranking.

The receipt of the deposit and the letter must be presented, with a valid identity document, at the Reception of the University College.

In the academic year 2024/2025, the assigned students participating in an international mobility program are required to communicate to the University of Insubria, through appropriate certification, the period of stay abroad. During this period the accommodation can be assigned to another student. The right holders will be able to take possession of the accommodation only on the expiry date of the mobility project, indicated on the certification submitted, except for any availability of beds in case of early return from the mobility programme.

14.7 - Cost of accommodation - method of payment - rates

The payment of accommodation will be subject to:

- for a period of 11 months for students enrolled in a regular course year;
- for a period of 6 months (until 31/03/2025) for students enrolled in the first year out of the course;

the stay may be extended until the month of graduation and in any case no later than 30/09/2025 at the full rate of the relevant college and after verification of the availability of accommodation in the colleges of the university.

The assigned students will be asked to sign, during the acceptance of the accommodation, an act of commitment to pay the full amount due, regardless of the actual use of the accommodation.

This principle is waived only in the event of withdrawal to studies or transfer to another university. In this case, students can pay, if more favourable than indicated in the commitment document, the full rate for the actual period of use, starting from the date of admission. Students with disabilities will pay the fee assigned to them (€ 250,00).

Single discounted rate

The single discounted rate is set at € 2.786,00 per year (from October 2024 to September 2025) for students enrolled in a regular course year.

The single discounted rate is set at € 1.519,63 (from October 2024 to March 2025) for those enrolled in the first year out of the course.

Enrolled in the first year off the course

Students enrolled for the a.a. 2024/2025 in the first year off the course, from April 1, 2025 can extend their stay at the full rate.

The application must be submitted by e-mail to INFOSTUDENTI <https://infostudente.uninsubria.it/>.

Methods and timing of payment

The payment of fees is made through the deduction on the scholarship paid, € 1.519,63 will be retained on the first installment, € 1.266,37 on the second installment.



14.8 Resignation - Forfeiture of accommodation

Term of hospitality

The student who, for any reason, permanently leaves the occupied accommodation, must agree on the date of resignation with the office Servizi Integrati per gli Studenti.

The deposit paid by the resigning student may be retained, partially or in full, to cover debt positions of any kind with the university.

Decadence

The student who:

1. is not regularly enrolled in the academic year 2024/2025 at the University of Insubria;
2. for reconfirmation: has not subscribed the acceptance by the act of commitment to the payment of fees within the deadline;
3. for new admissions: has not accepted the accommodation within the deadlines set in accordance with the established procedures;
4. has produced false statements at the University of Insubria. In this case, the penalties provided for by law will be applied;
5. incurs disciplinary sanctions provided for by the Rules of the College higher than the written censure.

15. EXTRAORDINARY GRANT

15.1 Amount of the grant

The Extraordinary Grants are awarded within the limits of the budget allocation that for the a.y. 2024/2025 is equal to €. 10.000,00

The Extraordinary Grants can be combined with all other forms of assistance and can only be awarded once during each academic year and, for the same reason, once for the duration of the academic career.

The amount of the grant may not exceed the amount of € 1.000,00.

15.2 Who is entitled and how you get

Grants may be awarded in the following cases:

- a. students who have serious family economic situations, with loss of the main income available;
- b. diseases, accidents, surgical interventions, expensive rehabilitation care, which severely affected the student or family members by compromising the school curriculum;
- c. death of a member of the household.

The events must have occurred in the period 1 October 2023. - 30 September 2024. Students who are legally enrolled and have the income, merit and academic regularity required for the grant may apply:

- up to the first year off the course for students enrolled in a bachelor's degree, single cycle master's degree, master's degree programme;
- limited to the regular enrolment years for students enrolled in PhD and specialization courses.

Applications must be submitted **to 15:00 pm on 13 December 2024 at the latest**.

Applicants must submit the documentation required for the grant of the Scholarship with the addition of the specific one related to the events for which the contribution is requested. The absence of such documentation will result in the automatic filing of the application.

The allocation of the grant will be made by a special commission appointed for this purpose.



16. INFORMATION ON THE APPLICATION OF CORRUPTION PREVENTION LEGISLATION

The University, in implementation of the relevant legislation, has adopted its Triennial Plan for the prevention of corruption and appointed the Responsible for the prevention of corruption. The Three-Year Plan is published on the institutional website on the page <https://www.uninsubria.it/amministrazione-trasparente/altri-contenuti/prevenzione-della-corruzione>. Any reports can be sent to the address: anticorruzione@uninsubria.it

17. PERSONAL DATA PROCESSING

Pursuant to Legislative Decree n. 196/2003 and s.m.i. "Code on the protection of personal data" and the General Data Protection Regulation - EU Regulation 2016/679 the information on the processing of personal data is published on the University website at the following link <https://www.uninsubria.it/la-didattica/diritto-allo-studio>

Varese, *data firma digitale*

The Rector
Prof. Angelo Tagliabue

Digitally signed



ANNEX 1 - DEADLINES FOR THE SUBMISSION OF APPLICATIONS

For all benefits the application can be submitted from 10:00 on 25 July 2024

BENEFIT	DEADLINE
RECONFIRMATION ACCOMMODATION	H. 15.00 of 26 August 2024
NEW ADMISSIONS OF ACCOMMODATION	H. 15.00 of 26 August 2024
SCHOLARSHIP	H. 15.00 of 30 September 2024
SUPPLEMENTS TO SCHOLARSHIPS STUDENTS WITH A DISABILITY	H. 15.00 of 30 September 2024
SUPPLEMENTS TO SCHOLARSHIPS INTERNATIONAL MOBILITY	H. 15.00 of 30 September 2024
CANTEEN SERVICE	H. 15.00 of 30 September 2024
EXTRAORDINARY GRANT	H. 15.00 of 13 December 2024