



**REGIONE  
PUGLIA**



**Finanziato  
dall'Unione europea**  
NextGenerationEU



**REGIONE  
PUGLIA**



### **Notice "Benefits and Services"**

**Academic year 2022/2023**

(Approved by Resolution of the Board of Directors of Adisu Puglia no. 58 on 29, July 2022)

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## TITLE I - GENERAL PROVISIONS

### LEGISLATIVE AND REGULATORY REFERENCES

Regulation (EU) No. 1303/2013 of the European Parliament and of the Council of 17.12.2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006;

Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17.12.2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006.

Regulation (EC) No 651/2014 of 17.06.2014 (General exemption Regulation):

Implementing Regulation (EU) No. 215/2014 of the European Commission of 7.03.2014 laying down implementing rules for Regulation (EU) No 1303/2013 of the European Parliament and of the Council laying down common provisions on the ERDF, ESF, CF, EAFRD and EMFF;

Implementing Regulation (EU) No 821/2014 of the European Commission of 28.07.2014 laying down detailed rules for the implementation of Regulation (EU) No 1303/2013 as regards the detailed rules for the transfer and management of the programmes' contributions, the reports on financial instruments, the technical characteristics of the information and communication measures for operations and the system for recording and storing data;

Delegated Regulation (EU) No 240/2014 of the European Commission of 07.01.2014 on a European Code of Conduct on partnership within the European Structural and Investment Funds;

Italy 2014-2020 Partnership Agreement, which defines the investment strategy and priorities for the use of the European Structural and Investment Funds (EIF) 2014-2020, approved by the European Commission on 29 October 2014 by its Implementing Decision C (2014) 8021 final, and which approves certain elements, as provided for by Regulation (EU) 1303/2013;

Decision C (2015) 5854 of 13 August 2015 of the competent services of the European Commission by which the Regional Operational Programme 2014/2020 for Puglia was approved, most recently amended by Decision C (2017) 6239 of 14 September 2017;

Deliberation of the Regional Council No 1482 of 28/09/2017 to take note of Implementing Decision C (2017) 6239 of the European Commission of 14 September 2017;

Resolution no. 582 of 26 April 2016 with which the Regional Council took note of the document "Methodology and criteria for the selection of operations of the ERDF-ESF Operational Programme 2014-2020" approved, pursuant to art. 110 (2) letter a) of Regulation (EU) no. 1303/2013, by the Monitoring Committee of the ROP Puglia 2014-2020 on 11 March 2016;

Resolution of the Regional Council no. 833 of 7 June 2016 by which the Heads of Action of the ROP Puglia 2014-2020 were appointed in the persons of the managers of the Sections, in consideration of the relevance between the functional content of the Sections and the specific objectives of the Actions; In particular, the Manager of the Vocational Training Section has been identified as the Manager, among other things, of Action 10.4;

Regional Law no. 67 of 29 December 2017 (Regional Stability Law 2018);

Regional Law no. 68 of 29 December 2017 "Forecast budget of the Apulia Region for the financial year 2018 and multiannual budget 2018 - 2020";

Resolution of the Regional Council no. 38 of 18/01/2018 approving the Technical Document accompanying the budget and the financial statement 2018-2020 provided for by art. 51, paragraph 10 of Legislative Decree no. 118 of 23 June 2011, as amended and supplemented.

L.R. n. 18/2007 which identifies the Agency for the right to university study in Puglia - ADISU Puglia, as an instrumental body for the implementation of the interventions, in compliance with and within the regional planning, operating on the entire regional territory with decentralized structures and with legal personality under public law, its own staff as well as organizational, administrative, managerial, patrimonial, accounting, and technical autonomy.

Agreement pursuant to art. 15, L. 241/1990 approved by Deliberation of the Regional Council no. 1079 of 27 July 2022, signed with digital signature by the Manager of the Professional Training Section and the President of ADISU Puglia .

Any amendment to the rules and regulations which the European Community, the State and the Region of Apulia may adopt, following the publication of this notice, shall be deemed to take effect immediately.

## **ART. 1 - PURPOSE**

In accordance with the provisions of the Prime Ministerial Decree of 9 April 2001 "Uniformity of treatment on the right to university studies", of the Legislative Decree of 29 March 2012 no. 68 "Revision of the legislation of principle on the right to study and enhancement of legally recognized university colleges, in implementation of the delegation provided by article 5, paragraph 1, letters a), second sentence, and d), of the law of 30 December 2010, no. 240, and according to the principles and guidelines established in paragraph 3, letter f), and paragraph 6", as well as the state and regional

legislation on the right to study, ADISU Puglia regulates access to the benefits to be granted to students for the academic year 2022/2023.

Approved by Resolution of the Board of Directors of Adisu Puglia no. 58 on 29, July 2022, this notice was issued to assign:

- Scholarships;
- Canteen service;
- Accommodation service;
- Degree award;
- Contributions for international mobility

Scholarships for capable and deserving students, without means referred to art. 8 of Legislative Decree 68/2012 for the academic year 2022/2023 benefit from the support of the PON "Research and Innovation" 2014-2020 - ESF REACT EU - OT 13- Promote the overcoming of the effects of the crisis due to the pandemic of COVID19 and its social consequences and prepare for a green, digital and resilient recovery of the economy - Axis IV - Action IV.3 Scholarships for deserving students in conditions of economic difficulty.

According to the Ministerial Decree 1320 of 17/12/2021, for the academic years 2022/2023 and 2023/2024, state funding from the resources of the National Recovery and Resilience Plan contributes to the coverage of the scholarships. The project is funded by the European Union - Next Generation EU.

## **ART. 2 - RECIPIENTS**

### **Paragraph 1 – University study courses**

Italian and foreign students who meet the economic and merit requirements set out in articles 9 and who are enrolled for the 2022/2023 academic year may apply for benefits:

- ☐ a degree course, a master's degree course and single cycle master's degree course;
- ☐ a PhD (activated pursuant to Law no. 210/1998) as long as they do not benefit from the scholarship provided by the University, from ministerial funding or from funds of public and private institutions;
- ☐ a School of Specialization, with the exception of those in the medical area pursuant to Legislative Decree no. 368/1999;
- ☐ a degree course and Specialist degree courses activated pursuant to Law no. 508/99.

Students enrolled at the same time in courses at the University of Salento and the ISUFI High School contribute to ADiSU benefits to the scholarship (money) and the canteen service only.

## **Paragraph 2 - Venues of Universities, Academies of Fine Arts and Conservatories**

This Call for application is open to Students who enrol in one of the following institutions may participate in this call for applications:

- ☐ University of Bari "A. Moro".
- ☐ Polytechnic University of Bari
- ☐ Conservatory "N. Piccinni" - Bari
- ☐ Conservatory "N. Rota" - Monopoli (BA)
- ☐ Academy of Fine Arts of Bari
- ☐ LUM "Jean Monnet" - Casamassima (BA)
- ☐ University of Foggia
- ☐ Conservatory "U. Giordano" - Foggia
- ☐ Academy of Fine Arts of Foggia
- ☐ University of Salento
- ☐ Conservatory "T. Schipa" - Lecce
- ☐ Academy of Fine Arts of Lecce
- ☐ Istituto Superiore di Studi Musicali "G. Paisiello" - Taranto

From now on all indicated as "University" when not otherwise reported.

## **Paragraph 3 – Students not entitled to benefits**

Benefits cannot be granted to those who:

- possessing a university diploma (pre-reform courses of university cycles), enrol in the university to obtain a three-year degree;
- possessing a university degree, (pre-reform courses of university cycles), a three-year degree (first level degree) or a two-year degree (second level degree), enrol in the university to obtain a further first level degree or second level degree;
- possessing a University degree, having legal value, register again to obtain a further degree of the same level;
- receive scholarships for the same academic year from other public and private bodies;
- have already benefited from the eligibility for the same year of the degree course from Entities for the right to university study.

#### **Paragraph 4 – Submission of Application following a change of course within the same University or a transfer from another university location**

In the case of a change of degree course within the same University or a transfer of University seat the number of credits required to apply to this notice of competition is calculated on the basis of the years of enrolment elapsed since the year of first enrolment, i.e. also taking into account the years of enrolment relating to the course of study prior to the above mentioned change or relocation. The credits validated by the new course of University education are effective to submit the scholarship application, provided that they relate to teachings included in the student's syllabus and validated by the Department Council.

They are the exception:

**1) the hypothesis of a course change within the same University or a relocation from another University with enrolment in the first year if:**

- a. the new course of study has not validated credits earned in the previous university career;
- b. the student has never received any benefit from ADISU Puglia or from another body for the right to study or, if he/she did, he/she returned all the money amounts received and those referred to the amount of the services actually used.

In this case the years prior to the last registration are not counted;

In the event that the benefits have been provided by another body for the right to study, the student must self-certify the return of the amount received.

**2) the hypothesis of a course change within the same University or a relocation from another University with enrolment in the first year if:**

- a. the new course of study has validated credits earned in the previous career;
- b. the student has never received any benefit from ADISU Puglia or from another body for the right to study or, if he/she did, he/she has returned all the money amounts received and those referred to the amount of the services actually used.

In this case, the years prior to the last registration are not counted and any credits recognized are not valid for the achievement of the merit requirement for the current academic year, nor for subsequent ones.

If the benefits have been provided by another body for the right to study, the student must self-certify the restitution of the amount received.

#### **Paragraph 5 – Submission of applications following withdrawal from university studies**

In the case of new enrolment after dropping out of studies, even in years prior to the current one, it is possible to apply for the scholarship provided by ADISU Puglia in the following cases:



**1) Renunciation of studies and re-registration at the first year if:**

- a. the new course of study has not validated credits earned in the previous career;
- b. the student has never received any benefit from ADISU Puglia or from another body for the right to study or, if he/she did, he/she has returned all the money amounts received and those referred to the amount of the services actually used;

In this case the years prior to the last registration are not counted;

In the event that the benefits have been provided by another body for the right to study, the student must self-certify the return of the amount received in the years in question

**2) Renunciation of studies and re-registration at the first year if:**

- a. the new course of study has validated credits earned in the previous career;
- b. the student has never received any benefit from ADISU Puglia or from another body for the right to study or, if he/she did, he/she has returned all the money amounts received and those referred to the amount of the services actually used;

In this case, the years prior to the last registration are not counted, but recognized or validated credits are not valid for the achievement of the merit requirements for the current academic year, nor for the following ones.

In the event that the benefits have been provided by another body for the right to study, the student must self-certify the return of the amount received in the years in question

**3) Renunciation of studies and re-registration with enrolment in subsequent years if:**

- a. the new course of study has validated credits earned in the previous career;
- b. the student has never received any benefit from ADISU Puglia or from another body for the right to study or, if he/she did, he/she has returned all the money amounts received and those referred to the amount of the services actually used;

In this case, the years prior to the last enrolment are not counted, but the student must achieve the merit requirements for the year of the University course in which he was enrolled.

To this end, recognised or validated credits are not valid for the achievement of the merit requirements for the current academic year, nor for subsequent academic years.

In the event that the benefits have been provided by another body for the right to study, the student must self-certify the repayment of the amount received in the years in question.

**Paragraph 6 - Enrolment with a shortened career path**

Students who, by virtue of attending and/or completing training courses other than degree courses, master's degree courses, single-cycle master's degree courses, enrol directly in years subsequent to the first year, without ever having enrolled in the first year of a degree course, are excluded from the

list of recipients of the present call for applications, for the current academic year and subsequent years.

**Paragraph 7 - Students enrolled in degree courses involving multiple universities and in interregional degree courses**

1. students enrolled in degree courses involving multiple universities will submit the scholarship application to the Body belonging to the Region where the university representing the administrative seat of the degree course is located;
2. with regards to those students, provisions laid down by of the body belonging to the region where the university represents the administrative seat of degree course is located will be applied

**ART. 3 - GROUNDS FOR EXCLUSION AND REVOCATION**

They constitute grounds for exclusion or withdrawal of benefits:

- a) value of ISEE (Indicator of the Equivalent Economic Situation) 2022 for university services, above the limit of € **23.626,32**.
- b) value of ISPE (Equivalent Balance Sheet Indicator) 2022 above the limit of € **51.361,58**.
- c) ISEE 2022 certificate for university services requested after the expiry of the scholarship application;
- d) achievement of an additional peer degree for the year 2022/2023;
- e) possession of a legal qualification issued by higher institutes of higher education for the academic year 2022/2023;
- f) failure to complete the University enrolment for the a.y. 2022/2023;
- g) failure to transfer the scholarship application from another Agency for the Right to University Studies by the deadline of 30 November 2022;
- h) enrolment at the University beyond the additional semester, calculated from the first year of enrolment in any Italian University, except for the cases provided for in art. 2, paragraphs 4 and 5;
- i) failure to complete enrolment at the University, in the first supplementary year or in the first year of the master's degree, for a.y. 2022/2023;
- j) renunciation of studies or suspension during the a.y. 2022/2023, by 31/10/2023;
- k) waiver of the scholarship with regard to a.y. 2022/2023;
- l) lack of the merit requirement of at least 20 credits by 30 November 2023 for those enrolled in the first year of degree courses, single cycle master's degree and master's degree courses;
- m) lack of the merit requirement of at least 12 credits by 30 November 2023 for students with disabilities, enrolled in the first year of degree courses, single cycle master's degree and master's degree courses;

- n) non-admission to the 2nd year for those enrolled in the first year of a PhD or a specialization course;
  - o) failure to communicate, by 28 February 2024, the achievement of at least 20 credits for freshmen;
  - p) declaration of credits not corresponding to those established by the Agency or self-declarations of situations other than those for which the grant was awarded for the year 2022/2023;
  - q) assignment of eligibility for the same year of the degree course by other Entities for the right to university study;
  - r) obtaining benefits and services, for the same year of the degree course, provided by public and private bodies or by Agencies/Entities for the right to study;
  - s) enrolment in a PhD course with a scholarship provided by other public or private bodies;
  - t) lack of documentation of foreign income by the date of submission of the scholarship application or the incompleteness of the information contained therein, with respect to the provisions of article 8, comma 8;
  - u) failure to submit a valid residence permit at the time of application by students with the status of stateless person, political refugee, asylum seeker, beneficiary of humanitarian or subsidiary protection;
  - v) the presentation of an ISEE certificate showing that the data declared or self-certified in the “Dichiarazione Sostitutiva Unica” (DSU) are not true, in accordance with the legislation in force;
- The student can remedy the cause of exclusion referred to in letter q) within the deadline for the submission of the appeals referred to in art. 21, returning the benefits received in previous academic years.

The benefits will be revoked following a check on the statements made by the students and found to be untrue or irregular with respect to the requirements in the notice, even at a later stage after the publication of the final rankings.

The revocation of benefits due to the exclusion referred to in letter j) does not apply to students who renounce their studies to enrol in a new degree course in the same calendar year.

#### ART. 4 – GROUNDS FOR LOSS OF BENEFITS

These are causes of forfeiture of the benefits provided by ADISU Puglia:

- a) untruthful statements for which a sanctioning measure has been issued pursuant to art. 22 of this notice;
- b) debt situations, not included in the instalment plans, towards ADISU Puglia;
- c) the existence of expulsion orders from ADISU Puglia's residences;

d) situations proving that the content of the substitute declarations made pursuant to articles 46 and 47 of Presidential Decree no. 445 of 28/12/2000 is not truthful.

#### ART. 5 - RETURN OF BENEFITS

Exclusion, forfeiture, renunciation and revocation will result in the return of the scholarship and the services actually used, as well as the possible application of the sanction, according to what is established in the Regulations for the control procedures of self-declaration made by students, as well as other benefits granted on the basis of the outcome of the same application.

#### ART. 6 - BENEFITS ENTITLEMENT PERIOD

##### **Paragraph 1 - Benefits entitlement period**

Students are granted the scholarship annually for a maximum number of years equal to the legal duration of the study courses, plus one semester, starting from the year of first enrolment, if they meet the requirements of this notice.

For Specialisation Schools and PhDs benefits are granted for a number of years equal to the legal duration of the courses.

##### **Paragraph 2 - Further semester (First supplementary year)**

Students enrolled in the first supplementary year (“primo anno fuori corso”), who are scholarship winners, are entitled to receive half of the money amount. For services only, the assigned fee will cover the entire academic year. The money fee will be paid in a single instalment, by June 30, 2023, after the verification of the enrolment in the year 2022/2023. The payment will be made in two instalments if students submit a digital application by January 31, 2023, in which they communicate their enrolment to the academic year 2022/2023 and declare that they will not be graduating in the extraordinary session of the academic year 2021/2022:

- ☐ the first instalment will be paid by 28 February 2023;
- ☐ the second instalment will be paid by 30 June 2023.

Non-Resident students who obtain the assignment of accommodation in a residence of ADISU, before taking possession of it (See art. 17, paragraph 5) are required to prove the enrolment by uploading the certificate of payment.

#### ART. 7 - TYPE OF STUDENT

##### **Paragraph 1 - "Non-Resident", "Commuter" and "Resident" student**

**A. “Non-Resident” student**

Students who live in a municipality where the distance between the main urban centre and the course venue can be covered, by public transport, in sixty minutes or more (calculating, in the case of urban centres distant from the railway station, the distance to the railway station as well) are considered **"Non-Resident"**. (See the table of municipalities)

and

take lodgings against payment at the university seat attended, using public residential facilities or private accommodation or institutions altogether for at least 10 months in the a.y. 2022/2023, comprising the period from 1 October 2022 to 30 September 2023.

Foreign students are in any case considered **"Non-Resident"**, regardless of their place of residence in Italy, except in the case where the student's family unit resides and produces income in Italy; in this case the provisions for Italian students will apply.

If the student resides in a place where the distance from the seat of the course attended can be covered, by public transport, in 60 minutes or more and the municipality of reference is included in the above table of municipalities of residence "Resident" or "Commuter", the student may request the attribution of the status of "Non Resident" upon presentation of certification, issued by the municipality of residence, which shows this situation. The student must in any case stay at the university attended, under the conditions described above.

When submitting the scholarship application, the student will also have the possibility to choose whether to enjoy one or two meals a day.

When submitting the scholarship application, the eligible student can renounce to the “not resident” status and declare himself a commuter student, he will no longer have the right to request accommodation in one of the ADISU residential structures or to present a rental contract for consideration.

**B. “Commuter” student**

Students can get the scholarship as **“Commuters”** if they are resident in a municipality other than the municipality of the course attended and whose distance from the course venue can be covered, by public transport, in less than sixty minutes (see the table of Municipalities).

**C. “Resident” student**

They are resident in the same town as the attended course or in its surrounding areas (see the table of Municipalities).

**Paragraph 2 – Non-Resident students not assigned to accommodation**

Students considered "Non Resident", according to the previous paragraph 1, letter A, eligible for the scholarship, who are not lodging assignee in ADISU Puglia Residences and choose private rental accommodation, to confirm this type of accommodation must submit, by November 20, 2022, a copy of a rental contract for consideration, duly registered, for a duration of not less than 10 months in the academic year 2022/2023 from the 1 October 2022 to the 30 September 2023, registered in the name of the student or of which the student is a beneficiary, as referred to in art. 13, paragraph 2.

The deadline for Non-Resident students enrolled in Specialisation Schools and Doctorates is 20 December 2022.

Pending such fulfilment, the student will be qualified as a commuter.

Students who change, leave, or lose their residence during the year are required to notify ADISU Puglia within 45 days of the event, presenting a copy of the new rental contract for consideration.

### **Paragraph 3 – Change of status from Non-Resident to Commuter**

Students will get the Scholarship as Commuters instead of Non-Residents if they:

- a) live in the same town as of the course attended for a duration of less than 10 in the academic year 2022/2023 from the 1 October 2022 to the 30 September 2023
- b) do not submit the required documentation or do not show up in the residences within the time limits set for the allocation of accommodation or taking possession;
- c) give up their accommodation after the publication of the rankings;
- d) renounce the accommodation already assigned or incur the revocation of the same during the period of assignment;
- e) do not communicate to ADISU Puglia, within 45 days from the change of domicile, the occurrence of the event and if they do not submit a copy of the new lease for consideration;
- f) once considered to be Non Residents leave or lose their domicile for consideration.

### **Paragraph 4 - Change of status from Non-Resident to Resident**

Students will get the Scholarship as Resident instead of Non-Residents if they:

- a) do not provide for the accommodation acceptance by means of a digital application;
- b) do not submit the rental agreement within the prescribed time provided in the notice.

### **Paragraph 5 – Accommodation fee**

To the Non-Resident students will be applied a deduction from the scholarship of the amount indicated in the art. 13 of the notice.

Non-Resident students who have been awarded a scholarship and who have not been assigned to an ADISU Puglia residences due to the lack of the Agency residential facilities, will receive a payment for an amount equal to the deduction applied.

Non-Resident students who have been awarded a scholarship and who have not been assigned to an ADISU Puglia residences to the absence of conventional housing structures, will receive a payment for an amount equal to the deduction applied.

Not Resident Student attending study courses in locations where there are agency residential facilities which has chosen to not request for accommodation in the agency residencies and to not present a rental contract for consideration, is not entitled to the payment of the deduction referred in this paragraph.

## TITLE II – REQUIREMENTS

### ART. 8 - ECONOMIC AND PATRIMONIAL REQUIREMENTS

Only the specific certificate "ISEE for university services" and not "ordinary ISEE" will be considered valid to get the benefits referred to in this notice.

#### THE PRESENTATION OF THE ORDINARY ISEE WILL RESULT IN EXCLUSION

On pain of exclusion of the application, the certificate must state “Applies to subsidised benefits for the right to university study in favour of... (student tax code).

The requirements regarding economic conditions must be met by all students at the time of participation in the competition.

#### **Paragraph 1 - Regulatory references**

The student’s economic conditions are identified on the basis of the I.S.E.E.E. (indicator of the equivalent economic situation), which must bear the words “APPLIES TO SERVICES FOR THE RIGHT TO THE UNIVERSITY STUDY” (“SI APPLICA ALLE PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO”) and on the basis of the I.S.P.E. (indicator of the equivalent financial situation) pursuant to the Prime Ministerial Decree (“DPCM”) of 5 December 2013, no. 159, Law no. 89 of 26 May 2016, Legislative Decree no. 147 of 15 September 2017 and Decree Law no. 4 of 28 January 2019, converted into Law no. 26 of 28 March 2019, Ministerial Decree (“DM”) no. 101 of 9 August 2019, implementing article 10, paragraph 2 of the aforementioned Legislative Decree no. 147/2019.

The Single Substitute Declaration (D.S.U.), governed by the DPCM 2013 n. 159 and DM n. 497 of December 31, 2019, for the issuance of the ISEE certificate, must be submitted to a C.A.F. (“Centro

di Assistenza Fiscale”) through the INPS (“Istituto Nazionale di Previdenza Sociale”) system that will issue a receipt of submission.

The student is required to verify the truthfulness and correctness of the data entered in the DSU.

In the case of DSU with omissions or discrepancies, the student is required, for the purposes of this notice, to promptly make the necessary additions and corrections at the C.A.F. or INPS by and no later than 31 December 2022, to sign a new complete and correct D.S.U. in place of the one containing notes for omissions/ discrepancies.

The ISEE Attestation data will be subsequently acquired by the Agency directly from the INPS database and transferred ex officio into the individual applications for the purposes of evaluation and subsequent processing of the rankings.

## **Paragraph 2 - Economic Thresholds**

In accordance with the resolution of the Apulia Regional Council no. 962 of 16 June 2021:

- the I.S.E.E. for university services cannot exceed the maximum limit of € **23,626.32**;
- the I.S.P.E. cannot exceed the maximum limit of € **51,361.58**.

For the sole purpose of determining the requirements necessary to maintain the benefits, ADISU PUGLIA will deduct from the declared ISEE value the income entered for the scholarship possibly received in 2020, according to the procedures provided for by art. 4, paragraph 5 of the Prime Ministerial Decree no.159/2013.

The ISPE value is given by the ratio between the Financial Situation Indicator (ISP: “Indicatore Situazione Patrimoniale”) and the equivalence scale (SE) indicated in the ISEE certificate.

## **Paragraph 3 - Composition of the origin family nucleus**

The family nucleus is defined according to articles 3 and 8 of the DPCM 5/12/2013, n. 159, and the INPS Circular 18/12/2014, n. 171.

With reference to the date of signature of the DSU, the family nucleus is made up of the members of the registered family and in any case of the student and all persons being in the family status, even if not related by kinship or affinity.

Specific provisions are laid down in relation to parents, spouses, siblings, non-cohabiting children, for which explicit reference is made to the legislation in force.

Please note that the student is part of the parents' family, even if he or she does not live with them, except for the provisions of the following paragraph.



The presentation of an ISEE indicating the composition of the household that differs from the provisions of the regulations in force will result in the exclusion and/or revocation of the benefit.

#### **Paragraph 4 - Independent student**

The unmarried or legally separated or divorced student may declare himself "independent from the family of origin" and produce a University ISEE Certificate in which he appears without his parents, only if both the following requirements are met:

- (a) residence, as shown in the biographical evidence, outside the household of origin, established for at least two years from the date of the application submission and in a building not owned by a member of the household of origin;
- (b) own income of the student from employed or similar work, declared for tax purposes in the last two years, not less than € 9,000.00 per year.

In the absence of one or both requirements, to adequately take into account those who bear the burden of maintaining the student, the ISEE for university benefits must be presented with aggregation to the original household.

The condition of being an independent student also applies in the case of married students or students in "de facto cohabitation" (art. 1, paragraph 36 of Law no. 76 of 2016) registered with the Municipality of residence. The above-mentioned threshold for the adequacy of income capacity must also be assessed taking into account the income of the student's spouse or de facto cohabiting partner. Therefore, a student who does not meet the above requirements, also considering the income of the spouse or de facto cohabiting partner, must apply for an ISEE for university benefits referring to the original household, without the spouse or de facto cohabiting partner.

Apart from the provisions set out in the following paragraph, the presentation of an ISEE certificate with a family nucleus different from that of the family of origin in the absence of the condition of the independent student entails the exclusion and/or revocation of the benefit.

#### **Paragraph 5 – Cases for which aggregation to the family of origin is not required**

Students who do not meet the requirements to be considered independent, may nevertheless present an ISEE certificate for university benefits relating solely to their financial condition only if they:

- are orphan of both parents;
- belong to a religious order or a host community;
- are under a detention regime;
- are stateless students:

- possession of a certificate of extraneous affective and economic relationship with parents, issued by the municipality of residence previous to the presentation of the DSU;
- the loss of parental authority of both parents has been declared in court.

### **Paragraph 6 - PhD student**

To apply for benefits for the right to university study connected to PhD courses, the student may use the ISEE applicable to the generality of benefits, with the only caveat that it is possible to choose a restricted family unit compared to the ordinary one.

### **Paragraph 7 - Current IEE**

As a rule, ISEE refers to income received in the second calendar year preceding the DSU. In some situations, in the presence of significant income variations or as a result of adverse events (e.g. loss of job, interruption of social security, welfare and allowances), these incomes do not reflect the real economic situation of the household. In the event of

- a change in the employment situation or an interruption in the treatment of one of the members;
- a change in the overall income situation of the household of more than 25% compared to the income situation identified in the ISEE calculated in the ordinary way;
- decrease in the movable - real estate assets of the family unit by more than 20%, between what was owned on 31 December of the previous year and what is indicated in the ordinary ISEE certificate.

it is possible to calculate a current ISEE.

This indicator is based on the income of the last twelve months.

Only in the case of a member for whom an interruption of benefits has occurred, or of a permanent employee for whom a termination of employment, suspension of employment or reduction of employment has occurred, it is possible, as an alternative, to indicate the income and benefits received in the last two months as the basis for calculating the annual income.

For assets changes, the indicator is based on the assets held on 31 December of the calendar year preceding that of presentation of the ISEE.

Therefore, before requesting the calculation of the current ISEE, a DSU must have already been submitted and the certificate indicating the income situation indicator must have been received, based on which the possession of the requirements for the calculation of the current ISEE will be verified. If the student presents a CURRENT ISEE, this must be valid on the date the application is presented.

## **Paragraph 8 - Students not resident in Italy**

### **D. Income and assets**

Students whose families do not reside on Italian territory and who have income and assets produced outside the same Italian territory, in compliance with the discipline on self-certification, must declare on application:

1. the total income received abroad in the year 2021;
2. the movable and immovable property held abroad as at 31/12/2021;
  - a) immovable property is taken into account only if it is a building, on the basis of the conventional value of € 500.00 per square metre;
  - b) movable assets expressed in local currency are converted into euros on the basis of the average exchange rate for foreign currencies in the year 2021 derived from institutional sources;
- 3.. the number of members of the household.

In application of the provisions of Article 3 c. 4 of DPR 445/2000, these students must attach to the scholarship application the documentation certifying the above-mentioned family, economic and patrimonial conditions, issued by the competent Authority for the territory of the country in which the family resides, in which the income and assets are held. The documentation must be translated into Italian, legalized, or apostilled, in accordance with current regulations, and attached to the scholarship application, under penalty of exclusion, by the deadline for the application submission referred to in Article 12, paragraph 1, of this notice. In the case of countries where there are difficulties in issuing the certification attested by the local Italian Embassy, the documentation may be replaced by a certificate in Italian issued by the Embassy or Consulate in Italy of the country of origin, legalized by the Prefecture responsible for the territory.

In any case, the above-mentioned documentation must certify:

- the composition of the family nucleus, for the definition of which the same provisions provided by the regulations in force regarding ISEE for benefits for the right to study are applied; special cases are listed below:

- ☐ single-parent households:
  - In the case of divorce, the divorce or separation deed is required;
  - In the event of the death of one of the parents, the death certificate is required, unless it has already been submitted to the Agency in previous academic years;
  - In the event of the father's non-recognition, the student's birth certificate is required;
  - In the case of a parent who is untraceable, a certificate of unavailability issued by the competent authorities is required;

- If there is a guardian on the family register, the certificate of appointment of the guardian issued by the competent authorities is required;
  - ☐ orphaned student, the death certificates of both parents must be presented, unless they were already presented to the Agency in previous academic years;
  - ☐ if there are married siblings of full age in the family status, marriage certificates must be submitted or the sibling's marital status must be specified in the family composition certificate;
  - ☐ presence in the family status of adult siblings not living with the family of origin: the certificate of residence of the non-cohabiting sibling must be presented or must be specified in the certificate on the composition of the household;
- the activity exercised by each member of the household in 2021, including adult siblings. In cases where some members do not exercise any activity, the documentation must show the condition of non-employment or unemployment and the amount of any unemployment benefit or similar received;
- The period of employment of each member (whether less or more than six months during 2021);
- the value of the income earned in the year 2021 by each individual member, including siblings aged 18 and over and other cohabiting relatives aged 18 and over or, alternatively, by the household as a whole;
- an indication of the square metres of the dwelling house and of any buildings owned in 2021; if the dwelling house is not owned, it is necessary to enclose a declaration issued by the competent authority stating that no member of the household owns property;
- the amount of any residual mortgage as at 31/12/2021 on the dwelling house and/or on the other buildings;
- the value of the movable assets (e.g. bank account) of each individual member of the household owned or not owned at 31/12/2021;
- any disability or handicap declared by the student must be attested by a certificate issued in the student's country of origin, converted by the competent Italian ASL indicating the percentage of disability.

The possible presentation of the ISEE equivalent does not exempt the student from presenting the above-mentioned documentation.

When submitting the scholarship application, the student is required to upload the documentation as indicated above through the student portal, documentation transmission section, foreign income box. By the deadline of October 31, 2022, the student is required to submit all the original documentation to the offices of the local office of reference or by registered letter with return receipt.

Failure to submit the original documentation will result in exclusion.

**E. Particularly poor and developing countries**

Foreign students from countries not belonging to the European Union, who are "particularly poor and developing", must produce a certificate from the Italian Representation in the country of origin certifying that the student does not belong to a family known to have a high income and a high social level - as per Ministerial Decree no. 344 of 8 April 2022 - (Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia).

**F. Students required to present the ISEE calculation**

Students who do not have Italian citizenship and whose families reside on Italian territory and receive income and/or have assets in Italy, for the purpose of assessing the family economic condition, must submit the application in the same way as Italian students, then they must produce the ISEE. Students who have income and assets, partly in Italy and partly abroad, must declare them when completing the DSU ("Dichiarazione Sostitutiva Unica") for the purposes of ISEE certification.

**G. Statelessness and international protection**

Students in possession of the status of stateless person, political refugee, asylum seeker, beneficiary of humanitarian or subsidiary protection, certified with a valid residence permit at the time of the application submission, are exempted from submitting statements issued by the Diplomatic Authorities of the country of origin. For these students, for the purposes of assessing the economic condition of the family unit, only the income and assets possibly held in Italy, recorded in the same way as for Italian students, are considered; therefore, they are required to submit the ISEE 2022 certificate. The students referred to in this paragraph must attach, under penalty of exclusion, by the deadline for the scholarship application submission:

- a) a copy of the valid residence permit showing the status in question;
- b) a copy of a valid passport or identity card or other identification document;
- c) the ISEE 2022 certificate valid for the benefits of the right to university studies.

Students waiting to receive a residence permit, for whom the administrative or judicial procedure for obtaining international protection is in progress, are required to enclose with their scholarship application, under penalty of exclusion, by the deadline for the scholarship application submission, a

copy of the application for protection forwarded to the Police Headquarters of the municipality where they reside or to the Border Police, as well as the provisional residence permit or equivalent issued by the Police Headquarters upon presentation of the relevant application. It should be noted that, for the students referred to in this paragraph, the possible payment of the money benefits is suspended because it is conditioned by the integration in the application of the residence permit attesting the status in question; benefits in services, however, provided immediately, even pending the condition mentioned above, will be subject to recovery in money in the event of failure to hand over the residence permit attesting the status.

#### **H. Dual citizenship**

Students with dual citizenship apply by choosing one of the two nationalities. If one of the two citizenships is Italian, the latter prevails.

### **ART. 10 - MERIT REQUIREMENTS**

#### **Paragraph 1 - Students enrolling in the first year**

##### **A. Degree courses and Master's degree single cycle courses.**

The merit requirements to access the benefits will be evaluated ex post, i.e. after the student, who has been awarded a scholarship or who has been found eligible as non-winner in the rankings, has acquired at least 20 credits relating to the study plan of the attended degree course. The above-mentioned credits must be acquired:

- ☐ by August 10, 2023, to get the full amount of the scholarship;
- ☐ by November 30, 2023, to get half the money amount.

##### **B. Master's degree courses**

The merit requirements to access the benefits will be evaluated ex post, after the student, who has been awarded a scholarship or who has been found eligible as non-winner in the rankings, has acquired at least 20 credits accrued during the year for which the student has applied for the benefit. The above-mentioned credits must be acquired:

- ☐ by August 10, 2023, to get the full amount of the scholarship;
- ☐ by November 30, 2023, to get half the money amount.

##### **C. PhD**

Only a university degree is required.

The merit requirements for access to benefits will be evaluated ex post, i.e. after the student has acquired the necessary requirements to be admitted to the 2nd year of the attended study course.

For the purposes of determining the course year, the academic year of effective activation of the courses will be considered.

#### D. Specialization Schools

Only a university degree is required.

The merit requirements for access to benefits will be evaluated ex post, i.e. after the student has acquired the necessary requirements to be admitted to the 2nd year of the attended study course.

For the purposes of determining the course year, the academic year of effective activation of the courses will be considered.

### **Paragraph 2 - Students enrolling in subsequent years**

Merit requirements are calculated starting from the year of first enrolment at any Italian University.

For the purposes of calculating the years of enrolment, and provided that the student has not carried out any career actions in that year, no account will be taken:

1. of the year of community service;
2. for female students, of each child's birth year;
3. of severe and prolonged certified infirmity.

Earned credits are valid only if recognized and approved by the Department Council for the course of study for which the student requests the benefit.

#### A. Degree Courses

To access the benefits for the years following the first of degree courses, students must meet the merit requirements set out in Table “A” by 10 August 2022.

#### B. Single Cycle Master's Degree Courses

To be able to access the benefits for the years following the first of the single cycle master's degree courses, students must meet the merit requirements set out in Table “A” by 10 August 2022.

#### C. Master's Degree Courses

In order to be eligible for the benefits for the years following the first of the Master's degree courses, the student must meet the merit requirements set out in Table A by 10 August 2022.

Limited to the following Master's degree courses offered by the University of Bari: Environmental Biology, Cellular and Molecular Biology and Biomedical Sciences, students must have the minimum number of credits specified below:

- for the second year, 25 credits by 10 August 2022, as well as the fulfilment of any educational obligations, where provided for in the admission to the courses;

- for the remaining six months, 43 credits by 10 August 2022.

#### C. PhD courses

Students must meet the necessary requirements for admission to the current year, as provided for by the respective university regulations.

For the purposes of determining the course year, the academic year of effective activation of the courses will be considered.

#### D. Specialization Schools

Students must meet the requirements for admission to the current year, as laid down in the respective regulations.

For the purposes of determining the course year, the academic year of effective activation of the courses will be considered.

In addition, to allow the ranking to be drawn up, the students must notify the Agency the achievement of the merit requirement.

#### E. Students participating in international mobility programmes

The credits and marks acquired by the student during international mobility programmes will be evaluated based on what is formally recognised and certified by the universities, considering the date of actual passing of the examination tests, regardless of the date of validation.

### **Paragraph 3 - Students possessing a three-year degree who enrol in a single cycle Master's degree course**

Students with a three-year degree who enrol in a single cycle Master's degree course, in the absence of the corresponding two-year Master's degree course, may apply for the scholarship from the 4th year onwards. In this case, the year of first enrolment will be considered the year in which the three-year degree course begins.

Students with a three-year degree who enrol in a single cycle Master's degree course may apply for the scholarship from the 4th year onwards.

### **Paragraph 4 - Students enrolling in training courses provided by D.M. 616/17**

Students enrolled at the Apulian Universities, who at the same time attend the training courses provided for by Ministerial Decree 616/17, may apply for ADISU Puglia's benefits, subject to the requirements of merit and income.



**Paragraph 5 - Students enrolled in two degree courses for the same academic year**

Students enrolled in two degree courses at the same time, as long as they belong to a different degree class, who apply for a scholarship in relation to enrolment in a degree course activated in one of the universities of the Puglia Region, who require a scholarship integration in relation to enrolment in the second course of study, the merit requirements set out in this article must be met in both degree courses.

**MERIT TABLES**

**"Table A"**

**Merit requirements for students enrolled in the a.y. 2022/2023 at Universities, Polytechnic, Academies of Fine Arts and Conservatories of Music**

Merit requirements to be achieved by <b>10 August 2022</b>			
Three-year degree courses- first level	Master's Degree 2nd level	Single cycle master's degree (5 years)	Single cycle master's degree (6 years)
1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 25 credits 3rd year: 80 credits Further semester: 135 credits	1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 30 credits Further semester: 80 credits	1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 25 credits 3rd year: 80 credits 4th year: 135 credits 5th year: 190 credits Further semester: 245 credits	1st year: ACCESS only ISEE and ISPE income parameters 2nd year: 25 credits 3rd year: 80 credits 4th year: 135 credits 5th year: 190 credits 6th year: 245 credits Further semester: 300 credits

**Paragraph 6 - Training credits valid for the achievement of merit requirements.**

Credits obtained in relation to didactic activities carried out and passed on a date after that of enrolment in the course of study attended, are considered valid for the purpose of achieving the merit requirements.

By way of example but not limited to, will be considered when calculating credits towards the minimum merit requirement:

1. The educational credits that contribute to determining the merit requirements are those relative to the exams present in the study plan and recognised for the course for which the student requests the benefit, even if different from the previous year, taken and recorded by 10 August 2022;
2. Pending validation of credits for exams taken abroad, as part of international mobility programmes, passed by the date of 10 August 2022, provided they are validated in the study plan, will contribute to meeting merit requirements;
3. Pending validation of credits relative to examinations taken, passed and recorded by 10 August 2022, in the previous course of studies, with the exception of the provisions of Article 2, paragraphs 5 and 6, contribute towards reaching the merit requirements;
4. In order to apply for scholarships and accommodation for the following years of the Master's degree course, the student, in the total calculation of credits, must not include those deriving from educational debts or from single courses or from the validation of exams already taken in the 1st level degree course;
5. Examinations that are supernumerary with respect to the study plan cannot be included in the total calculation of credits acquired;
6. Examinations comprising several modules or written and oral tests will be considered passed if all the modules or both tests are passed;
7. for degree courses that provide two-year courses, the credits deriving from the first year can be included in the total calculation of credits only if it is ascertained, at the competent secretariats, that the credits have been obtained;
8. for the purpose of calculating the credits, those acquired through the FIT courses, as per Ministerial Decree 617/2017, or through the training courses for the acquisition of 24 CFUs in the anthropological-psycho-pedagogical area and in teaching methods will not be taken into account;
9. in any case, credits acquired for the achievement of other qualifications and credits validated in relation to training and/or professional activities carried out prior to the first enrolment in the course of study attended are excluded;

10. credits deriving from language and computer certifications, validated in the study plan, can only be included in the total calculation of credits if these certifications were acquired during the university career.

### **Paragraph 7 – Bonus**

To achieve the minimum merit requirements, students may use, once only during their studies, in addition to the credits actually achieved and certified by the universities, a bonus accrued on the basis of the year attended, as follows:

- 5 credits, if used for the achievement of 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 the following academic years.

The bonus is not included in the formula for calculating the merit coefficient.

If the bonus has not been used in full in the academic year of reference, only the residual quota remains available in subsequent academic years.

N.B. The annual bonus quotas cannot be accumulated.

Students enrolled in years subsequent to the first year of their Master's degree may use the bonus accrued and not used in the three-year degree course up to a maximum of 15 credits.

Students who have applied for a study grant in previous years at another study agency must self-certify the number of bonus points remaining at their disposal after the first use in the previous career. ADISU PUGLIA will verify the declarations made by the student when filling out the application.

The bonus cannot be used for the acquisition of 20 cfu useful to maintain the benefits recognised in favour of students enrolled in the first year of degree courses, single-cycle master's degrees and master's degrees.

### **ART. 10 - DETERMINATION OF MERIT SCORE**

For students enrolled in years subsequent to the first, the selection will be made for each year of each degree course, based on merit, taking into account the number of credits, exams and grades obtained. In particular, the merit coefficient will be determined by the product of the average marks obtained (MVO) and the credits obtained (CC) divided by 60 for the 2nd year, 120 for the 3rd year, 180 for the 4th year, 240 for the 5th year, 300 for the 6th year according to the following formula:

$(MVO * CC) / \text{number of credits according to the reference year.}$

The coefficient of merit is evaluated to the second decimal place, by truncation of the subsequent decimal places.

It should be noted that:

**MVO** is calculated as the ratio between the sum of the marks obtained (it should be noted that a mark of 30 with honours is considered 30) and the number of examinations taken, without considering eligibilities.

**CC** represents the sum of all credits acquired and validated (exams passed, traineeships, conferences, eligibility, optional, etc., only if provided for in one's study plan).

### TITLE III - APPLICATIONS

#### ART. 11 - SUBMISSION OF APPLICATIONS

##### **Paragraph 1 – Deadlines**

Students, to apply for the benefits provided for in this call for applications, under penalty of ineligibility, must fill in the relative application exclusively on-line, in accordance with art. 12, by and no later than the dates indicated below:

<b>Filling in the online application - Scholarship and accommodation place</b>		
Type of course of study	Deadline of opening the procedure	Deadline of closing the procedure
Degree, Master's degree and single cycle Master's degree courses	at 8.00 on 02/08/2022	by the 12.00 noon on 01/09/2022
Specialization schools, Ph.D. courses	at 8.00 on 01/10/2022	By the 12.00 noon on 11/11/2022

##### **Paragraph 2 – Admission tests**

Students who take the admission test to access the first year of degree courses with a programmed number, PhD, Specialization Schools, and Conservatories, must submit the application to compete for the benefits provided by this call for applications by the dates mentioned in the previous paragraph and then prove enrolment at the University. Students who do not pass the admission test for degree courses with programmed number of places are required to notify their possible enrolment in another degree course or non-enrolment.

##### **Paragraph 3 – First - year enrolment**

Students who apply for a scholarship as enrolled in the first year of a degree course, a master's degree course and single cycle master's degree course, PhD programs and a School of Specialization must communicate their enrolment no later than deadline for enrolment at the University.

The communication, if made within the deadline of 30 November 2022, gives the right to the payment of the scholarship in two parts.

**Paragraph 4 - Three-year degree achievement and enrolment in a Master's degree course (two-year degree course)**

Students who will achieve their three-year degree in the extraordinary session of the academic year 2021/2022 and who wish to enrol for the academic year 2022/2023 in a 2nd level degree course, may participate in the competition for scholarships as enrolled in the 1st year of the Master's degree.

These students will be included in the first year's ranking, pending the communication proving the effective enrolment in the new course of study.

In the event of non-enrolment and upon presentation of the appropriate request by the end of the extraordinary session of the previous year, at the territorial office of Adisu Puglia that granted the qualification, the student will be placed at the end of the new ranking as enrolled in the first supplementary year ("fuori corso").

Students who participated in the scholarship competition as enrolled in the first supplementary year, who obtain the three-year degree and proceed to enrol in the first year of the Master's degree programme, upon presentation of the appropriate request by the end of the extraordinary session of the previous year, will be placed at the end of the ranking.

**Paragraph 5 – Transfers of the application between the territorial offices of the Agency**

Students who have applied for a scholarship in relation to enrolment in a degree course belonging to a University of one of the territorial offices of the Agency, who following a career event, enrol in a University of another territorial office of the Puglia Agency, may request the transfer of their scholarship application provided that the submission of a request of transfer must be notify ADISU Puglia within 30 days of the occurrence of the event, in any case, by the 30 April, 2023.

The position of the student will be re- evaluated in application of the art. 24 of this notice.

**Paragraph 6 – Transfers from other bodies for the right to university study**

After the publication of the final ranking, and in any case no later than 30 November 2022, students enrolled in the first year and in years subsequent to the first one who move from another University or from another territorial office of the Agency, subject to the submission of a request to transfer the

scholarship application, will be automatically included at the end of the ranking of the new degree course.

The transfer will be accepted after enrolment by the student, any assignment of eligibility will be subject to the possession of the requirements as indicated in this notice.

#### **Paragraph 7- Transfer of the application to another body for the right to university study**

At the student's request, ADISU Puglia forwards the application for a grant to another university study body. Please note that:

- It is the student's responsibility to check whether and under what conditions the incoming university study institution accepts incoming transfers;
- ADISU Puglia has no responsibility for the possible rejection of the transfer request by another organisation for the right to university study;
- Once an outgoing transfer request has been made, the student will be excluded from the eligible list of ADISU Puglia.

### **ART. 12- HOW TO APPLY**

#### **Paragraph 1 – Application submission**

Scholarship applications are completed and submitted exclusively online through the procedure available on the [www.adisupuglia.it](http://www.adisupuglia.it) website within the deadliness provided for by the art 11, paragraph 1 of this notice.

Preamble to the application

The application does not require prior enrolment in the various degree courses for a.y. 2022/2023, which must in any case be made within the deadlines set by the universities.

1. The student may access the services offered by ADISU using one of the alternative authentication systems currently accepted:
  - a) Public Digital Identity System (SPID) Level 2;
  - b) Electronic Identity Card (CIE);
  - c) National Services Card (“Carta Nazionale Servizi” - CNS);
2. Notwithstanding the above provision, ADISU will issue access credentials to its services only for the following categories of students:
  - a) Minors under the age of eighteen on the date of submission of the application, until they reach the age of majority;

b) Non-Italian citizens, temporarily lacking the necessary requisites for obtaining the instruments indicated in comma 1, pending their achievement;

3. the student must proceed to fill in the application in all its parts and for all its forms in accordance with the provisions of the "Technical form for filling in the on-line application A.A. 2022/2023";

4. the procedure will require some information regarding the documentation needed to submit the application, therefore the student must obtain, in particular, the receipt of the request for the ISEE 2022 certificate for university benefits issued by a CAF or INPS, for the detection of the economic condition (income and assets) of the student's household requesting the benefits;

5. it is important to take action in due time to obtain the new ISEE 2022 certificate, considering the time required for its issue;

6. It is strongly advised not to proceed with the compilation of the online application in the days close to the deadline to avoid possible delays in accessing the computer procedure. ADISU is not responsible for eventual slowdowns in the computerised procedures, due to overloaded accesses, nor for interruptions to the internet connection.

## **Paragraph 2 - Documents to be attached to the online application**

1. Copy of identity document.

To confirm the application for a study grant, a copy of a valid identification document must be attached, using the upload procedure in the online format. In application of the provisions of the regulations on self-certification, the attachment of an expired document is permitted, provided that the interested party declares that no changes have occurred in any of the information contained therein.

2. Documentation of income and assets held abroad.

Students whose families produce income and hold assets exclusively abroad must include, via the student.adisupuglia.it portal, the procedure for transmitting documentation, foreign income box, scan of all the documentation indicated in art. 8, paragraph 8, of the notice. Then, within the deadline of 31 October 2022 they must provide for the delivery of the original documentation to the offices of the competent territorial office. In case of presentation by registered letter with return receipt, the postmark will be valid.

3. Lease agreement.

Non Resident – (Fuori sede) students who do not have a place in ADISU Puglia residences, may present The rental contract for consideration, duly registered, with a total duration of not less than 10

months in the academic year 2022/2023 only through the appropriate digital application during the periods indicated below:

- from 01/11/2022 to 20/11/2022 for students enrolled in Degree, Master's degree and single-cycle Master's degree courses;
- from 01/12/2022 to 20/12/2022 for students enrolled in doctorates and specialisation schools.

The procedure involves two distinct steps, both necessary :

1. student must go to the section "completion of applications", – “rental contract for consideration” box and entered all the required information.
2. Following the submission of the application, the student must also proceed to upload a copy of the contract in the section "Transmission of documentation" - "Rental contract for consideration",

At the end of the procedures outlined above, no paper copy will be sent to the competent ADISU offices.

Failure to complete the application form and/or to upload the contract within the above deadlines will result in forfeiture of the related benefit.



## TITLE IV - BENEFITS

### ART. 13 - SCHOLARSHIPS

The amount of the scholarships for the academic year 2022/2023 is determined as follows:

type of student	Amount
Not Resident - Fuori sede	€ 6.157,74
Commuter - Pendolare	€ 3.598,51
On site - In sede	€ 2.481,75

#### **Paragraph 2 – Increase and Decrease**

The basic amount of the scholarship referred in the previous paragraph is subject to an increase in the following cases:

11. Value of the ISEE parameter less than or equal to 50% of the maximum threshold set in art. 9 of the competition notice + 15%;
12. Student attending the S.T.E.M. + 20%;
13. Simultaneous enrollment in two degree courses at Universities and / or AFAM Institutions and achievement of the merit requirements provided for in art. 9 for both courses + 20%;
14. Disabled student with a disability equal to or greater than 66% or in possession of a certificate of disability pursuant to art. 3 c. 1 of the l. 104/92 + 25%.

All increases are calculated considering the basic amount referred to in paragraph 1.

The increases referred to in points 1 and 2 are not cumulative: point 2 incorporates the increase provided for in point 1.

The basic amount of the scholarship in the previous paragraph is subject to a reduction in the following cases:

1. Further semester (First supplementary year) -50%
2. Differently abled students enrolled in the second supplementary year -50%
3. Students of the first year who don't obtain the 20 credit by the 10 august 2023, who obtain the 20 credits by November 30, 2023 -50%
4. Student with ISEE parameter higher than 2/3 of the maximum threshold, in any case lower than or equal to the aforementioned threshold - 20%
- 5.

#### **Paragraph 3 – ISEE band**

For the purposes of this call for applications Student are in

- band "A" if their ISEE for university services is less than or equal to 1/2 of the maximum threshold referred to in art. 9 of the competition notice;
- band "B" if their ISEE for university services is greater than 1/2 and less than or equal to 2/3 of the maximum threshold referred to in art. 9 of the competition notice;
- Band "C" if the ISEE for university services is greater than 2/3 and less than or equal to the maximum threshold referred to in art. 9 of the competition notice;
- 

#### **Paragraph 4 - Deductions for services**

1. An accommodation deduction of € 1900.00 is applied to "non resident" students.
2. A canteen deduction of € 750 is applied to all "not resident", "commuter" or "on-site" students to whom the Agency can provide the canteen service through its own structures, structures under agreement or through vouchers, a canteen deduction of € 750,00 is applied.
3. To all "non resident" students to whom the Agency can provide the canteen service through its own structures or structures in agreement or through vouchers, requesting the second daily meal, an additional canteen deduction of € 750.00 is applied.
4. These deductions are applied regardless of the actual use of the services and any justified absences. Deductions are never, for any reason, monetizable.

### **Art. 14 INTERVENTIONS AND SERVICES IN FAVOR OF STUDENTS WITH DISABILITIES**

#### **Paragraph 1 – Recipients**

To facilitate the course of study for students with disabilities, the Agency establishes the access requirement for this notice and the benefits entitlement period:

- a) students with recognition of disabilities pursuant to art. 3 paragraph 1 of law 104/1992;
- b) students with a recognized disability equal to or greater than 66%, as required by the D.P.C.M. April 9, 2001.

Students with disabilities must declare their status in the online application that provides for the uploading of the relative certification, (pending uploading they will be considered able-bodied.

#### **Paragraph 2 – Benefits entitlement period**

These students can obtain benefits limited to the first qualification for each level of study for a maximum period calculated starting the year of first enrollment:

- nine semesters for a three-year degree courses
- seven semesters for master's degree courses
- thirteen semesters for five-year single cycle master's degree courses
- fifteen semesters for six-year single cycle master's degree courses;

### Paragraph 3 – Merit requirement

- 1) Differently abled students enrolled in the first year of the various degree courses must meet at least 12 credits by the 10 august 2023 to obtain the full amount of the scholarship. Student who obtains the 20 credits by 30 November 2023, will be paid half of the cash amount of the scholarship.
- 2) Differently abled students enrolled in subsequent years must meet the merit requirement by the 10 august 2022, set out in the attached table “B”

**“Table B”**

### **Merit requirements for differently abled students enrolled in the academic year 2022/2023 at Universities, Polytechnic, Academies of Fine Arts and Music Conservatories.**

Merit requirements to be achieved by <b>10 August 2022</b>			
Three-year degree courses- first level	Master's Degree 2nd level	Single cycle master's degree (5 years)	Single cycle master's degree (6 years)
1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 15 credits 3rd year: 48 credits First supplementary year: 81 credits; Further semester: 108 credits	1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 18 credits First supplementary year: 48 Further semester: 72 credits	1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 15 credits 3rd year: 48 credits 4th year: 81 credits 5th year: 114 credits First supplementary	1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 15 credits 3rd year: 48 credits 4th year: 81 credits 5th year: 114 credits 6th year: 147 credits

		year: 147 Further semester: 180 credits	First supplementary year: 180 Further half year: 213 credits
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#### **Paragraph 4 – Income requirements**

- 1) Only the specific certificate "ISEE for university services" and not "ordinary ISEE" will be considered valid to get the benefits referred to in this notice.
- 2) The economic limits to participate in the competition for the granting of scholarships a.y. 2022/2023 are as follows:
  - a. the I.S.E.E. cannot exceed the maximum limit of € 23,626.32;
  - b. the I.S.P.E. cannot exceed the maximum limit of € 51,361.58.
- 3) Exceeding even just one of the economic limits entails the exclusion and/or revocation of the benefit.
- 4)

#### **Paragraph 5 - Cash and services benefits**

To allocate the benefits provided by ADISU Puglia, a single ranking will be formulated for students enrolled in the first year, based on economic conditions; the ranking concerning students enrolled in years subsequent to the first, will be formulated, for each year of the course, on the basis of the greater merit acquired on 10/08/2022.

All differently abled students who are eligible for benefits are guaranteed a scholarship.

For the protection of privacy, students' names will be replaced by their identification code in the public rankings of eligible and excluded ones.

The money amount of the Scholarship referred to in Article 13 is increased by 25%.

Differently abled students are not required to pay the regional fee.

To differently abled students, the accommodation is in priority over all other categories of students.

#### **Paragraph 6 – Accompanying service for differently abled students who are loading assignee in ADISU residences**

In compliance with the provisions of art. 2 paragraph 5, letter b) of Legislative Decree no. 68/2012, art. 3 letter h) of R. L. 18/2007, Law no. 104 of 5 February 1992 and subsequent

amendments and additions and the D.P.C.M. of 9 April 2001, there is an accompanying service for students with disabilities recognised as not less than 66%.

The service is aimed at students with disabilities who have been assigned, in accordance with art. 17 of this notice, an accommodation in one of Adisu Puglia's residential facilities and who need, on an ongoing basis, an accompanying person's help.

The status of a student who needs accompaniment must be inferred from a medical certificate issued by the ASL to which the student belongs.

The above-mentioned service consists in giving the differently abled student the possibility to have a "double" room in the university residence to be used with an accompanying person.

The student beneficiary of the service is required to notify the competent territorial office of the Agency of any changes with respect to the accompanying person indicated during the submission of the application.

The Agency will carry out periodic checks on the correct use of the service.

Aspiring beneficiaries of the service when submitting the scholarship application, a copy of the medical certification issued by the ASL to which they belong certifying the need for accompaniment must be attached to the "transmission of documentation" section.

The application will also be signed by the identified accompanying person, for acceptance of the conditions set out in this Notice.

The accompanying person will assist the student in carrying out the daily tasks for the period of stay at the university residence.

The accompanying person will be entitled to stay free of charge at the university residence and will be able to use the canteen service under the same conditions provided for the student assisted by him/her, strictly complying with the provisions of the "Housing service" Regulations. Furthermore, at the time of acceptance of the accommodation, he/she will be required to hand over the deposit set at € 130.00 and a medical certificate of sound and robust constitution, which expressly states that he/she meets the requirements of psychophysical fitness for the purposes of living together in the community and the absence of infectious diseases in progress that prevent cohabitation with others.

The application must be submitted at the time of completing the grant application.

If the availability of the "reserved" rooms does not allow for the satisfaction of all the applications received, we will proceed based on the final ranking for A.A. 2022/2023.

## ART. 15 – FINANCIAL CONTRIBUTION FOR INTERNATIONAL MOBILITY

### **Paragraph 1 – Recipients**

Students who are scholarship holders and eligible in the final rankings for scholarships are entitled to a supplement to the international mobility grant awarded by the University, relating both to programs promoted by the European Union and to non-EU programs taking place during the 2022/2023 academic year.

The grant is awarded once only for each type of course provided that:

- a) students are scholarship holders or eligible for a scholarship in the academic year in which they participate in mobility programs;
- b) The period of study is recognized in terms of credits as part of their course of study at one of the universities or other institutions referred to in article 2, paragraph 2.

### **Paragraph 2 – Adisu financial contribution and how to apply for it.**

Compatibly with the resources intended for this purpose, ADISU contribution cannot exceed € 600,00 for each month of stay abroad, up to a maximum of 10 months (fractions of a month less than 15 days are not considered), it being understood that the total monthly contribution from European Union provided by the University of enrollment and ADISU funds cannot exceed € 600,00.

### **Paragraph 3 - Reimbursement of travel and accommodation expenses.**

ADISU Puglia provides to the beneficiaries of the call for international mobility referred to in this article, a reimbursement for travel expenses up to a maximum of € 100,00 for European countries and € 500,00 for non-European countries.

### **Paragraph 4 - Procedures for submitting the application, required documentation**

The contributions and refunds referred to in this article must be requested by means of a specific digital application at the time of completing the grant application.

At the end of the mobility period, no later than 28 February 2024, student present by a digital application, must be attached:

- self-certify the credits validated by their university of reference
- receipts of purchase of travel documents and documentation proving the actual use of the same (e.g. boarding passes, endorsed tickets, etc.).

The scholarship integration and reimbursement may be requested limited to the planned period of mobility or the actual one, whichever is shorter. Where, even for reasons of force majeure, the student participates in international mobility projects in D.A.D. without going to the host university, no integration will be paid, or reimbursement will be issued.

#### **Paragraph 5 - Assignment of the contribution and timeframe for payment**

1. ADiSU Puglia will assign the international mobility contribution compatibly with the financial resources available and intended for the purpose.
2. If the available resources are not sufficient to guarantee full coverage of the scholarship additions requested, the contributions granted will be re-measured in order to satisfy the widest possible audience of beneficiaries.
3. If the available resources are greater than those necessary to guarantee full coverage of the scholarship additions requested, the deadlines for the submission of applications will be reopened.
4. The payment of the contribution will take place in two equal installments:
  - a) The first installment will be paid within 90 days of the submission of a specific online application, starting from 1 January 2023;
  - b) The second installment will be paid within 90 days of the submission of a specific online application, to be completed at the end of the mobility period, following validation in the study plan of the didactic activities passed during participation in the mobility project;

In the event of failure to submit the application referred to in point a), the settlement will take place in a single solution in the manner provided for in point b).

If the student applies for liquidation before the university of enrollment proceeds with the validation of the exams, his position will be suspended until notification of the validation of the same.

#### **Art. 16 - DEGREE AWARD**

1. Compatibly with the available resources, all students who undergraduates in degree courses, single cycle master's degree and master's degree courses, to the duration provided for by the respective education systems, benefit from an integration of the scholarship equal to half of that obtained in the last year of the course.
2. Methods and times for submitting the payment will be arranged with a special notice published on the agency's portal.

## ART. 17 - HOUSING SERVICE

### **Paragraph 1 - Benefit recipients**

Students who meet the income and merit requirements set out in articles 8 and 9 may apply for accommodation.

The Agency provides 1.873 beds throughout the region distributed as follows:

- ☐ Bari 1.121
- ☐ Foggia 160
- ☐ Lecce 349
- ☐ Taranto 40

It is hereby announced that, due to urgent work to improve the energy efficiency of the residences, students who are assigned to the Territorial Campus of Bari may be assigned, during the academic year 2022/2023, at the sole discretion of Adisu Puglia, to a different bed (either within the same residence or in an additional residence in Bari) from that of first assignment. In addition, during the allocation of beds through the ranking, in case of unavailability of what is provided, students may be assigned to other hotel facilities not determinable at the date of approval of this notice. The request for a bed implies the express knowledge and acceptance of this paragraph.

It should also be noted that, with reference to the beds in the Lecce, these may be increased in relation to the results of the procedures for the assignment of the accommodation service being completed at the time of publication of this notice.

### **Paragraph 2 - Grant and duration of the benefit**

The benefit is granted:

- a) for those enrolled in degree courses, single cycle master's degree and master's degree courses, for a period equal to the duration provided for by the respective educational systems plus two semesters, starting from the year of first enrolment in any course of study at university level;
- b) for those enrolled in PhD courses, specialization schools, for a period equal to the duration provided for by the respective educational systems, starting from the year of first enrolment in the course attended.

The accommodation service is, however, granted until the tenth day after the final degree exam.

The ranking will also be considered valid for the possible allocation of new beds in other facilities that the Agency may make available during the academic year.



The allocation of the bed is for an annual period starting from October 1st for students enrolled in the following years of the degree courses, single cycle master's degree and master's degree courses; starting from the publication of the provisional rankings for students enrolled in the first year and other courses, with the suspension of the entire month of August and the period of the Christmas holidays, without prejudice to the possibility, verified by the individual territorial offices of Adisu, of allocation, against payment, even during the aforementioned periods, in the event of exceptional circumstances.

### **Paragraph 3 - Permanence of the graduating student**

A reserve of 3% of the available beds to be allocated to undergraduate students is established, as indicated below:

- ☐ Bari: 34
- ☐ Foggia: 5
- ☐ Lecce: 11
- ☐ Taranto: 1

Students who have been assigned an accommodation, eligible or scholarship holders for a.y. 2021/2022, who plan to obtain their degree or master's degree by the end of April 2023, may apply, by 29 August 2022, for accommodation services at a cost of € 170.00 per month, from October until the tenth day after their final degree exam.

Students who intend to apply for a stay must prove that they have acquired the minimum merit requirement, by 31 July 2022, as indicated below:

- |   |             |
|---|-------------|
| <input type="checkbox"/> Bachelor's degree (Three-year degree)      | 142 CREDITS |
| <input type="checkbox"/> Master's Degree                            | 84 CREDITS  |
| <input type="checkbox"/> Four-year degree                           | 200 CREDITS |
| <input type="checkbox"/> single cycle Master's Degree in five years | 258 CREDITS |
| <input type="checkbox"/> single cycle Master's Degree in six years, | 315 CREDITS |

This provision does not apply to students enrolled for the academic year 2021/2022 in the first supplementary year.

The above-mentioned application submitted by 29 August 2022 is incompatible with participation in the scholarship competition; in the event of simultaneous participation, the request of stay in the student residence will be cancelled.

If the number of applications exceeds the number of reserved beds, a single ranking will be formulated for each territorial office of Adisu Puglia, in descending order according to the percentage of credits achieved for each type of degree course; in case of parity, the lower ISEE will prevail.

(e.g. Three-year degree: number of cfu achieved by 31 July/180)

#### **Paragraph 4 - Accommodation allocation**

Non-Resident students requesting accommodation may express preference for the Residence or room they wish to stay in. This indication is not binding for the Agency.

Students who have already benefited from a place in one of ADISU's residences in the previous year may request confirmation of the same place.

Students attending courses at the Ecotekne complex must choose as their first preference accommodation at the "Lopez y Royo" University residence, in Monteroni di Lecce, then they can express their other preferences. The accommodation places will be assigned primarily to eligible differently abled students, with disabilities equal to or greater than 66%, and to any accompanying persons in rooms expressly reserved for them. If the availability of places in the rooms reserved for them does not allow all applications to be satisfied, the allocation will be made, in order of priority, to students with walking difficulties, to students already resident and finally to those who have the highest degree of disability.

Students with a disability equal to or greater than 66%, who are commuting students according to art. 7 and who are eligible for the final rankings, may also apply for a bed. The assignment will be made, in order of priority, to students with walking difficulties, to students already resident and finally to those with the highest degree of disability.

The remaining places will be allocated in accordance with the criteria set out in art. 19 and distributed in relation to the number of eligible students applying for an accommodation place in the 2022/2023 academic year:

- o 75% of the places are assigned to students enrolled in years subsequent to the first, proportionally, for each year of each degree course, to the number of suitable applicants for accommodation, resulting from the provisional rankings;
- o 25% of the places are for students enrolled in the first year of any degree course (1st and 2nd level, in proportion to the number of eligible students applying for beds).

Still available beds, following the assignments specified above, as well as after the assignment to foreign students included in the international mobility programs, may be assigned to Italian and foreign students who carry out study and/or research activities at the Universities of Apulia. For these

types of students, the rates indicated in Table B attached to this notice will be applied, based on the period of actual stay.

These students can apply from 1st December 2022, through the digital application on the student portal.

#### **Paragraph 5 - Accommodation acceptance**

Non-Resident students applying for accommodation in the Agency's facilities, who are eligible in the bed ranking list, must provide acceptance by means of the appropriate digital application within the deadlines specified in this article, under penalty of forfeiture of the benefit and the transition to “Resident” status.

<b>Student type</b>	<b>Provisional ranking of Scholarships</b>	<b>Deadline for confirmation of accommodation</b>	<b>Definitive Ranking of Scholarships</b>	<b>Deadline for confirmation of accommodation</b>
Enrolled in subsequent years	16/09/2022	21/09/2022	11/10/2022	16/10/2022
Freshmen	16/09/2022	21/09/2022	11/10/2022	16/10/2022
Enrolled in Specialization Schools and PhDs	22/11/2022	27/11/2022	14/12/2022	20/12/2022

The students assigned as per the rankings, before taking possession of the accommodation, must proceed, within the deadlines for sending the application for acceptance of the accommodation, to the payment of the security deposit of € 130.00 by PagoPA. Students already assigned of accommodation in the previous year do not have to repeat the payment.

Students, must attached in the appropriate section "Transmission of documents":

- the medical certificate of healthy and robust constitution which shows the possession of the requirements of psychophysical fitness for the purposes of living in the community and the absence of infectious diseases in progress that prevent cohabitation with others;

- a copy of the MAV or PagoPa bulletin, certifying enrolment at the University (only in the case of fresh students and first year out).

Students who have applied for a scholarship for the first year of their master's degree, having obtained the degree within the extraordinary session of the previous academic year, must submit a copy of the MAV or PagoPA payment slip within 30 days of completing their enrolment.

Students, once notified by ADISU Puglia the bed assignment, have the obligation to take possession of it on the established day, under penalty of forfeiture of the benefit and the transition to commuter status.

Any seats that may subsequently become available may be allocated in the order of the final ranking. The allocation of the bed does not necessarily imply the award of the scholarship.

### **Paragraph 6 - Students participating in international mobility programs**

Subject to the possible availability of places, Adisu Puglia assigns to foreign students who participate in international mobility programs, wishing to find an accommodation place at the housing facilities managed by ADISU Puglia, a bed at the monthly rate shown in the table in paragraph 7 below (item no. 2). For the last two months of stay fees must be paid in a single solution.

Furthermore, students must occupy the place-bed assigned to them by the 15th day of the first month of their stay and inform the Agency in writing, with one month's notice, of any request to extend the stay, if granted by the Erasmus office of the attended University.

### **Paragraph 7 - Fees - Security deposit - Contribution expenses**

For the 2022/2023 academic year monthly accommodation rates are applicable as described in the following table:

	<i><b>Rate</b></i>	<i><b>Student typology</b></i>
1	Free	<ul style="list-style-type: none"> <li>- Scholarship recipients and eligible students enrolled in subsequent years and the first year;</li> <li>- Students who provide assistance to differently abled students;</li> <li>- The second semester for scholarship winners and eligible students enrolled in the 1st supplementary year or in the 2<sup>nd</sup> supplementary year for differently abled students.</li> </ul>
2	€ 170,00	Foreign students participating in international mobility programmes.
<b>For the academic year 2022/2023 students who are lodging assignee are required to pay a non-</b>		

<b>interest-bearing deposit of € 130.00.</b>
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## ART. 16 - CANTEEN SERVICE

Eligible students and/or scholarship winners are entitled to use the canteen service as shown in the "CANTEEN SERVICE REGULATIONS" ("Regolamento del servizio di ristorazione") and are entitled to a number of meals as listed below:

1. Eligible and winning Resident students enrolled in subsequent years and winning Resident students enrolled in the first year are entitled to a one (no.1) meal a day;
2. Eligible and winning commuter students enrolled in subsequent years and winning commuting students enrolled in the first year are entitled to a one (no.1) meal a day;
3. Eligible and winning Non-Resident students enrolled in subsequent years and winning Non-Resident students enrolled in the first year are entitled to one (no.1) meal a day, or they can request, two meals a day.
4. Eligible Non-Resident students, commuting and Resident student enrolled in the first year are entitled to the same number of meals as scholarship students of the same status, at a cost of € 2.00 per meal.
5. The above-mentioned students can take advantage of an additional fee for meals, to be paid at the agreed full price.
6. The use of the canteen service will take place by means of a tax code (the procedures will be shown in the student portal) from October 1st, 2022 to September 30, 2023 (from December 1st, 2022 to November 30, 2023 for students enrolled in PhD courses, specialization schools).

## ART. 19 - REGIONAL TAX FOR THE RIGHT TO UNIVERSITY STUDY

### **Paragraph 1 - Students required to pay**

The regional tax, pursuant to Article 32 of Regional Law no. 18/2007, must be paid:

- by students who enrol in degree courses, master's degree, single cycle master's degree, specialization schools (with the exception of those in the medical area pursuant to Legislative Decree no. 368 of 04/08/1999), PhDs, started by the University, pursuant to Law no. 210 of 03/07/1998, art. 4;

- by students enrolled in courses with legal value, started before the application of the Ministerial Decree 03/11/1999, n. 509, and by those who enrol in degree courses, master's degree and single cycle master's degree, possessing a University Diploma;
- by students enrolled in degree courses and Specialization schools activated pursuant to Law no. 508/99.

### **Paragraph 2 - Tax amount**

In accordance with Regional Council Resolution no. 962 of 16/06/2021, the amount of the regional tax is redetermined in three bands:

1. The first bracket amounts to **€ 120.00** for students whose ISEE value for university benefits is less than or equal to € 23,626.32;
2. The second bracket amounts to **€ 140.00** for students whose ISEE value for university benefits is between € 23,626.33 and € 47,252.64;
3. The third bracket amounts to **€ 160.00** for students whose ISEE value for university benefits exceeds € 47,252.64.

In accordance with art. 190 of Royal Decree no. 1592 of 31 August 1933, those who get the qualification for professional practice are also required to pay the regional tax, in the fixed amount of **€ 140.00**.

### **Paragraph 3 – Tax refund**

Winning students and those eligible for this competition for scholarships, for the academic year 2022/2023, have the right to get from ADISU Puglia the reimbursement of the regional tax paid for the same academic year, as shown in art. 21, paragraph 3, within the following terms:

- ☐ students enrolled in the first year: by 31 January 2024
- ☐ students enrolled in subsequent years: by April 30, 2023.

Those eligible for reimbursement of the regional tax will find the relevant notice both on the website [www.adisupuglia.it](http://www.adisupuglia.it) and at ADISU Puglia offices.

Eligible students who are not awarded a scholarship and scholarship holders are entitled to exemption from or reimbursement of university fees for the current academic year, according to the methods and times established by the regulations of the university attended.

Students who renounce their studies or transfer to another university or ADISU Puglia campus by 31/01/2023, may request a refund of the regional tax paid at the time of enrolment, by 30/06/2023, using the online procedure, under penalty of forfeiting the right to a refund.

#### **Paragraph 4 - Regional tax exemption.**

Differently abled students with an acknowledged disability pursuant to Article 3, paragraph 1, of Law no. 104 of 5 February 1992, or with a disability equal to or greater than sixty-six per cent, are exempt from paying the regional tax.

### **ART. 20 - FUND SHARING AND RANKINGS**

#### **Paragraph 1 – Fund sharing**

ADISU Puglia, for the academic year 2022/2023 offers a number of scholarships commensurate with the amount of funds allocated for this purpose and resulting from:

- revenue from the regional fee that students pay when they enroll at university;
- sums allocated by the Apulia Region for the provision of Scholarships;
- share of the National Supplementary Fund allocated to the Apulia Region by the Ministry of Education, University and Research;
- additional resources assigned under the National Recovery and Resilience Plan, Mission 4, Component 1, Investment 1.7 "Scholarships for university access";
- resources deriving from the PON "Research and Innovation" 2014-2020 - Axis IV "Education and research for recovery - REACT-EU" - Action IV.3 "Scholarships for deserving students in conditions of economic difficulty"
- Resources POR - Puglia FESR 2014/2020 Action 10.4 in favour of ADISU Puglia;
- ADISU Puglia's own resources that may be available.

Of the total amount, 25% will be allocated to the students enrolled in the first year of their University course, proportionally divided between the first year of the three-year degree, single cycle Master's degree, Master's Degree, PhD, Specialization School based on the number of successful candidates in the same rankings; 75% of the amount will be allocated to each year of each degree course in proportion to the number of successful candidates, resulting from the publication of the final rankings. In any case, a scholarship will be guaranteed to students enrolled in subsequent years who come first in the rankings for each year of their degree course.

Based on the above, there could be the hypothesis that there are eligible students but not grant recipients, due to lack of funds (see D.P.C.M. 9/4/2001).

In relation to these, the services will be awarded, if due, but not the amount of money of the scholarship.

Additional scholarships may be awarded during the year with funds becoming available later.

Students participating in the competition should regularly consult the ranking section on ADISU Puglia's website: [www.adisupuglia.it](http://www.adisupuglia.it).

All savings resulting from waivers and withdrawals will flow into the funds to be allocated to the 2023/2024 academic year rankings.

### **Paragraph 2 - Ranking of students enrolled in the first year**

For students enrolled in the first year, a list of eligible candidates will be drawn up, broken down by First Level Degree, Second Level Degree, PhD Degree, Specialization School, arranged in increasing order based on the overall economic condition of the household.

In the event of equal ISEE values for university services, precedence is given based on the high school diploma mark for students enrolled in First Level Degree courses and on the basis of the degree mark for students enrolled in Second Level Degree courses.

Alternatively, priority is given to the youngest student.

### **Paragraph 3 - Ranking of students enrolled in subsequent years**

A. Master's degree and single cycle Master's degree courses.

The ranking of eligible students will be sorted in descending order, based on merit, for each year of each degree course, without prejudice to the requirement of the overall economic condition of the family unit. In the event of equal merit, students' position in the ranking list is determined with reference to their economic conditions; in the event of further parity, priority is given to the youngest student.

For degree courses located in several teaching venues, a single merit ranking will be drawn up.

B. PhD

The single ranking will be ordered in ascending order based on the overall economic condition of the household. In the event of parity, priority is given to the youngest student.

C. Specialization Schools

The ranking of eligible candidates will be sorted in descending order, based on merit, by course of study and for each year of the course, without prejudice to the requirement of the overall economic condition of the family unit. In the event of equal merit, the position in the ranking list is determined with reference to the economic conditions; in case of further parity, priority is given to the youngest student.

### **Paragraph 4 - Legal value of the rankings**



The publication of the ranking and the lists of excluded persons serve as notification to interested parties and other parties of the outcome of the application.

## ART. 21 - PUBLICATION OF RANKINGS AND APPEALS

### Paragraph 1 – Provisional and Definitive Rankings

Interested students should take care to view the rankings as shown below as no other communication will be made.

Provisional rankings will be approved by the competent Territorial Offices of ADISU Puglia and published on the website [www.adisupuglia.it](http://www.adisupuglia.it), under the link “Graduatorie”, within the dates indicated in the tables below.

The data indicated in the provisional rankings may be subject to an ex officio correction to be validated with the approval of the final rankings.

Students may lodge an appeal against the above-mentioned rankings and/or request for correction of the data declared in the self-certification in the on line application, starting from the date of the above mentioned publication, addressing them to the General Director of ADISU Puglia through a digital application.

ADISU Puglia, once examined the appeals, with a provision of the General Director, will proceed to the approval and publication of the definitive rankings on the website [www.adisupuglia.it](http://www.adisupuglia.it), under the link “Graduatorie”, within the dates specified in the tables below.

If the administrative appeal is rejected, students may appeal to the Regional Administrative Tribunal for Apulia (T.A.R. - “Tribunale Amministrativo Regionale”), within 60 days from the date of publication of the definitive rankings.

These rankings will also serve as notification of the outcome of the above-mentioned appeals to the students concerned and other interested parties.

### Paragraph 2 - Ranking terms

Student type	Provisional ranking list	Time limit for appeals	Definitive ranking
Enrolled in subsequent years	16/09/2022	26/09/2022	11/10/2022
Freshmen	16/09/2022	26/09/2022	11/10/2022

<b>Enrolled in Specialization Schools and PhDs</b>	<b>22/11/2022</b>	<b>03/12/2022</b>	<b>14/12/2022</b>
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For all subsequent amendments to the rankings, the General Manager delegates the Managers of the territorial offices of the competent offices.

### **Paragraph 3 – Update rankings**

Periodically, ADISU will proceed with the publication of updating rankings that will take into account the career events communicated by the students, the results of the checks carried out by the Agency. Those rankings, approved by the managers of the territorial offices as delegated by the General Manager, will have the same value, and will produce the same effects of the definitive ranking.

## **ART. 22 - HOW BENEFITS ARE GRANTED**

Scholarships, subject to the actual availability of financial resources, will be paid after the approval of the final ranking as follows:

### **Paragraph 1 - Students enrolled in the first year**

A. Three-year degree courses, single cycle and Master's degree courses.

Students who win the scholarship will be awarded the established amount of money in two instalments:

- I. The first by the 31 December 2022, upon presentation of self-certification of the enrollment at the university and course of study indicated in the scholarship application by the 30 November 2022. In case of failure to notify by the above-mentioned term, the aforementioned installment will be paid following the communication concerning the acquisition of at least 20 ECTS by the deadline of 30 November 2023.
- II. The second will be awarded upon presentation of self-certification of 20 credits by and no later the deadline of 10 August 2023. The payment, in application to the provisions of the art. 14, will be not paid to the student who will obtain 20 credits by the 30 November 2023.

Credits must be reported by 28 February 2024, under penalty of loss of the benefit, with the appropriate digital application from the portal [studendi.adisupuglia.it](http://studendi.adisupuglia.it), section "completion of applications", in the panel "20 cfu achievement". Credits deriving from university awards for

language and/or IT activities must also be documented with appropriate certification. Copy of certification must be attached to the "Transmission of documentation" in the "University booklet" panel.

Scholarship holders and eligible students who are not awarded a scholarship and who do not achieve the merit referred to in point II. And do not send the communication by the 28 February 2024, will have their eligibility revoked and will be asked to repay in full the sums received for canteen and/or accommodation services. The same students will not be entitled to a refund of the regional tax.

Students enrolled in the first year of their Master's degree may not use any credits validated by their First Level degree to obtain a grant.

**B. Specialization Schools and PhDs**

Winning students will be paid a lump sum by June 30, 2023.

**Paragraph 2 - Students enrolled in subsequent years.**

**A. Three-year degree courses, single cycle and Master's degree courses**

Students who win the scholarship will be paid in two instalments:

- the first instalment equal to 50% of the total by 31/12/2022;
- a further 50% by 30/06/2023.

Any further grants awarded subsequently, following the scrolling list, will be settled in two instalments as shown below:

- the first instalment equal to 50% of the total within 45 days of the grant award;
- a further 50% by 30/06/2023.

**B. Specialization Schools, PhD**

Students who win the scholarship will be paid a lump sum by June 30, 2023.

**Paragraph 3 – Scholarship integrations**

The integration of the scholarship will be paid jointly the second instalment of the scholarship, except for the degree award and the integration for international mobility.

**Paragraph 4- Provisions for the scholarship award.**

Payment of the scholarship will be made exclusively by crediting a current account in the student's name or co-owned by the student or by other electronic means of payment chosen by the student (excluding postal passbooks, prepaid cards), therefore students who have been awarded the scholarship are obliged to communicate their IBAN code.

In all cases where a deadline is not expressly provided for in this notice, payments will be made by the competent offices of the Agency within 90 days of the completion of the relevant applications. If the student fails to communicate a valid IBAN code on which to proceed with the payment of the amounts issued in his favor by 31 December 2023, he will lose all rights to the benefits awarded.

#### **Paragraph 5 - Suspension of payments.**

Students who must regularize their position, as well as pending the conclusion of any assessment procedures in progress, are suspended from paying the grant and other cash benefits until they produce the required documentation.

ADISU Puglia suspends the payment of scholarships, other cash benefits and refunds to students:

- who have presented an ISEE certificate valid for benefits for the right to study with annotations by the Inland Revenue ("Agenzia delle Entrate") regarding omissions and/or discrepancies;
- Who have not communicated their IBAN code, in accordance with the previous paragraph, or have provided an IBAN code that differs from the indications given in this notice;
- who are subject to checks on the truthfulness of the data and information provided through self-certification and, in particular, on income and merit requirements;
- who have been asked to supplement the information and/or documentation submitted.

Suspension shall remain in force until one's position is adjusted. Any payments suspended shall be made within 90 days of the date of regularization.

## **TITLE VI - FINAL PROVISIONS**

### **ART. 23 - CHECKS**

ADISU Puglia is required to carry out appropriate checks on the truthfulness of the declarations in lieu of certification in accordance with Presidential Decree no. 445/2000 attesting to the economic and merit conditions made by the students concerned, as well as the actual possession of the general requirements necessary for access to benefits.

When carrying out checks, the Agency may request appropriate documentation to demonstrate the completeness and truthfulness of the data declared, also for the purpose of correcting minor errors.

The assessment of merit/enrolment data will involve all students eligible for the benefit through the databases of Universities, Institutes of Higher Artistic and Musical Education.

ADISU Puglia, with reference to the " Regulation of procedures for checking declarations in lieu of general, merit and financial requirements submitted by university students " ("Regolamento delle

procedure di controllo delle dichiarazioni sostitutive dei requisiti generali, di merito ed economici presentate dagli studenti universitari”) approved by the Governing Board at the meeting of 21/06/2022, resolution no. 42, will carry out an in-depth check on the components declared in the Single Substitutive Declaration (DSU) and on the ISEE certifications with discrepancies and/or omissions directly detected by INPS and/or Inland Revenue (“Agenzia delle Entrate”).

Should the operations carried out to ascertain the truthfulness of the replacement declarations reveal discrepancies or omissions affecting the benefit, the Agency will act:

- to send the person concerned formal notice of the initiation of the investigation procedure, pointing out the omissions or irregularities found;
- to assess any counterclaims referred to above and, if they are not considered suitable to resolve the discrepancy, the Agency will proceed with an administrative measure to revoke the benefits.

In accordance with the provisions of the aforementioned Regulation, the final revocation shall entail the return of the grant and of the service fee unduly received.

The benefits and services provided by the present call, obtained based on declarations which, following checks carried out by the Agency, are found to be untrue, will be revoked and recovered, as well as sanctioned as provided for in the aforementioned Regulations. The student will lose the right to obtain any benefit from ADISU Puglia for the entire duration of his university career.

ADISU Puglia is obliged to report the facts to the Judicial Authority (ex art. 76 of DPR n. 445/2000) competent to verify the possible existence of crimes.

It should be noted that to ensure compliance with the terms provided by the notice, pursuant to art. 2947 of the Civil Code, the Agency may carry out checks on the truthfulness of the students' self-certifications over a period equal to five years from the actual receipt of benefits and, in the event of a detected infringement, proceed to revoke the benefits.

#### ART. 24 - INFORMATION OBLIGATIONS

Students who, during the academic year:

- become aware of the cancellation of exams
- validation at times other than those declared;
- renounce their studies;
- graduate
- change of course within the same University with or without recognition of exams / credits;
- obtain a scholarship from another body, public or private;
- change or lose their domicile against payment;
- any other variation regarding the data declared in the application form

The communication must be made in writing promptly and in any case within one month of the event. If the application is received after the approval of the final rankings, the student will be placed back in the rankings in the last place of the year of the new degree course. Furthermore, for students enrolled in years subsequent to the first, the effective validation of the credits necessary to maintain the minimum merit requirement for obtaining eligibility will be verified.

If a change leads to the loss of the benefit, the student is required to return the amount received, money, and the amounts corresponding to the services used in the academic year of reference.

#### ART. 25 - PROCESSING OF PERSONAL DATA

For the purposes of this call for applications, ADiSU Puglia collects personal data and special data, which will be processed in compliance with current legislation on the protection of personal data and with EU Regulation 2016/679 - General Data Protection Regulation (hereinafter GDPR) and, insofar as compatible, with Legislative Decree 196/2003 as amended.

The full information notice is available on the Agency's institutional portal at <https://w3.adisupuglia.it/privacy/>.

#### ART. 26 - REFERRAL

For all matters not covered by the above provisions, the current national and regional regulations on the right to university studies will apply.

## ANNEX A – TABLE OF APULIAN MUNICIPALITIES

University location attended: BARI		
Municipalities of “Resident” students	Municipalities of “Commuter” Students	Municipalities of “Non Resident” students
Bari (including the following locations: Carbonara, Palese, Santo Spirito, Ceglie, Loseto, Torre a Mare)	Acquaviva delle Fonti; Adelfia; Barletta; Binetto; Bisceglie; Bitetto; Bitonto; Bitritto; Capurso; Casamassima; Cassano delle Murge; Cellamare; Gioia del Colle; Giovinazzo; Grumo Appula; Modugno; Mola di Bari; Molfetta; Monopoli; Noicattaro; Palo del Colle; Polignano a Mare; Rutigliano; Ruvo di Puglia; Sannicandro di Bari; Terlizzi; Toritto; Trani; Triggiano; Valenzano.	Students residing in the remaining Italian municipalities are considered to be “Non Resident”.
University location attended: BRINDISI		
Municipalities of “Resident” students	Municipalities of “Commuter” Students	Municipalities of “Non Resident” students
Brindisi	Arnesano, Campi Salentina, Carovigno, Cellino San Marco, Cisternino, Erchie, Fasano, Francavilla Fontana, Ostuni, Oria, San Michele Salentino, Guagnano, Latiano, Lecce, Grottaglie, Novoli, Salice Salentino, San Cesario di Lecce, Sandonaci, Squinzano, San Pancrazio Salentino, San Vito dei Normanni, Squinzano, Surbo,	Students residing in the remaining Italian municipalities are considered to be “Non Resident”.

	Torchiarolo, Torre Santa Susanna, Trepuzzi, Veglie, Mesagne, San Pietro Vernotico	
<b>University location attended: FOGGIA</b>		
<b>Municipalities of “Resident” students</b>	<b>Municipalities of “Commuter” Students</b>	<b>Municipalities of “Non Resident” students</b>
Foggia	Apricena; Ascoli Satriano; Barletta; Biccari; Candela; Carapelle; Castelluccio De’ Sauri; Lucera; Manfredonia; Ortona; Orta Nova; Pietramontecorvino; San Severo; Stornara; Stornarella; Torremaggiore; Troia; Zapponeta; Cerignola	Students residing in the remaining Italian municipalities are considered to be “Non Resident”.
<b>University location attended: LECCE-URBAN CENTRE</b>		
<b>Municipalities of “Resident” students</b>	<b>Municipalities of “Commuter” Students</b>	<b>Municipalities of “Non Resident” students</b>
Lecce	Alezio, Aradeo, Arnesano, Bagnolo del Salento, Botrugno, Brindisi, Calimera, Campi Salentina, Cannole, Caprarica di Lecce, Carmiano, Carovigno, Carpignano Salentino, Castri di Lecce, Castrignano de’ Greci, Cavallino, Cellino San Marco, Collepasso, Copertino, Corigliano d’Otranto, Corsano, Cutrofiano, Francavilla Fontana, Galatina, Galatone, Guagnano, Latiano, Lequile, Leverano, Lizzanello, Maglie, Martano,	Students residing in the remaining Italian municipalities are considered to be “Non Resident”.



	<p>Martignano, Melendugno,  Melpignano, Mesagne,  Monteroni di Lecce, Muro  Leccese, Nardò, Neviano,  Novoli, Ostuni, Poggiardo,  Salice Salentino, San Cesario di  Lecce, San Donato di Lecce, San  Pancrazio Salentino, San Pietro  in Lama, San Pietro Vernotico,  Sanarica, Sandonaci, Sannicola,  Scorrano, Seclì, Sogliano  Cavour, Soleto, Squinzano,  Sternatia, Surbo, Torchiarolo,  Trepuzzi, Veglie, Vernole,  Zollino</p>	
<b>University location attended: LECCE - ECOTEKNE</b>		
<b>Municipalities “Resident” students</b>	<b>Municipalities of “Commuter” Students</b>	<b>Municipalities of “Non Resident” students</b>
<p>Lecce, Arnesano,  Monteroni</p>	<p>Alezio, Carmiano, Aradeo,  Bagnolo del Salento, Botrugno,  Brindisi, Calimera, Campi  Salentina, Cannole, Caprarica di  Lecce, Carovigno, Carpignano  Salentino, Castrì di Lecce,  Castrignano de' Greci, Cavallino,  Cellino San Marco, Collepasso,  Copertino, Corigliano d'Otranto,  Cursi, Cutrofiano, Francavilla  Fontana, Galatina, Galatone,  Guagnano, Latiano, Lequile,  Leverano, Lizzanello, Maglie,  Martano, Martignano,  Melendugno, Melpignano,</p>	<p>Students residing in the remaining  Italian municipalities are considered to  be “Non Resident”.</p>

	Mesagne, Muro Leccese, Nardò, Neviano, Novoli, Ostuni, Poggiardo, Salice Salentino, San Cesario di Lecce, San Donato di Lecce, San Pancrazio Salentino, San Pietro in Lama, San Pietro Vernotico, Sanarica, Sandonaci, Sannicola, Scorrano, Seclì, Sogliano Cavour, Soleto, Squinzano, Sternatia, Surbo, Torchiarolo, Trepuzzi, Veglie, Vernole, Zollino	
<b>University location attended: TARANTO</b>		
<b>Municipalities of “Resident” students</b>	<b>Municipalities of “Commuter” Students</b>	<b>Municipalities of “ Non Resident” students</b>
Taranto (comprese le località di Lama, San Vito, Talsano),	Carosino; Castellaneta; Crispiano; Faggiano; Fragagnano; Grottaglie; Leporano; Lizzano; Martina Franca; Massafra; Monteiasi; Montemesola; Monteparano; Mottola; Oria, Palagianello; Palagiano; Pulsano; Roccaforzata; San Giorgio Ionico; San Marzano Di San Giuseppe; Sava; Statte, Torricella.	Students residing in the remaining Italian municipalities are considered to be “Non Resident”.

#### **Annex B – Monthly rates for accommodation**

1	€ 170,00	<ul style="list-style-type: none"><li>- Differently abled students with disability equal to or greater than 66%, with ISEE value lower than the income threshold of € 38,000.00 and ISPE lower than € 55,000.00;</li><li>- Students who have not applied for, or have been excluded from the scholarship, with an ISEE and ISPE value below or equal to the thresholds for the scholarship (ISEE 23,626.32 - ISPE 51,361.58).</li></ul>
2	€ 200,00	<ul style="list-style-type: none"><li>- Differently abled students with disability equal to or greater than 66%, with ISEE value between € 38,000.01 and € 56,000.00 and ISPE value between € 55,000.01 and € 90,000.00.</li></ul>
3	€ 240,00	<ul style="list-style-type: none"><li>- Differently abled students with disability equal to or greater than 66%, with ISEE value greater than € 56,000.00 and ISPE value greater than € 90,000.00;</li><li>- Students who have not applied for, or have been excluded from the scholarship, with an ISEE or ISPE value above the thresholds for the scholarship (ISEE 23,626.32 - ISPE 51,361.58).</li></ul>

4	€ 200,00	PhD students without a scholarship from the Ministry and Specialists without a scholarship (with the exception of those in the medical area pursuant to Legislative Decree no. 368/1999) with an ISEE and ISPE value less than or equal to the threshold provided for the scholarship (ISEE 23,626.32 - ISPE 51,361.58).
5	€ 240,00	Doctoral students without a Ministry grant and students about to end Specialization schools (with the exception of those in the medical area pursuant to Legislative Decree no. 368/1999) with an ISEE or ISPE value higher than the threshold for the scholarship (ISEE 23,626.32 - ISPE 51,361.58).
6	€ 300,00	Doctoral students with Ministry scholarship or other kind of scholarship.