

EXTRACT

Public notice for the distribution of regional benefits AY 2020/2021

DEADLINES

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

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

Benefit	Deadline for Online Application	Provisional Ranking Publication (Flexible Date)
Accommodation places in Trieste	Students enrolled in years after first	August 5th 2020
	University-entering student	August 31st 2020
	Students with enrollment only required	October 22nd 2020
Accommodation places in Udine	Students enrolled in years after first	August 5th 2020
	University-entering student	August 31st 2020
	Students with enrollment only required	September 2020
Scholarship	October 5th 2020	October 31st 2020
Housing contributions Locations in Portogruaro, Bolzano, Conegliano and Verona	October 5th 2020	February 3rd 2021
Contributions for international mobility	April 6th 2021	May 11th 2021
Disclosure of contract data for consideration	October 19th 2020	-
Access to the discounted restaurant service	June 30th, 2021	-

• Benefits in competition (art.1)

ARDiSS offers the following benefits:

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

• Beneficiaries (art.2)

Recipients of benefits are:

- students from the universities of Trieste and Udine enrolled for the academic year 2020/2021 in courses of:
 - Bachelor's degree
 - Master's degree
 - Single-cycle Master's Degree
 - specialization, with the exception of those in the medical area activated according to current legislation on the subject,
 - PhD, who do not qualify for the scholarship referred to in DM April 30, 1999, n. 224;
- students of the Conservatories of Music "G. Tartini "from Trieste and" J. Tomadini "of Udine enrolled for the academic year 2020/2021 to:
 - courses of the upper three-year I level,
 - II level specialist biennium courses.
- students of the Academy of Fine Arts "GB Tiepolo" of Udine enrolled for the academic year 2020/2021 to the first level academic diploma in graphic design for business.
- graduating students enrolled in the last year of the regular course in the academic year 2019/2020 who obtain their qualification within the sessions of the same academic year, after October 5th 2020.
- students from the Higher Technical Institutes (ITS) of Trieste, Udine and Pordenone regularly enrolled in the AY 2020/2021.

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

• **University seniority (art.3)**

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

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

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

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

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

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

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

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

• **Requirements for admission to benefits (art.4)**

1. Requirements for registration

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

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

GRADUATES - The requirement is met with the regular enrollment in the last year of the course in the academic year 2019/2020 and the achievement of the qualification within the extraordinary session of the same academic year.

ADDITIONAL SEMESTER - The requirement is met with enrollment in the AY. 2020/2021 in the first year out of course by **April 30th 2021**.

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

- while graduating in a session of the academic year 2019/2020, obtain the title before October 5th, 2020.
- while graduating in a session of the academic year 2019/2020, studies continue for the academic year 2020/2021 at a university or conservatory outside the Friuli Venezia Giulia region (except for the Masters).

2. Merit requirement

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

Credits are not taken into account:

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

Students enrolled in the first year

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

- **20 CFUs regularly registered** on the Esse3 system, or in the databases of the Conservatories and the Academy, **with the date of passing the related exams no later than August 10th 2021**

- (if enrolled in degree courses with annual exams only) **10 ECTS regularly registered** on the Esse3 system with **a date not exceeding August 10th 2021**.

Students enrolled in years following the first year

In order to participate in the allocation of benefits students enrolled in subsequent years must already possess **the merit requirement by 10 August 2020**:

AY of first registration	19/20	18/19	17/18	16/17	15/16	Additional semester
Year of enrollment in the academic year 2020/21	2nd	3rd	4th	5th	6th	
	Total number of credits to be acquired starting from the year of first registration					
Three-year degree Upper Level Bachelor's Degree (Conservatory)	25 CFU	80 CFU	-	-	-	135 CFU
Master's degree * 2nd level specialist biennium (Conservatory) *	30* CFU	-	-	-	-	80*CFU
Single cycle master's degree	25 CFU	80 CFU	135 CFU	190 credits	245 CFU	+ 55 ** CFU

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

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

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

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

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

BONUS CFU:

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

The **activation of the bonus** can be done on the online application. The bonus can only be activated once and cannot be combined. The portion of the bonus not used in the academic year of activation can be used in subsequent ones.

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

Bonus credits possibly requested in the academic years preceding the academic year 2020/2021 are not counted towards the achievement of the minimum merit requirement set out in this call.

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

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

3. Income and assets requirement

This requirement is identified on the basis of the Equivalent Economic Situation Indicator (**ISEE**) for the subsidized services for the right to university study, relating to the income of 2018 and the balance sheet of 2018.

Specifically:

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

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

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

- a) EU and non-EU **residents, residents in Italy, whose household resident in Italy has produced income and possesses assets in Italy and / or abroad** must go to any CAF or INPS to obtain the ISEE certificate for subsidized services for the right to university study.
- b) EU and non-EU citizens **residing in Italy, with a family residing abroad and / or with income and assets produced or owned abroad**, must go to any CAF or INPS to obtain the ISEE certificate for facilitated services for the right to university studies certifying income and assets in Italy and then contact the affiliated CAFs for the issue of the ISEE parificato university (Data sheet for the University Equated Indicator).
- c) EU and non-EU, **non-resident in Italy, whose family resides abroad must contact** exclusively the **CAF affiliated for the issuance of the equivalent university ISEE (Data sheet for the university equivalent indicator)**.
- d) **recognized as political refugees** in Italy must attach the certification issued by the Ministry of the Interior; **stateless students** must attach the certified copy of the documentation issued by

the Civil Court. For these categories of students, only income received in Italy and any assets owned in Italy are taken into account.

- e) **from developing countries** as per Ministerial Decree **6 May 2020 n. 62** "Definition of the list of particularly poor countries, also characterized by the presence of a low indicator of human development, for the academic year **2020/2021**" (except for any updates provided by new DM) and listed in Annex 2, must present the assessment of the economic condition made on the basis of a certification of the Italian Representation in the country of origin that certifies that the student does not belong to a family known to be of high income and high social level. For students who enroll in the first year, this certification can be issued by Italian bodies authorized to provide a guarantee of economic coverage pursuant to the current provisions on the registration of foreign students in Italian universities; in this case the guarantee the institution undertakes to return the scholarship on behalf of the student in case of revocation.

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

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

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

For the purposes of this procedure, the ISEE certificate cannot be considered valid:

- for subsidized services for the right to university study not referred to the requesting student.
- certification with ordinary ISEE, even if referred to the requesting student.

If a student is in possession of a **current ISEE**, instead of an ISEE for the facilitated services for the right to university study, he must report it exclusively to the address: info.trieste@ARDISS.fvg.it and info.udine@ARDISS.fvg.it within the deadline for submitting the online application for each benefit. The current ISEE is valid for six months, therefore the certificate must still be valid on the date of submission of the application for each benefit.

Students independent from the family of origin

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

- **residence**, resulting from personal data, outside the home unit of the family of origin, established for at least two years from the date of submission of the application for registration

for the first time in each course of study, in accommodation not owned by a member of the family unit of origin.

- **presence of an adequate income capacity**, consisting of **income from paid or assimilated tax-related work, for at least two years not less than € 6,500.00 per year with reference to a person's family unit.**

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

Students with disabilities

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

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

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

• CREDENTIALS TO ACCESS THE ONLINE APPLICATION

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

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

- **for the ARDiSS office in Trieste** (for students already enrolled, for students not yet registered at the University and for students of the Conservatory), they must register online in the Esse3 system. Credentials are active within 24 hours of registration, otherwise students must contact the ARDiSS office in Trieste.
- **for the ARDiSS office in Udine** (if not yet registered at the University or if enrolled in the Conservatory, Academy or ITS) they must register online on the ARDiSS website or (if already registered at that university) use the credentials (serial number and password) provided from the University of Udine.

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

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

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

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

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

The applications presented will not be considered valid:

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

Non-EU students - further documentation

Non-EU students must also:

- be in possession of, or have requested, the issue or renewal of a **residence permit**.
- attach in online application, within the deadline, the certification issued by the Ministry of the Interior if students recognized as **political refugees** in Italy.
- attach in the online application, within the deadline, the certified copy of the documentation issued by the Civil Court if **stateless students**.
- attach online, within the deadline, the certification of the Italian Representation in the country of origin that certifies that they do not belong to a family known to be of high income and high social level if **students who are citizens of developing countries** (listed in Annex 2).

Students not yet enrolled

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

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

Students who graduate in a three-year course of study within the last graduation session of the academic year 2019/2020 and enrolling in the first year of the master's degree for the academic year 2020/2021, within the deadlines set by the University, **must fill in the application** for benefits as **freshmen**.

• **Forfeiture and exclusion from benefits (art.11)**

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

- in possession of a qualification of equal or higher level, even if obtained abroad.
- transferred to another university or give up their studies for the academic year 2020/2021 prior to 1 July 2021.
- to have stated the following falsehoods:
 - not enrolled in the academic year of reference within the terms provided by the Universities, by the Conservatories, by the ITS and by the Academy or by the date of submission of the requests for review.
 - for specialization courses, with the exception of those in the medical area activated on the basis of current legislation on the subject, enrolled for a period longer than the duration foreseen by the respective teaching systems starting from the year of first enrollment.
 - for PhD courses, which do not benefit from the scholarship referred to in DM April 30, 1999, n. 224, enrolled for a period longer than the duration foreseen by the respective educational systems starting from the year of first enrollment.
 - for ITS courses, enrolled for a period longer than the duration foreseen by the respective educational systems starting from the year of first enrollment.
- not having closed the online application for the request for benefits in all its methods and procedures, within the deadlines set.

Furthermore, for the sole benefit of the scholarship, students benefiting from other scholarships of an amount greater than € 1,500.00 will be forfeited from the benefit.

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

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

– **Community students**

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

– **Non-EU students**

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

Off-site status (art.15.3)

Students who **take lodgings near the university site (ie in the municipalities considered in place** in relation to the course's teaching location) are defined as "off-site" by using, for consideration, the residential structures of the ARDiSS or other private or corporate housing for a period of not less than 10 months (between 1 September 2020 and 31 August 2021 and, for the Student Houses, in the maximum assignment period).

The 10-month limit is reduced to:

- **6 months** for undergraduate students housed in the ARDiSS Student Houses, from the last year of the course with the regular qualification, who intend to take the general degree exam by the last exam scheduled for the academic year. 2019/2020;
- **8 months** for students enrolled in ITS

Students who have not been able to complete the part of the online application regarding the lease, because they do not have all the required data, are required to make the online declaration, **by 13.00 on 19 October 2020**.

The online declaration on accommodation concerns: the use of the accommodation for consideration, the address, the monthly rental fee, the duration of the contract, the deadline and the registration details at the Revenue Agency of 10/19/2020 and can be done in one of these ways:

- In the dedicated section of the online application during the compilation of the same:
- In the dedicated section of online services, on the website www.ARDISS.fvg.it, **by October 19th 2020**.

Assigned students who have regularly taken possession of the accommodation in the facilities made available by ARDiSS for the academic year must not submit the declaration relating to housing for the AY 2020/2021.

Students residing in all municipalities considered to be off-site or non-EU citizens who by 13.00 on 19 October 2020 have not submitted the online declaration relating to accommodation, or have submitted an incomplete declaration, will be able to **benefit from the scholarship provided for commuter students**

Contract characteristics

The contract must be:

- rental contract duly signed and registered, by 19 October 2020.
- registered or joint to the student or to a member of the family unit.
- refers to a property not owned by a member of the family unit of the student applying for the scholarship.
- with monthly fee, net of utility costs (for example water, electricity, gas, telephone ...), not less than € 120.00.

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

Students participating in international mobility programs (art.15.3.3)

Students participating in an international mobility program in the academic year 2020/2021 will be considered as off-site students on the condition that they demonstrate that they have used **accommodation for 10 months in public or private structures at the foreign university and / or at the university headquarters of the course attended in Italy.**

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

If the mobility has a duration of less than 10 months, the student, in order to obtain the recognition of the off-site status, must also send a copy of the lease contract stipulated for accommodation for consideration at the regularly registered university in Italy.

As regards the contract stipulated in Italy, the provisions of article 15.3 apply.

Only students who participate in an international mobility program for a period **of 10 months** using accommodation for consideration for the same duration at the university of destination, will be considered, for the purpose of awarding the scholarship, students outside headquarters, regardless of residence in Italy.

• **Allocation reserves (art.19)**

The number of scholarships that will be awarded will be determined on the basis of the proceeds deriving from the regional tax for the right to university study pursuant to art. 37 of the LR November 14, 2014, n. 21, to the proceeds from the Supplementary Intervention Fund pursuant to art. 18, Chapter IV of Legislative Decree 29 March 2012 n. 68, to the Regional Integrative Intervention Fund and to the availability of own funds from the ARDISS budget.

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

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

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

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

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

Following the fulfillment of all students in possession of enrollment, income and merit requirements, the scholarship will be awarded to students enrolled in years subsequent to the first to have submitted a specific substitute declaration of notarial deed through an online application, possibly accompanied by a suitable documentation certifying the objective impossibility, due to the Covid-19 emergency, of taking specific exams, with indication of the relative number of credits, deemed acceptable by ARDiSS or specific documentation issued by universities or conservatories

In the event of further availability of funds, ARDiSS will provide a scholarship, hereafter referred to as the "COVID scholarship", which will amount to not less than 80% of the scholarship provided for in this call. The COVID scholarship may be awarded to students enrolled in years subsequent to the first at the Universities and Conservatories of the Region who, although using the standard bonus credits, were unsuitable in the relative ranking due to failure to achieve the minimum merit requirement referred to in articles 4.2.2 and 5.2.

To these students ARDiSS will automatically assign the "Covid bonus" corresponding to a maximum of 5 university training credits for the University and a maximum of 10 training credits for the students of the Conservatory and will then proceed to the formulation of a special ranking.

- **Accommodation places in competition with the registration, merit, income and heritage requirements (art.26) - Trieste office**

A maximum of **584 accommodation places are competing**.

The number of competition places calculated, taking into account the current safety protocols due to the Covid 19 emergency, is subject to possible variations. In order to guarantee the safety of students, ARDISS reserves the right to make office transfers within the same residence or in another residence.

Specific requirement (art.28)

In addition to being in possession of the registration, merit, income and heritage requirements set out in the general rules, students who wish to request accommodation at the ARDISS Student Houses **must reside in one of the municipalities considered off-site in relation to the own course of study**, as established in article 15 of this call and in annex 1.

Students with disabilities with a percentage of disability equal to or greater than 66% can still apply for accommodation, provided they are not residing in the common place of study.

RANKING - Students enrolled in the first year (art.31.2)

The provisional ranking of accommodation places for students enrolled in the first year of all courses will be published on the website www.ARDISS.fvg.it **approximately by September 18, 2020**.

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

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

The student is the assignee of the accommodation place for the academic year. 2020/2021 **from the admission date established in this announcement until 31 July 2021** (*their exit must take place by 9.00 am on 1 August 2021*), with the exclusion of the Christmas holidays.

RANKING - Students enrolled in subsequent years (art.31.1)

The provisional ranking of accommodation places for students enrolled in subsequent years will be published on the website www.ARDISS.fvg.it approximately **by August 24, 2020**.

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

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

Following the fulfillment by all students in possession of the requirements for enrollment, income and merit, the accommodation place will be assigned to students enrolled in years subsequent to the first who have submitted the declarations required and issued by the Universities and Conservatories of the Region, certifying the impossibility of reaching the credits for the health emergency, or that have submitted the substitutive declaration of a notary deed certifying the impossibility of reaching the credits expected by 10 August 2020. These declarations may be accompanied by suitable documentation in support of what has been declared.

Students enrolled in subsequent years "Covid Bonus"

In case of further availability of accommodation, following the assignments in favor of students enrolled in subsequent years and freshmen, ARDiSS will assign accommodation places to students enrolled in years subsequent to the first at the Universities and Conservatories of the Region who, despite using of the standard bonus credits, were unsuitable in the relative rankings for failure to achieve the minimum merit requirement pursuant to articles 4.2.2 and 5.2.

For the assignment of these additional accommodations, the merit requirement required on 10 August 2020 is reduced to a maximum of 5 university training credits for the University and 10 training credits for the students of the Conservatory. The relative ranking will be formulated by taking into account, in addition to the income requirement, the university merit with reference to the exams taken and registered in career on the Esse3 system or at the conservatories' secretariats by 10 August 2020.

ADMISSION TO ACCOMMODATION

Students benefiting from the accommodation place in the definitive ranking list must present themselves at the assignment Student Houses on the days indicated for admission to the accommodation.

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

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

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

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

Students who, for any reason, cannot take possession of the accommodation according to the aforementioned calendar, must send the **postponed admission** form available on the ARDiSS website, with a copy of the **deposit payment** attached, to alloggi.trieste@ARDISS.fvg.it within two working days preceding that of admission foreseen by the calendar.

Students assigned accommodation places for the academic year 2020/2021 in the case of assignment using a **postponed admission** form, except in cases of force majeure, must present themselves to the assignment of the Student House **within 1 month** from the scheduled admission date to sign the deed of acceptance of the accommodation with the relative documentation.

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

- **Accommodation places in competition with the registration, merit, income and heritage requirements (art.37) - Udine office**

A maximum of **549 accommodation places will be assigned to the requesting students**.

The number of places available, which has been calculated taking into account the current safety protocols due to the Covid 19 emergency, is likely to undergo possible variations. In order to guarantee the safety of students, ARDiSS reserves the right to make office transfers within the same residence or in another residence.

Specific requirement (art.38)

In addition to being in possession of the registration, merit, income and heritage requirements set out in the general rules, students who wish to request accommodation at the ARDISS Student Houses **must reside in one of the municipalities considered off-site in relation to the own course of study**, as established in article 15 of this call and in annex 1.

RANKINGS - Students enrolled in the first year (art.41.2)

The provisional ranking of accommodation places for students enrolled in the first year of all courses will be published on the website www.ARDISS.fvg.it approximately by **September 18, 2020**.

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

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

RANKINGS - Students enrolled in years following the first (art.41.1)

The provisional ranking of accommodation places for students enrolled in subsequent years will be published on the website www.ARDISS.fvg.it by approximately **August 24, 2020**.

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

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

Students who apply as students enrolled in subsequent years for the further semester, if they obtain the qualification within the extraordinary session of the academic year 2019/2020 and enroll after the first year of the master's degree for the academic year 2020/2021 within the deadlines set by the

University or by the Conservatory, in any case will obtain the accommodation only until the three-year qualification is obtained.

Following the fulfillment by all students in possession of the requirements for enrollment, income and merit, the accommodation place will be assigned to students enrolled in years subsequent to the first who have submitted the declarations required and issued by the Universities and Conservatories of the Region, certifying the impossibility of reaching the credits for the health emergency, or that have submitted the substitutive declaration of a notary deed certifying the impossibility of reaching the credits expected by 10 August 2020. These declarations may be accompanied by suitable documentation in support of what has been declared.

Students enrolled in subsequent years "Covid Bonus" (art. 41.3)

In case of further availability of accommodation, following the assignments in favor of students enrolled in subsequent years and freshmen, ARDiSS will assign accommodation places to students enrolled in years subsequent to the first at the Universities and Conservatories of the Region who, despite using of the standard bonus credits, were unsuitable in the relative rankings for failure to achieve the minimum merit requirement.

|||UNTRANSLATED_CONTENT_START|||Per l'assegnazione di detti ulteriori alloggi il requisito di merito richiesto al 10 agosto 2020 viene ridotto nella misura massima di 5 crediti formativi universitari per l'Università e di 10 crediti formativi per gli studenti del Conservatorio.
|||UNTRANSLATED_CONTENT_END|||The relative ranking will be formulated taking into account, in addition to the income requirement, the university merit with reference to the exams taken and registered in career on the Esse3 system or at the conservatories' secretariats by 10 August 2020.

ADMISSION TO ACCOMMODATION

Students benefiting from the accommodation place in the definitive ranking list must present themselves at the assignment Student Houses on the days listed for admission to the accommodation.

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

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

- a legible photocopy of a **valid identification document** (accompanied by the original document). The non-EU student must present himself with a **passport**.
- **a passport photo**.
- **the certificate of payment of the security deposit**, except for those who have already paid the deposit in previous academic years and have not been reimbursed.

- suitable documentation certifying the conclusion of the period of fiduciary isolation, if due on the basis of the provisions in force.

Upon admission, the student signs the act of acceptance of the accommodation place, provided by ARDiSS.

Students who, for any reason, cannot take possession of the accommodation according to the aforementioned calendar, must send the **postponed admission** form which is available on the ARDiSS website, with a copy of the **deposit payment** attached, to alloggi.udine@ARDISS.fvg.it within two working days preceding that of admission foreseen by the calendar.

In this case, the student must agree with the ARDiSS offices on the day for late admission to the accommodation according to the needs of the offices themselves.

Students assigned accommodation places for the academic year 2020/2021, in the case of assignment using a **postponed admission** form, must, except in cases of force majeure, sign the act of acceptance of the accommodation place **within one month** of the scheduled admission date.

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

• Accommodation places in competition with the only registration requirement (art. 36) - Trieste office

If there should be residual accommodation places after the assignments to the beneficiaries in possession of the registration, merit and income / heritage requirements, these places will be made available to students in possession of the only registration requirement.

The possible activation date of the relevant online application and the methods for submitting the application will be stated on the website www.ARDISS.fvg.it.

Two rankings will be drawn up, one for subsequent years and one for freshmen, according to the criteria specified below.

The places will be assigned primarily to disabled students with a disability percentage equal to or greater than 66%, giving priority to those included in the ranking of the following years.

Any remaining accommodation places will primarily be assigned by scrolling through the ranking of the following years.

RANKING - Students enrolled in the first year, in research and specialization doctoral courses and in ITS

The ranking will take into account the final mark with which students have completed the cycle of studies prior to the one to which they enroll, comparing it on a scale from 1 to 100. The number of beneficiaries will be determined by assigning, for each of the two rankings, the same proportion of accommodation places, until all available places are exhausted.

Students enrolled in years following the first year

The ranking will take account of university merit only and will be formulated taking into consideration the exams taken and registered in your career on the Esse3 system by 10 August 2020,

- **Accommodation places in competition with the only registration requirement (art. 46) - Udine headquarters**

For the Student Houses of Gemona del Friuli, Pordenone and Gorizia, if, after the allocation of accommodation places to the beneficiaries and the activation of the reserves provided for students with incoming international mobility, should there still be available accommodation places, these places will be made available to students with only the enrollment requirement.

The online application must be completed by 13.00 (Italian summer time / GMT + 2 / UTC + 2 / CEST) on September 14, 2020.

The admissions of the assignees of the accommodation place will take place, **from 10.00 to 13.00**, on the days that will be published in timely manner on the website and, in any case, indicatively starting from November 2, 2020.

The compilation of this application should express a simple expression of interest, which must be prepacked by sending a properly stamped paper form, which will be made available on the site with a specific notice.

- **Contribution for international mobility (art.53)**

The online application for the international mobility contribution must be submitted, by accessing the online services of ARDiSS, from 1 March to 6 April 2021 by 1.00 pm (Italian summer time / GMT + 2 / UTC + 2 / CEST), as indicated in the schedule.

REQUIREMENTS

- **participate in the academic year 2020/2021 to periods of study or internship abroad** promoted by the University of Trieste, by the University of Udine, by the Conservatory of Music

"G. Tartini "of Trieste, from the Conservatory of Music" J. Tomadini "in Udine or the" GB Tiepolo "Academy of Fine Arts in Udine for participation in international mobility programs, both in the context of programs promoted by the European Union, and also in non-EU programs (bilateral agreements).

- **be suitable or beneficiaries of the scholarship** referred to in this announcement in the academic year 2020/2021.
- obtain, for the period of study or internship in question, **academic recognition** in terms of credits as part of one's course of study in Italy.

The amount of the contribution for international mobility, to be understood as a supplement to the scholarship, is equal to **€ 160.00 per month for a maximum period of 10 months**.

The number of assignments will be determined according to the budget availability.

The assignment of **20 contributions will be guaranteed for each operating site of the ARDiSS**.

Applicant students must declare in the online application that they are recipients of the international mobility scholarship or internship abroad for the academic year. 2020/2021 and the relative period of stay abroad determined at the time of assignment by the University, the Conservatory or the Academy.

UNIVERSITY CAFETERIA SERVICE

• Rates

The service of the university cafeteria - which guarantees each student the right to a meal for lunch and one for dinner - is provided on the basis of the Equivalent Economic Situation Indicator (**ISEE**) for the **benefits facilitated for the right to university study**, relating to income in 2018 and the balance sheet of 2018.

The rates for the full meal are:

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

ARDiSS automatically assigns students the rate for the third bracket (€ 4.80).

• Online application for tariff reduction

Students enrolled in universities, conservatories, ITS, academies and SISSA can apply online by **30 June 2021** to request the reduction of the official office rate by selecting "reduced rate cafeteria service". The online application must include the data relating to the ISEE certificate for the facilitated services for the right to university study which is currently valid and refers to the student.

The reduced rate required for the academic year 2020/2021 will be activated **from 1 January 2021** and will be valid **until 31 December 2021**. Exceptions are **students enrolled in the first year**, for whom the reduced rate will be activated within 35 days from the date of the request.

Students enrolled in universities, conservatories, ITS, academia and SISSA can take advantage of the direct acquisition of ISEE data from the database of these institutions where present, compatibly with the software update times.

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

For students participating in incoming international mobility programs and for those coming from abroad participating in intensive Italian language courses, a fee of **€5.00** is applied.

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

The Data Controller is the Regional Agency for the right to higher studies - ARDiSS, in the person of the General Manager (tel. +39 040 3595326/328 e-mail: direzione@ARDISS.fvg.it PEC: ARDISS@certregione.fvg.it).

The Data Processor, carried out with the aid of electronic, or in any case automated, means and data retention is In4matic Srl, with headquarters in via Garibaldi 100 in Chignolo Po (PV).

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

The interested party has the right to access the data concerning him, correct or delete them, oppose their treatment or request their limitation and portability. The data subject has the right to lodge a complaint with the Guarantor for the protection of personal data.

At any time the interested party can exercise their rights by sending to the Data Controller:

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