



**CALL FOR APPLICATIONS FOR ALLOCATION
OF ACCOMMODATION AND CATERING
SERVICES PERTAINING TO THE RIGHT TO
EDUCATION**

**“COLLEGIO SAN VINCENZO”
Academic Year 2024/2025**

Determination of Director n.5 del 26/02/2024

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ART. 1 AVAILABILITY OF PLACES

The benefits for implementing the Right to Education (DSU) offered by this Call for Application are:

- service for discounted accommodation rates, with catering service

ART. 2 WHO CAN APPLY

Students in possession of both the **income** and **merit requirements** specified in this Call for Applications and who, for the A.A. 2024-2025, enroll or intend to enroll for the first time at one of the following training levels of the Universities or university faculties based in Piacenza:

- bachelor's degree course
- single-cycle master's degree program;
- master's degree course:
- specialization course:
- PhD course (if not beneficiaries of a scholarship or research grant).

The application for DSU benefits follows an independent process and has an **earlier** deadline than the matriculation or enrollment procedure. **For this reason it can be submitted earlier.** Obviously, inclusion in the waiting list for the effective assignment of benefits is **subject to registration or enrollment** within the specific terms provided.

For students of PhD or specialization courses, the procedures and deadlines set out in the relative admission calls and / or in the relative regulations apply.

Furthermore, beneficiaries who intend to obtain confirmation of the benefit for subsequent academic years **must** submit an application.

Those who **cannot** apply:

- students **enrolled at a foreign university** who have been admitted to attend courses run by universities based in Piacenza as part of international exchange **agreements**;
- students in possession of an Italian or foreign **qualification** of a level equal to or higher than the course of study for which the benefit is requested.

ART. 3 REQUIREMENTS RELATING TO ECONOMIC CONDITIONS

The economic condition refers to whether the student is independent or dependent on his / her family, if not autonomous.

Art. 3.1 Students with income and assets in Italy Requirements

a) ISEE not exceeding € 23,000.00

b) ISPE not exceeding € 50,000.00

For students - Italian or foreign - with income and / or assets in Italy, the economic condition is identified on the basis of the Equivalent Economic Situation Indicator **specifically issued for benefits relating to the right to university study**, hereinafter referred to as University ISEE, and on the basis of the Equivalent Asset Situation Indicator, referred to hereinafter as **ISPE**.

To obtain the University ISEE, the **Single Substitute Declaration** must be presented to INPS, or, alternatively, one can contact one of the Fiscal Assistance Centers (CAF) in the territory.

Processing of the ISEE by the INPS is not immediate.

Under penalty of inadmissibility of application, the attestation of economic condition must be attached to the application.

In the case that the student has requested a current ISEE, this must be valid on the date of submission of the application.

Art. 3.2 Students with income and assets overseas only or in Italy and abroad

A student - Italian or foreign - who has income and assets abroad, or abroad and in Italy, cannot apply for ISEE certification but must obtain a replacement indicator called "ISEEU parificato" always for use in "**subsidized services for the right to university study**"

To obtain the equalized ISEEU, one must **only** contact a **CAF**.

Art. 3.3 Independent student

In the case of an independent student, the income will not be integrated with that of the family of origin. The student is defined as "independent" when the following requirements are met:

- they have had a separate and different residence from that of the family of origin for at least two years from the date of submission of the application and the residence is not in accommodation owned by the family of origin;
- for at least two years they have been receiving their own income, fiscally declared, deriving from employment or similar work. The work should not be given in the employ of a family member. If the independent student results, from the family status, as cohabiting with another person, the incomes of both will be considered, even if there are no family ties.

Art. 3.4. Foreign students from particularly poor countries

For the purposes of calculating the equalized ISEEU-ISPEU, students from particularly poor countries will be able to deliver to the agreed CAF:

- a certification issued by the Italian Representative in the country of origin, which certifies that the student does not belong to a family known to have a high income and a high social level.
- a document or self-certification certifying the composition of the foreign family unit.

Art. 3.5 ISEE / ISPE, ISEEU / ISPE limits, minimum annual income for independent students

The ISEE / ISPE limits, the ISEEU / ISPEU limits as well as the minimum annual income of the independent student are defined annually by the Region of Emilia Romagna through its own deliberation which, at the date of publication of this Call for Applications, have not yet been issued.

These values will therefore be specified in an addendum to this Application which will be published on the ASP website <https://www.collegiomorigi.it/index.php/bandi/>

ART. 4 MERIT REQUIREMENTS: students enrolled in the FIRST YEAR

Art. 4.1 Admission requirements for students enrolled in the FIRST YEAR of single-cycle bachelor's and master's degree courses

Students enrolling in the FIRST YEAR of single-cycle bachelor's and master's degree courses are required (where applicable) to pass the admission test with a score equal to or greater than 60/100

Art. 4.2 Academic merit requirements for students enrolled in the FIRST YEAR of bachelor's, master's and single-cycle master's degree courses

For the purposes of ranking, for students enrolled in the first year of bachelor's, master's and single-cycle master's degree courses, the requirement of economic status is taken into consideration first.

To meet the merit requirement, students enrolled in the **first years** of all degree programs **CANNOT** make use of any credit bonus.

The credits earned by the student who enrolls in single courses will be considered only if such enrollment is aimed at acquiring the **curricular supplements necessary for admission to master's degree courses starting from the second semester** and regularly validated during the course of the master's degree.

Art. 4.3 Students with disabilities

For students with disabilities, with a disability equal to or greater than 66%, individual merit requirements can be defined (based on the type of disability) which may deviate by up to 40% from those indicated in Article 4.2.

In any case, the provisions regarding the minimum merit limits are not applied to this category of students.

Art. 5 MERIT REQUIREMENTS: students enrolled in SUBSEQUENT YEARS

Students who enroll in subsequent years of degree courses, single-cycle master's degree courses, master's degree courses, to meet the merit requirement, must have achieved, by **10th August 2024**, the necessary number of educational credits - as required by Art. 6, 2 of the Prime Ministerial Decree (DPCM) of 09/04/2001.

For students with disabilities, the provisions of Article 4.3 are without prejudice.

ART. 5.1 Credit Bonus

To achieve the minimum merit requirements for access to the A.A. rankings 2024-2025, students enrolling in subsequent years of bachelor's and single-cycle master's degree courses can use a **credit bonus** in addition to the credits actually earned.

In particular:

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

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

The bonus **accrues exclusively** during the bachelor's and single-cycle master's degree courses (up to the third year). It can be used only once and is **NOT** cumulative.

ART. 5.2 How to use the bonus

The bonus can be used as follows:

- **bonus credits** are **added** to effective earned credits exclusively for achieving the minimum merit requirement required by Admissions for inclusion in the List;
- if the student uses only a part of the bonus, the **residual amount** can be used in subsequent academic years;
- students enrolled in **master's degree courses** can only apply the bonus quota accrued and unused over the course of the degree;
- students enrolled in **years subsequent to the third of single-cycle master's degree courses** can only apply the portion of the bonus not utilized within the third year of the course;
- **students coming from other Italian universities** who enroll in master's degree courses **must prove** that they have never utilized the bonus during the three-year degree course or that they have applied only a portion of the bonus accrued.

Art. 6 REQUIREMENTS OF MERIT: students enrolled in PhD and specialization courses

For those enrolled in specialization and PhD courses, the merit requirements are met with admission to courses without repetition, according to the procedures set out in the respective Calls, subject to the provisions of Article 15.

ART. 7 DEADLINES FOR SUBMITTING THE APPLICATION

Under penalty of exclusion from the Application process, the first application to access the 2024/2025 benefits must be submitted, completed in all parts and duly finished and sent, by **12 noon** on the **3rd of June 2024** and integration credit by **12 noon** on the **10th of August 2024**.

The aforementioned terms are **MANDATORY** and must be respected by all students - whether they are submitting for the first time or are submitting to continue use of benefits - including those who can register for A.A. 2024/2025 only after the dates indicated, or after having passed admission tests or tests or after having obtained a bachelor's degree.

ART. 8 HOW TO APPLY

Within the terms referred to in the previous article, the application form for admission to the application procedure for the assignment of boarding places must be submitted exclusively by e-mail: segreteria@collegiomorigi.it and, at the website www.collegiomorigi.it online service portal.

After sending, the application cannot be modified or annulled by the student.

Any changes relevant to the assignment of boarding places that occur after the submission of the application [eg. renunciation of studies, transfer to another university, etc ...] must be communicated to the ASP through the indicated channel.

ART. 9 EXCLUSION FROM THE LIST

Students automatically **excluded** from the List are those who:

- do not send their application by the deadline or submit an incomplete application;
- do not present the documentation required by the Submissions Process, or present it after the stipulated deadlines or, furthermore, present false and / or irregular documents;
- do not complete enrollment in courses for the A.A. 2024-2025 within the deadlines set out in the academic calendar;
- do not have an ISEE-ISPEE declaration - or ISEEU-ISPEU equalized - for benefits for the right to university study;
- have economic disputes pending towards the ASP;
- have incurred, in previous years, measures for the revocation of benefits following false declarations, willful misconduct or otherwise;
- could not submit the application.

ART. 10 FORFEITURE OF BENEFITS

The student forfeits their right to a place if they:

- incur disciplinary sanctions greater than written warnings for infringements committed against the ASP;
- submit an untruthful statement or an irregular document following official investigations;
- give up their studies at university.

ART. 11 CHECKS ON THE ACCURACY OF STATEMENTS

The ASP will verify the veracity of statements made by the student **even after** the assignment of the places covered by this application process, making use of the powers provided for under the current provision of the law.

To this end, the ASP will carry out checks on a minimum sample of 20% of those eligible for places and on all students belonging to families who declare zero income.

In case of false declarations, the assigned benefits will be revoked and penalties applied under Articles 75 and 76 of Presidential Decree n. 445/2000 and by art. 10 Legislative Decree n. 68/2012 cit. In any case, this

is without prejudice to the application of disciplinary sanctions and criminal law, if the fact constitutes a crime.

ART. 12 FINANCIAL MATTERS

The beneficiaries of the accommodation and catering service will have to sign a hospitality contract with the ASP, with which they will be able to access tax deductions provided for in their tax return.

Art. 12.1 Accumulation and exceptions

The subsidy rate for the boarding school compatible with and therefore cumulative with contributions received for stays of study abroad; does not preclude participation in calls for paid student collaborations.

With reference to other study scholarships - provided by universities or by other public or private entities - non-cumulation may be provided for by the specific Call for Applications to which the student intends to participate.

In the event that the same student who is beneficiary of the reduced boarding rates at the ASP is also the assignee of other non-cumulative benefits, they must choose which to accept, exercising the right of option.

Incompatibility identified by our office is cause for the forfeiture of benefit and prevention of a subsequent exercising of their option of choice.

ART. 13 RATES APPLIED AND THE NUMBER OF PLACES

55 accommodation places are available, divided as follows:

- € 394 per month per bed in a double room, + one meal a day n. 36 places;
- € 421 per month per bed in a single room with shared bathroom + one meal a day n. 19 places where n. 2 places equipped for disabled;

The fee consists in part for accommodation service and in part for catering service, (1 meal).

ART. 14 FORMATION OF RANKINGS FOR ALLOCATION OF ACCOMMODATION

Priority will be given according to the following criteria:

STUDENTS ENROLLED IN THE FIRST YEAR

Each student who has submitted a valid application is assigned a score relative to their economic situation and determined by the following formula

$$1 - \frac{\text{ISEE students}}{\text{ISEE LIMIT}} \times 1,000$$

The maximum score that can be attributed is 1,000.

Position in the list is determined in descending order according to the score attributed. In the case of score parity, the highest qualification grade prevails, and successively, the younger age.

STUDENTS ENROLLED IN THE FOLLOWING YEARS

Each student enrolled in subsequent years who has submitted a valid application is assigned a score relative to their academic merit. Attributable points are 1,000, distributed as follows:

- 600 based on the number of credits acquired by the **10th of August 2024** and determined by the following formula:

$$\text{(Student CFU - minimum CFU)} \quad \times \quad \frac{600}{\text{(Max standard CFU - min CFU)}}$$

- 400 based on the average mark in the exams passed by **July the 31st, 2023** and determined by the following formula:

$$\text{(Average student grade - 18)} \quad \times \quad \frac{400}{\text{(30 - 18)}}$$

In the case of score parity, the student who has not used the bonus precedes the ranking, thus the student with the highest score relative to their economic situation. In the event of further parity, the student enrolled in the highest course year prevails and, successively, the younger age.

Art.14.1 In the Case of students awaiting CFU recognition

Students awaiting CFU recognition - for example students applying following a transfer from a University, School or Degree Program - will be included at the end of the eligibility ranking "subject to the assessment of merit requirements".

The attestation of CFU must in any case be sent no later than **August the 31st 2024**, supplementing the application.

ART. 15 PUBLICATION OF RANKINGS AND REQUEST FOR REVIEW

PROVISIONAL RANKING

The student will need to review their position in the provisional ranking by connecting to the ASP web site starting from **September the 13th 2024**.

REQUEST FOR REVIEW

Any requests for review may be submitted no later than the **20nd of September 2024**, exclusively via the online service portal.

The appropriate supporting documents must be attached to the application in PDF format.

Incomplete applications, not supported by appropriate documentation or, presented in forms other than those set out in the Application Process, will be considered inadmissible.

The student will be aware of the outcome of their request for re-examination with the publication of the final rankings.

DEFINITIVE RANKING

Once examination of the applications is concluded, the student will be able to view their position in the final ranking on the ASP website starting from the **1st of October 2024**.

Any appeal against the final ranking must be presented to the competent bodies within the terms and conditions and according to the formalities provided for by current legislation.

ART. 15.1 Method for assigning lodgings

Lodgings are assigned up to the fixed number.

Accommodation and catering service may be suspended for students who have unsettled economic matters pending to the Asp.

ART. 16 CATERING SERVICE

Catering service is included in the boarding fee

In the case of non-use of the catering service, the student will NOT be entitled to any form of refund.

Exception is made only in the case of a student who takes part in an international mobility program lasting no less than 2 months.

ART. 16.1 Duration of service

The catering service will be available from the 1st of September 2024 to the 31st of July 2025.

ART. 17 ALLOCATION OF ACCOMMODATION PLACE

Students enrolled in subsequent years of all and any degree programs are entitled to use accommodation from 25th of August 2024 until 31st of July 2025.

Students enrolled in the first year of all or any degree programs have the right to use accommodation assigned to them from the beginning of the courses (as indicated in the Academic Calendar), subject to verification of validity of enrollment, and until the 31st of July 2025.

Places will be assigned, only in the event of availability of said places reserved for the Right to Education, on the basis of the requests received in chronological order.

In the case of assignment of accommodation, the student must pay in advance to the ASP an amount equal to two months rent as a deposit.

Students must vacate their assigned accommodation by **10:00 am on the 1st of August 2025**.

The procedure for the assignment of accommodation places will take place until all reduced rate accommodation places made available for the A.A. are exhausted 2024-2025.

ART. 17.1 Method of assignment and terms of acceptance

The ASP will allocate accommodation places by e mail sent to the email address specified by the student at registration.

Under penalty of forfeiture, the student must formally accept allotted accommodation within **48 hours** of receipt of email.

The e-mail will contain instructions that the student must follow in order to correctly formalize the acceptance.

Non-acceptance within the prescribed period constitutes a refusal.

The student must take possession of the assigned accommodation within **10 days** of acceptance. Otherwise it will be considered a renouncement.

In the case of student participation in an international mobility program

The student who participates in an international mobility program in the first semester and to whom the assignment of an accommodation place has been proposed must, in any case, formalize their acceptance within 48 hours of receiving the email, as indicated above.

The student who participates in an international mobility program in the second semester must inform the asp at least 30 days before departure by sending an email to **ospiti@collegiomorigi.it** indicating the period of stay abroad, the date of departure and the date of return. In the absence of such communication, the student will not be guaranteed either refund of the deposit or assignment of accommodation upon return from mobility.

ART. 18 WAIVER OF ACCOMMODATION

Termination can take place in cases of:

- participation in International Mobility Programs;
- duly documented serious health reasons. Health reasons must be related to the student or to a family member within the second degree of kinship;
- Students who intend to graduate during the April session must cancel accommodation 90 days prior.

ART. 19 OBLIGATIONS OF STUDENTS ADMITTED TO RESIDENCES

Students assigned accommodation must:

- pay the ASP a sum equal to three months as deposit. In cases of non-payment of deposit, the student will not be able to take possession of the assigned accommodation;
- read, accept and sign the residence regulations and the hospitality contract.

ART. 20 FORFEITURE OF RIGHT

The student accommodation assignee forfeits benefit in cases of:

- transfer to another university;
- termination of studies;
- application of disciplinary sanctions foreseen by the ASP residency Regulations;
- failure to pay tuition for two months;
- graduation with no affiliation to a higher level study course at University.

ART. 21 HEAD OF PROCEDURE

Pursuant to the Law of the 7th of August 1990, n. 241 and subsequent amendments, the Head of the Procedure is the Director Dr. Maria Allovio.

ART. 22 TREATMENT OF PERSONAL DATA

By submitting the application, in the manner indicated in this Call for Applications, the student gives their consent to the processing of personal data collected for the purposes identified in this Call for Application for the assignment of benefits for the Right to Education A.A. 2024-2025.

The processing of personal data takes place in compliance with the provisions of the EU Regulation of the 27th of April 2016, n. 679 (General Data Protection Regulation, GDPR). "Data Controller" is the Asp Collegio Morigi - De Cesaris.

Complete information is available from the Data Controller or on the ASP web page <https://www.collegiomorigi.it/privacy>.

LIST OF PARTICULARLY POOR COUNTRIES

Pursuant to Legislative Decree of the 11th of June 2019, n. 464, the following countries are considered "particularly poor":

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

NOTES

Assignee: the student who, in possession of the merit and income requirements required by the Application Process, is the assignee of the benefits for the Right to Education.

Credit bonus: number of training credits that the student can use in addition to those actually obtained to achieve the (minimum) merit requirements set out in the Call for Applications.

Normal duration of the study course: the duration of the study course provided for under current legislation within which the student may achieve their final qualification. The legal duration of the Bachelor's degree is three years while that of the Master's degree is two years. The normal duration of single-cycle degree courses is 5 years.

Single Substitute Declaration (DSU): the model by which a citizen declares their income, assets and family situation, further indicating benefits or services they intend to request over the course of the year. A citizen, by presenting the DSU, assumes full responsibility, including penal, for that stated. The DSU can be submitted directly online via the INPS website. Alternatively, it is possible to contact a Tax Assistance Center (CAF).

ISEE is a value that allows us to measure the economic condition of the family of the student and which takes account of income, assets (movable and immovable) and the characteristics of the family unit (number and type).

The current ISEE can be requested when, despite already being in possession of a valid ordinary ISEE, there is a change of circumstances at work or an interruption of social security, welfare and indemnity treatments not included in the total income (declared for the purposes of IRPEF) for one or more members of the family unit; or, furthermore when there is a decrease in the overall income capacity of the family unit of more than 25%.

ISEE Non-compliance occurs when INPS, upon issuing the ISEE, detects omissions, discrepancies, inconsistencies with respect to what is declared by persons concerned.

ISPE (Equivalent Asset Situation Indicator) is calculated by dividing the amount of the ISP (Asset Situation Indicator) of the student's family unit by the coefficient of the equivalence scale corresponding to the members of the family unit. The ISP is determined by adding, for each member of the family unit, the value of the real estate assets and the value of the movable assets.

Absolute first enrollment: any previous enrollment that the student may have made at any University / Academy in Italy or abroad with relation to the same level of study for which the benefit is requested, regardless of the outcome of that study (abandonment of studies, transfer, graduation, etc.).