



Call for project implementation
"Welcome in Puglia for Foreign Students"
Academic Year 2023/2024

(in line with the amendments introduced by Resolution of the Regional Council of Puglia No. 1082 of 7 December 2023)

Introduction

The Puglia Region through the Agency for the Right to University Study in Puglia ("A.di.s.u. Puglia"), realizes the project called "Welcome in Puglia for Foreign Students", aimed at providing reception services to foreign students who enroll in an educational path of Apulian universities, where:

- a) "Reception services" shall mean accommodation and canteen services offered by Adisu Puglia to students;
- b) "Foreign students" shall mean Community and non-EU students with foreign citizenship;
- c) "Didactic path" must mean a degree course, master's degree and single cycle master's degree, a PhD, a School of specialization, except those of the medical area referred to in Legislative Decree no. 368/1999, the degree and specialist degree courses activated pursuant to Law no. 508/1999, a Specializing Master, a single course;
- d) "Apulian universities" means universities and AFAM institutions with registered offices in the region.

Art. 1 – Subject of the Call.

This call is intended to offer its recipients the opportunity to take advantage of the reception services (accommodation, canteen), with a window and then until the availability of funds.



Art. 2 – Recipients

All foreign students enrolled in a course offered by the Apulian universities can apply, **just once**:

- regardless of the level of income and the fact that they have received contributions of any other kind for the attendance of the course concerned, **if they intend to use the canteen service**;
- in accordance with the provisions of Articles 5 and 6 below **if they wish to use the accommodation service**.

Art. 3 - Available services

The reception services can be used for the entire duration of the academic year and consist of:

- accommodation service, which entitles you to
 - allocation of public beds at Adisu Puglia facilities, if available;
 - economic contribution up to a maximum of € 2,050.00 (€ 205.00 per month) after showing a regular rental contract in case of unavailability of the Adisu seats;
- catering service (one free meal per day) enjoyed through the use of the health card (if in possession) or, alternatively with an authorization certificate issued by Adisu Puglia;
- services available in the various Territorial Offices of the Agency compatible with the way they are used.

Art. 4 – Procedure for the submission of applications.

Interested students, in order to participate in the benefits provided by this notice, under penalty of inadmissibility, must fill in the application exclusively online, available in the Student Portal of the website of Adisu Puglia www.adisupuglia.it.

The student can access the services offered by ADISU using one of the currently accepted alternative authentication systems:

- a) Level 2 Public Digital Identity System (Italian acronym: SPID);



- b) Electronic Identity Card (Italian acronym: CIE);
- c) National Charter for Services (Italian acronym: CNS).

Notwithstanding the previous provision, Adisu will allow accreditation by issuing credentials for access to its services only for non-Italian citizens, temporarily deprived of the necessary requirements for obtaining the tools indicated in the letter. a), for the sake of their achievement.

The student must complete the application in all its parts and for all its forms.

In order to apply, it is not necessary to enrol in the chosen course, which must be done within the deadlines set by the universities.

Before the use of the services offered by this call, the student must be enrolled in the course.

Art. 5 - Accommodation service

Students applying for accommodation must meet the following requirements:

- the I.S.E.E. (indicator of the equivalent economic situation) for university services may not exceed a maximum of € 25,000.00;
- the I.S.P.E. (equivalent capital position indicator) cannot exceed the maximum limit of € 55,000.00;
- not have received any contribution from other institutions for the frequency of the relevant course.

The Accommodation Service entitles you to:

- a) allocation of public beds at Adisu Puglia facilities, if available;
- b) economic contribution up to a maximum of € 2,050.00 (€ 205.00 per month) subject to regular rental contract in case of unavailability of Adisu seats. Regular rental contract means a rental contract for a fee, duly registered, at the university attended, using public residential facilities or housing of individuals or entities for a total of maximum 10 months in the academic year 2023/2024, included in the period from 1 October 2023 to 30 September 2024.

For the use of the accommodation service the student must deliver, at the assigned residence, the payment of the security deposit fixed at € 130.00 and a medical certificate of healthy and robust constitution, which expressly indicates the possession of the psychophysical fitness requirements for cohabitation in the community and the absence of infectious diseases in progress that prevent cohabitation with others.



The student has the obligation to take possession of the assigned bed after communication of the availability of the same or loss of benefit.

Art. 6 – Documentation

Students who intend to use the accommodation service referred to in this notice whose families do not reside in Italy, holders of incomes and assets produced outside the same Italian territory, in compliance with the rules on self-certification, they must declare in the application:

- 1) total income received abroad in the year 2022;
- 2) the movable and immovable property held abroad at 31 December 2022:
 - a. real estate is considered only if manufactured, on the basis of the conventional value of € 500.00 per square meter;
 - b. securities denominated in local currency shall be converted into euro on the basis of the average exchange rate of foreign currencies of the year 2022 derived from institutional sources;
- 3) the number of household members.

In application of the provisions of Article 3, paragraph 4 of Presidential Decree no. 445/2000, these students must attach to the application for the award of the benefits referred to in this notice the documentation attesting to the aforementioned family, economic and financial conditions, issued by the competent authority for the territory of the country in which the family resides, in which the income and assets have been produced are held. This documentation must be translated into Italian, legalized or apostilled, in accordance with current legislation, and delivered in original at the offices of the local office of reference or by registered letter with acknowledgement of receipt or sent by certified electronic mail to the address direzionegenerale@pec.adisupuglia.it.

In the case of countries where there are difficulties in issuing the certification certified by the local Italian Embassy, the documentation can be replaced by a certificate in Italian issued by the Embassy or a Consulate in Italy of the country of origin, legalized by the Prefecture competent for the territory.

In any case, the above documentation must show:

- the composition of the household, for the definition of which the same provisions apply as those laid down in the legislation in force concerning ISEE for benefits for the right to study.

Follow special cases:



- single parent household:

- In the event of the death of one of the parents, the death certificate is required, unless it has already been presented to Adisu Puglia in previous academic years;
- In case of non-recognition by the father, the birth certificate of the student is required;
- In the case of an unavailable parent, certification of the unavailability must be issued by the competent authorities;
- In case of presence of a guardian in the family state, the act of appointment of the guardian issued by the competent authorities is necessary;
- orphan student, death certificates of both parents must be submitted, unless they have already been submitted to Adisu Puglia in previous academic years;
- the presence in the family status of married brothers/sisters of legal age, marriage certificates must be submitted or the marital status of the brother/sister must be specified in the certificate relating to the composition of the household;
- presence in the family status of siblings of legal age not living with the family of origin: it is necessary to present the certificate of residence of the non-cohabiting brother/sister or it must be specified in the certificate relating to the composition of the household;
- the activity of each member of the household in 2022, including siblings over the age of 18. In cases where some members do not carry out any activity, the documentation must show the status of non-employment or unemployment and the amount of any unemployment benefit or similar received;
- the period of employment of each component (indicating whether it is less than or more than six months during 2022);
- the value of the income earned in the year 2022 by each individual member, including siblings of 18 years of age and other cohabiting relatives aged 18 or over or, in the alternative, by the total household;
- indication of the square meters of the dwelling and any buildings owned in 2022; if the dwelling is not owned, a declaration issued by the competent Authority must be attached certifying that no member of the household owns the property;
- the amount of any remaining loan on 31 December 2022 on the dwelling and/or other buildings;



- the value of the movable property (e.g. bank account) of each individual member of the household held or not on 31 December 2022;
- any invalidity or handicap declared by the student must be certified by a certificate issued in the country of origin converted by the competent Italian local health authority (Italian acronym: ASL) indicating the percentage of invalidity.

The possible presentation of the equivalent equalized economic situation indicator (“*ISEE parificato*”) does not exempt the student from presenting the aforementioned documentation.

When submitting the application for the granting of the benefits referred to in this notice, the student is required to upload the documentation as indicated above through the student portal, *documentation transmission* section, *foreign income* box.

Failure to submit the original documentation will result in exclusion.

Particularly poor and developing countries.

Foreign students from countries outside the European Union, who are "particularly poor and developing", must produce a certification of the Italian Representation in the country of origin that certifies that the student does not belong to a family notoriously high income and social level - as per Ministerial Decree No. 115 of 28 February 2023 (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, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia).

Students required to submit the ISEE.

Students who do not hold Italian citizenship and whose families reside on Italian territory and receive income and/or own assets in Italy, for the purpose of assessing the economic status of the family, must submit the application in the same way as Italian students, then they must produce the ISEE. Students who have incomes and assets, partly in Italy and partly abroad, must declare them when



completing the Single Substitute Declaration (Italian acronym: DSU) for the purposes of ISEE certification.

Statelessness and international protection.

Students with the status of stateless person, political refugee, asylum seeker, beneficiary of humanitarian or subsidiary protection, attested with a valid residence permit at the time of application, are exempted from making declarations by the diplomatic authorities of the country of origin. For these students, for the purpose of assessing the economic condition of the household, account shall be taken only of any income and assets held in Italy, recorded in the same way as for Italian students. Therefore, they are required to submit the certificate ISEE 2023. Students referred to in this paragraph must attach, on pain of exclusion,

- a) a copy of the valid residence permit showing the status concerned;
- b) a copy of the valid passport or identity card or other identification document;
- c) ISEE 2023 certificate valid for university study entitlement.

Students waiting to receive a residence permit, for which the administrative or judicial procedure for obtaining international protection is in progress, are required to attach to the application, under penalty of exclusion, a copy of the application for protection submitted to the Police Headquarters of the place of residence or to the Border Police, as well as the provisional residence permit or equivalent document issued by the Police Headquarters upon presentation of the same application. Please note that, for students referred to in this paragraph, any payment of cash benefits is suspended because it is conditional on the integration in the application of the residence permit attesting the status in question; the benefits in services, however, provided immediately, also pending the condition mentioned above, will be recovered in money for the hypothesis of failure to hand over the residence permit attesting to the status.

Dual citizenship.

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

Art. 7 - Checks and exclusions.

Adisu Puglia, through its local offices will carry out appropriate checks on the veracity of the



replacement certification declarations pursuant to Presidential Decree No. 445/2000 attesting to the economic conditions of the students concerned, and the effective fulfilment of the general requirements for access to benefits.

In carrying out the checks, the Agency, through its local offices, may request appropriate documentation to demonstrate the completeness and veracity of the data declared, including the correction of minor errors. The assessment of the data, by the referents of the local offices, will affect all eligible students through the databases of the Universities.

The exclusion, forfeiture, renunciation and revocation involve the restitution of the share of the services actually used, as well as the possible application of the sanction, on the basis of the provisions of the Regulations governing the procedures for monitoring self-declarations made by students, as well as other benefits granted on the basis of the outcome of the same application.

The student will not be able to access the use of benefits also for the lack of respect of the modalities of submission of the application with respect to what indicated in art. 4 of this notice and the lack of requirements for admission, as ascertained by the referents of the local offices.

The procedure of each audit carried out by the competent local offices corresponds to that provided for in the annual call for the granting of benefits and services of Adisu Puglia.

The use of the benefits referred to in this notice in the academic year 2022/2023 is also a cause of exclusion.

Art. 8 – Appropriate list formulation and approval.

The provisional list of those eligible for the benefits requested, following the investigation conducted by the relevant offices, will be approved with determination of the managers of the local offices and published on the website at the following https link: https://adisupuglia.it/pag106707_bando-welcome-students.html.

The data indicated therein may be subject to automatic correction with the approval of the final list of suitable persons.

Students will be able to appeal in self-defense against the acts of approval of the provisional lists and/or request for rectification of the data declared self-certification in the application, addressing them to the Director General of Adisu Puglia using the appropriate form provided on the Adisu Puglia



website. The same ones will be assigned to the territorial centers for the appraisal, for the acceptance or the denial of the request/resource.

Adisu Puglia, with provision of the General Manager, on a proposal from the Managers of the territorial offices of Adisu, will proceed with the approval and publication of the final list of suitable on the website of the Agency, at the following link: https://adisupuglia.it/pagina106707_bando-welcome-students.html.

The publication has the value of notification to every effect of law.

The aforementioned directive determination must be transmitted to the General Affairs and Human Resources Department for the purpose of technical accounting monitoring of the progress of the activity carried out, in execution of the provisions of Resolution of the Regional Council of Puglia no. 654 of 11 May 2022.

If the appeal is rejected, the student can contact the Regional Administrative Court for Puglia (T.A.R.), within 60 days from the date of publication of the final lists.

These publications will also serve to notify the students concerned and the counter-interested parties of the outcome of the aforementioned appeals.

Interested students will take care to view the rankings in the following ways as no other communications will be made.

Art. 9 – Privacy Policy.

Pursuant to art. 13 of the new Privacy Regulation (EU) no. 2016/679 (GDPR), consent is required for the collection of personal data, which will be processed for the allocation of provisions and services for the right to study at university.

Failure to provide the same will prevent access to services rendered by Adisu Puglia. To ensure transparency and security under the new rules will be constantly updated Privacy on the website of the Agency www.adisupuglia.it, at <https://web.adisupuglia.it/privacy.html>, which you are invited to read carefully before accepting or refusing.

These data can be communicated to the Public Administrations in charge of verifying and conformity checks, to the competent Universities and Institutes and to any other subject entitled *ex lege*.



Art. 10 - Final rules and referral back

As far as not covered by the above provisions, the existing national and regional rules on the right to university studies will apply.