CALL FOR APPLICATIONS FOR ACCESS TO STUDENT SERVICES

A.Y. 2017 / 2018

SCHOLARSHIPS

ACCOMMODATION SERVICE

CATERING SERVICE
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### SCHOLARSHIP PAYMENTS

- First year of School of Specialization for Legal Professions.
- Master's Degree in Science and Technology for Population Health and Wealth.
- Medicine and Surgery and Healthcare Professions
- Sports sciences
- Biotechnologies, MSc Medical biotechnologies,
- Architectural engineering, after admission through names being dropped from the ranking lists after 30 September 2016.

### SCHOLARSHIPS

**Online application confirmation by 24 August 2017 at 13:00**
- Publication of ranking lists by 31/08/17
- Entry to accommodation from 01/09 until 23/09/2017

### ACCOMMODATION SERVICE

**Online application confirmation by 24 August 2017 at 13:00**
- Publication of ranking lists by 28/07/17
- Room allocation: 01/09 at 10.00 Sala Polifunzionale Valotti 3

### ACCOMMODATION SERVICE

**Confirmations**

**“Change of room” confirmations**

**NEW ADMISSIONS**

**Post First Year Students**

If not admitted to a call for applications (e.g., 1st call for applications), online application can be confirmed in subsequent calls for applications (e.g., 2nd call for applications).

**1st call for applications** - Online application confirmation by **19 September 2017 at 13:00**
- Publication of ranking lists by 26 September 2017
- Accommodation allocation: 02/10/17 Sala Polifunzionale Valotti 3
- Entry to accommodation from 05/10 until 09/10/2017
- Enter ISEE (Equivalent Financial Situation Indicator) registration number issued by INPS by 13:00 del 19/09/2017
- Present Recognised ISEEU (Equivalent Financial Situation Indicator for University, see p. 9) at an approved CAF (Tax Assistance Centre) by **24/08/2017**.

**2nd call for applications** - Online application confirmation by **6 October 2017 at 13:00**
- Publication of ranking lists by 10 October 2017
- Accommodation allocation: 12/10/17 Sala Polifunzionale Valotti 3
- Entry to accommodation from 13/10 until 20/10/2017
- Enter ISEE (Equivalent Financial Situation Indicator) registration number issued by INPS by 13:00 del **06/10/2017**
- Present Recognised ISEEU (Equivalent Financial Situation Indicator for University, see p. 9) at an approved CAF (Tax Assistance Centre) by **06/10/2017**.

### CATERING SERVICE

**Online application confirmation by 30 November 2017 at 13:00**

### SCHOLARSHIP PAYMENTS

- Post-First Year Students: 100% by 28/02/2018
- First Year Students:
  - First instalment of 50% by 28/02/2018
  - Remainder subject to merit requirements from September 2018 onwards

### SCHOLARSHIP PAYMENTS

**Scholarship including Accommodation:**

After the deadlines indicated above and by **27/10/2017**, application for a Scholarship including Accommodations is made via certified email (PEC) to: ammcentr@cert.unibs.it

Or via registered post to the University of Brescia, Piazza Mercato,15 25121- BS, certified by the postal stamp.

### HOLDERS OF REGISTERED CONTRACTS FOR VALUABLE CONSIDERATION WITH THIRD PARTIES

“Off-site” students

**Online data entry by 31/10/2017 at 13:00**

### PROGRAMME A.Y. 2017/2018
SCHOLARSHIPS CALL FOR APPLICATIONS

This call for applications is published in compliance with the provisions of the law of the Region of Lombardy of 13 December 2004 no. 33, of the Council of Ministers Presidential Decree of 9 April 2001, of the Italian Legislative Decree of 29 March 2012 no. 68 nonché della D.G.R. n. X/6795 del 30/06/2017 e dal Decreto Rettorale n…… del ………… Students are obliged to notify the University of Brescia immediately, via InfoStudente (university portal>Education>Right to Education-related websites>InfoStudente) of any event regarding the Scholarship that occurs after the online application confirmation (obtaining a different Scholarship or other financial support, transfer to another university or change of degree programme department, impossibility of continuing their programme, withdrawal from university, etc.). If it emerges from periodic checks carried out by the University of Brescia that there has been the omission of a notification as described above, the student risks the suspension of benefits and subsidised services and the relative consequences (e.g. restitution of the Scholarship awarded, revocation of the Scholarship, revocation of the exemption from enrolment fees, etc.), with no prejudice to any further sanctions provided for by law.

1. NUMBER OF SCHOLARSHIPS

The number of Scholarships to be allocated will be decided before publication of the “Final Ranking List” based on the overall availability of funds.

2. GENERAL CONDITIONS OF PARTICIPATION

The call for applications is open to Italian students, students from member states of the European Union, foreign students as per Presidential Decree no. 394 of 31 August 1999, implemented by Legislative Decree no. 286 of 25 July 1998, and stateless or political refugee students enrolled at the University of Brescia.

The online Scholarship application is presented using the digital form available on the website: www.unibs.it >Education>Right to Education – on related websites >Online Desk, following the specified procedure.

Online applications must be confirmed by the final deadline of 02 October 2017 at 13:00.
For the first year of the School of Specialization for Legal Professions and Master’s Degree in Science and Technology for Population Health and Wealth, Sports sciences, Biotechnologies, MSc Medical biotechnologies, Architectural engineering, after admission through names being dropped from the ranking lists after 02 October 2017 the deadline is extended until 27/10/2017, requests must be sent via certified email to ammcentr@certunibs.it or via registered post to the University of Brescia, Piazza Mercato, 15 - 25121- BS. The date of receipt of the certified email or the postal stamp will serve as proof of request.

Applications not confirmed by these deadlines will not be accepted.

To participate in the call for applications, students must be enrolled for the A.Y. 2017/2018:

1) for the first time in a standard year of a Degree, Master’s Degree or Single Cycle Master’s Degree Programme up to an additional year beyond the legal duration of the attended study programme, starting from the very first enrolment*. For students with a disability of 66% or above, enrolment is permitted up to two additional years beyond the legal duration of the attended study programme, starting from the very first enrolment*


2) ad on a Specialization Programme (excluding Specialization Programmes of the Medicine area as per Legislative Decree 368/99)

3) on PhD Programmes (excluding beneficiaries of a Scholarship as per Ministerial Decree 224/1999 or of a research grant pursuant to Italian Law no. 449 or 27/12/1997) implemented by Ministerial Decree no. 210, Art. 4 of 3 July 1998, for a period of time equal to the duration established by the respective regulations.

*very first year of enrolment is understood to mean:* any previous enrolment on any degree programme, even if different from the one currently attended, of the same level/cycle of study for which the student enrolled in the A.Y. 2017/2018, in any university in Italy or abroad, even following withdrawal from the programme, transfer, graduation, etc. For definitions of the levels/cycles of study, see that set out by the Ministero dell'Istruzione, dell'Università e della Ricerca (MIUR, Italian Ministry of Education, Universities and Research) with the Ministerial Decrees nos. 153 and 155 of 16 March 2007 and subsequent amendments; the lists can be consulted on the website http://www.quadrodeititoli.it/

Incompatibility:

a) Holding an academic qualification of the same level as or superior to the study programme for which the Scholarship application is made for the A.Y. 2017/2018.

a) Benefiting, for the same programme year, from a Scholarship awarded by other public or private bodies. In this case, the student must choose between one Scholarship and the other. Exceptions are:
   - For scholarships awarded by national or foreign institutions intended for training or research periods abroad
   - For reward contributions awarded by university bodies to students enrolled on excellence pathways

b) Having and debts towards the University of Brescia on the date of publication of the Final Scholarship Ranking List, unless a signed instalment repayment agreement is in place.

3. REQUIREMENTS FOR PLACEMENT ON THE SCHOLARSHIP RANKING LISTS

A) Requirements of merit

1. Students enrolled for the first time in the First Year

   On 3-year Degree Programmes and Single Cycle Master’s Programmes:
   - High school diploma grade of at least 70/100

   Students who gained their diplomas outside of Italy will be assessed according to the result of applying the conversion formula adopted by MIUR (MIUR note of 4/6/2007 – see page 31).

   Students with disabilities rated with at least 66% invalidity must have a high school diploma grade of at least 60/100.

   On Master’s Degree Programmes:
2. Post-First Year students enrolled on Degree, Master’s Degree and Single-cycle Degree Programmes must have achieved, by 10 August 2017, the number of educational credits specified in the table below:

**TABLE OF CREDITS**

<table>
<thead>
<tr>
<th>PROGRAMMES WITH FREE ADMISSION</th>
<th>For those enrolled in the A.Y. 2017/2018 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Programme</td>
<td>2nd year</td>
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<tr>
<td>Degree</td>
<td>35</td>
</tr>
<tr>
<td>Single Cycle Master’s Degree</td>
<td>35</td>
</tr>
<tr>
<td>Master’s Degree (*)</td>
<td>35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAMMES WITH AN ADMISSION TEST</th>
<th>For those enrolled in the A.Y. 2017/2018 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Programme</td>
<td>2nd year</td>
</tr>
<tr>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>Healthcare Professions Scientific Area</td>
<td>35</td>
</tr>
<tr>
<td>Single Cycle Master’s Degree</td>
<td></td>
</tr>
<tr>
<td>Architectural Engineering</td>
<td>28</td>
</tr>
<tr>
<td>Dentistry and Dental Prosthetics</td>
<td>35</td>
</tr>
<tr>
<td>Medicine and Surgery</td>
<td>25</td>
</tr>
<tr>
<td>Master’s Degree (*)</td>
<td></td>
</tr>
<tr>
<td>Biotecnologie Scienze e Tecniche attività motorie Scienze Infermieristiche e ostetriche</td>
<td>35</td>
</tr>
</tbody>
</table>
(*) The minimum number of educational credits established for the Master’s Degree Programme is increased by the number of credits over 180 awarded to the student at the time of enrolment.

It is to be noted that the educational credits valid for Scholarship purposes are those achieved through exams specifically indicated in the Study Plan proposed by the Study Programme or in the Study Plan proposed by the student and already approved, on the date of application, by the Study Programme Board.

**Transfers** from other universities / Degree Programmes and International Mobility students: exams to be integrated, i.e. validated in part by the University of Brescia Study Programme Board, are excluded from the calculation of educational credits valid for Scholarship purposes.

**Internships**: educational credits acquired through final tests of internships, based on the university teaching organisation of the Healthcare Profession Programmes, following 10 August 2017, are valid as long as the test results are given by 31 October 2017.

Students may make use of an automatically activated bonus, used to make up the difference between the minimum required number of educational credits and the number actually achieved.

The total number of the bonus credits differs based on the year of enrolment in which it is activated. Specifically, the bonus totals are:

- up to **five** credits to obtain the advantages for the first and second year of those enrolled on 3-year Degree, Master’s Degree and Single Cycle Programmes;
- up to **twelve** credits to obtain the advantages for the third year of those enrolled on 3-year Degree, Master’s Degree and Single Cycle Programmes and for the 1st additional programme year of those enrolled on Master’s Degree Programmes;
- up to **fifteen** credits to obtain the advantages for additional academic years of those enrolled on 3-year Degree, Master’s Degree and Single Cycle Programmes.

The bonus can only be activated once and used as long as credits last in subsequent years.

### 3. PhD and Specialisation Programmes

<table>
<thead>
<tr>
<th>PhD Programmes</th>
<th>Admittance to the programme</th>
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</thead>
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<td>(Excluding beneficiaries of Scholarships pursuant to Ministerial Decree no. 224 of 30.04.99 and research grants as per Law no. 449 of 27/12/1997)</td>
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<tr>
<td>Specialisation Programmes</td>
<td>Admittance to the programme</td>
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<tr>
<td>(Excluding those of the Medicine area)</td>
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</table>

4. For students with disabilities given a rating of 66% or more invalidity, personalised requirements of merit can be decided, based on the type of handicap that may differ from those established in this call for applications (see Table of Credits) by a maximum of 40%. The requirements of merit will be established by the University Disability Commission.

5. For Part-time students, the requirements of merit and the bonus values are half of those shown in the table.
B) Requirements relating to financial situation

The student’s financial situation is evaluated based on the ISEE (Indicatore della Situazione Economica Equivalente - 2017, Equivalent Financial Situation Indicator) valid for subsidised services for the right to higher education, pursuant to the Council of Ministers Presidential Decree no. 159 of 5 December 2013.

Pursuant to the Council of Ministers Presidential Decree no. 159 of 5 December 2013 and the INPS (Italian social security and welfare institute) circular no. 171 of 18/12/2015, the share of “Right to Higher Education” scholarship received in the 2015 calendar year must be declared for ISEE purposes. The share for 2015 must be declared in the online application and it will be deducted from the ISEE provided by INPS for the students who were also awarded the “Right to Higher Education” scholarship in 2016.

The ISEE registration number issued by INPS and valid for subsidised services for the right to higher education must be entered by the final deadline of 13:00 on 16/10/2017 on “online desk>ISEE 2017 income”. The absence of ISEE data will lead to exclusion from the Scholarship call for applications.

**Warning:** to confirm the online application by the required deadline of 02/10/17 it is necessary to possess the date of signature of the Declaration in Lieu, filled in for the purposes of issuing the ISEE; in the next phase, upon issue of the ISEE and protocol number from INPS, as mentioned above you need to go back into “Online helpdesk > ISEE income 2017” and enter the protocol number by 16/10/17.

The maximum amounts with regard to financial situation (ISEE/ISPE) for the academic year 2017/2018 are:

- an Equivalent Property Situation Indicator (ISPE) of no more than **€50,000.00** (officially calculated and corresponding to the Capital Status Indicator / Scale of equivalence, as per Section 1, ISEE calculation methods)
- an Equivalent Financial Situation Indicator of no more than **€23,000.00**

**Household and Independent Students:**

The household is defined in accordance with the Council of Ministers Presidential Decree no. 159, Art. 8 of 5 December 2013.

In order to take adequately into consideration the individuals who bear the costs of maintaining a student, the household of the applicant is integrated with that of his/her parents when they both fail to meet the following requirements:

- residence, recorded in the General Register Office, outside of the residential unit of the family of origin, established at least two years prior to the date of application and in a property not owned by a member of the original family household;
- declared personal income dating back at least two years, from employment or similar, not employed by a family member, of at least **€6,500.00** per annum.

In the event of failure to meet either of the conditions above, the property and financial situation of the family of origin will be taken into consideration.

**Assessment of the financial and property situation for foreign students**
Recognised ISEEU (ISEEU Parificato, Recognised Equivalent Financial Situation Indicator for University) for foreign students to be requested for subsidised services for the right to higher education: all foreign students with family members resident abroad must go to a CAF (Tax Assistance Centre) approved by the University of Brescia by 02/10/2017, the CAF will be responsible for communicating the Recognised ISEEU information to the University. (List of approved CAFs: university portal > Education > Right to education > Call for Right to Education > Call for application for access to student services)

The household financial and property situation must be certified by appropriate documents issued by the relevant authorities of the country in which the income was earned and must be translated into Italian by the competent Italian diplomatic authority of the territory in question.

According to Legislative Decree 286/98 and subsequent additions and amendments (Articles 4, par. 3 and 39) and Presidential Decree no. 394 (Art. 46, par. 5) of 31 August 1999 and subsequent additions and amendments, the financial and property situation of foreign students not belonging from outside the European Union is assessed based on the average exchange rate of 2016.

The following documents must be presented at the CAFs:

1. Tax Code;
2. Valid identity card or passport;
3. Proof of household composition;
4. Income of each family member for the calendar year 2016;
5. Proof of unemployment for any unemployed family members;
6. Declaration of property owned by the family in the country of origin, including surface area in square metres;
7. Proof of assets owned by the family (expressed in bonds, dividends, shares, fractions of net assets of any companies owned, etc.);
8. Any ISEE certification for income and assets owned and produced in Italy;
9. Proof of any scholarships, even if not subject to taxation, received in 2015 and 2016.

Nei In the case of countries in which it is particularly difficult to obtain certification from the local Italian embassy, such certification must be obtained from the competent foreign diplomatic or consular representatives in Italy and legalised by the Prefecture pursuant to Art. 33 of Presidential Decree no. 445 of 28 December 2000.

The student must, in any event, declare any income and assets held in Italy by his/her household, according to the Council of Ministers Presidential Decree no. 159 of 5 December 2013.

Students that belong to “developing countries” and students with political refugee or stateless status.

Students belonging to “developing countries”, specified by MIUR decree, in agreement with the Ministry for Foreign Affairs, no. 556 of 08/07/2016, do not have to produce a Recognised ISEEU, as long as no member of the household earns income in Italy. These students will be automatically placed in the lowest income bracket.

**Elenco dei “Paesi in via di sviluppo”:**

<table>
<thead>
<tr>
<th>Afghanistan</th>
<th>Djibouti</th>
<th>Madagascar</th>
<th>Tajikistan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angola</td>
<td>Equatorial Guinea</td>
<td>Malawi</td>
<td>Tanzania</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>Eritrea</td>
<td>Mali</td>
<td>Timor-Leste</td>
</tr>
<tr>
<td>Benin</td>
<td>Ethiopia</td>
<td>Mauritania</td>
<td>Togo</td>
</tr>
<tr>
<td>Bhutan</td>
<td>Gambia</td>
<td>Mozambique</td>
<td>Tuvalu</td>
</tr>
<tr>
<td>Burkina Faso</td>
<td>Guinea</td>
<td>Myanmar</td>
<td></td>
</tr>
</tbody>
</table>
Student with political refugee or stateless status

The status of stateless or political refugee students must be self-certified with:

a. details of the permit to stay for political asylum issued by the Central Commission of the Ministry of the Interior in recognition of refugee status;

b. details of certification of statelessness, issued by the Civil Tribunal, upon request by the applicant via the appropriate administrative procedure, made through the competent Police Headquarters.

These documents must be sent via certified email, by the deadline of the call for applications, to ammcentr@certunibs.it, or via registered post to the University of Brescia, Piazza Mercato, 15 - 25121- BS, by the final deadline of 13:00 on 16/10/2017, the date of receipt of the certified email or the postal stamp will serve as proof of request. The criteria described above are used to assess the financial and property situation, limited to any existing income and assets in Italy. In the absence of income and assets in Italy for the purposes of calculating the Recognised ISEEU, the status indicator is set at € 0 (zero).

### 4. TOTAL SUM OF SCHOLARSHIPS

The total sum of the Scholarships differs according to the income bracket corresponding to the ISEE/Recognised ISEEU and to the geographical origin of the student.

<table>
<thead>
<tr>
<th>Income brackets</th>
<th>ISEE/Recognised ISEEU value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st income bracket from</td>
<td>€ 0.00 to €14,420.31</td>
</tr>
<tr>
<td>2nd income bracket from</td>
<td>€ 14,420.32 to €17,709.34</td>
</tr>
<tr>
<td>3rd income bracket from</td>
<td>€ 17,709.35 to €23,000.00</td>
</tr>
</tbody>
</table>

The total sum of the Scholarship, including the refund of the regional tax for the Right to Study, is defined as follows:

“ON-SITE” Students

- € 1,954.00 + one free meal per day for a total of € 2,646.00 for those in the 1st income bracket
- € 1,503.00 + one free meal per day for a total of € 2,165.00 for those in the 2nd income bracket
• € 1,188.00 + one free meal per day for a total of € 1,880.00 for those in the 3rd income bracket

"COMMUTER" Students
• € 2,155.00 + one free meal per day for a total of € 2,847.00 for those in the 1st income bracket
• € 1,702.00 + one free meal per day for a total of € 2,394.00 for those in the 2nd income bracket
• € 1,384.00 + one free meal per day for a total of € 2,076.00 for those in the 3rd income bracket

"OFF-SITE" Students

a) Guests in UNIVERSITY OF BRESCIA residential facilities:
• € 2,106.00 + one free meal per day for a total of € 5,139.00 for those in the 1st income bracket
• € 1,535.00 + one free meal per day for a total of € 4,568.00 for those in the 2nd income bracket
• € 987.00 + one free meal per day for a total of € 4,020.00 for those in the 3rd income bracket

b) Guests of other public or private residential facilities:
• € 4,447.00 + one free meal per day for a total of € 5,139.00 for those in the 1st income bracket
• € 3,876.00 + one free meal per day for a total of € 4,568.00 for those in the 2nd income bracket
• € 3,328.00 + one free meal per day for a total of € 4,020.00 for those in the 3rd income bracket

The monetary value of free meals and accommodation, deducted from the total study grant, established by the Region of Lombardy is: flat rate meals €692.00 – flat rate accommodation €2,341.00.

All the scholarship totals are halved, in the same way as the related free services (catering and accommodation), for student who receive the Scholarship for the year following the final year of the standard programme, with reference to the year of enrolment and to Part-time Students.

Students eligible for a Scholarship who do not use the catering service do not have the right to any refund. Students enrolled on Healthcare Profession programmes with courses held on university sites other than Brescia are issued with the standard flat-rate for free meals established by the Region of Lombardy.

Students eligible for the Scholarship, insofar as they meet the requirements in terms of financial situation and merit status, who are not awarded the grant due to lack of financial availability, are allocated a free meal, from Monday to Friday, in the university catering facilities, with the exception of those enrolled for the first time in the first year, for whom is applied the minimum rate assigned to students in the 1st income bracket, from Monday to Friday. The service starts on the 01 January 2018 and ends on the 31 December 2018.

For students included in the provisional/definitive ranking list with “suspended” status (see Chapter 6) the cost of the meal will be charged at the 1st income bracket.
Provenienza Geographical origin

- "On-site" students: resident in the municipality or surrounding area of the attended Study Programme (list on page 30);
- "Commuter" students: resident in a municipality different from that of the attended Study Programme but close enough to commute daily to the site of the programmes with a journey time of less than 60 minutes (list on page 30);
- "Off-site" students: resident in a place more than 60 minutes' journey from the site of the attended Study Programme and, for this reason, living in accommodation for valuable consideration close to the site for a period of at least 10 months. In the absence of this condition, the student is considered to be a commuter.

"For valuable consideration" is understood to mean that involving a legitimate, registered rental contract, in the name of the student or his/her parent, or, for students living in public or private residential facilities, with existing valid proof of declared payment of rent for the accommodation used in the city/town in which the university programme is held.

Students involved in the International Mobility Project for the A.Y. 2017/2018 will be officially considered to be off-site students for the purposes of the allocation of Scholarships and related subsidised services and they will be assigned the standard flat rate for free meals established by the Region of Lombardy, irrespective of the number of months spent abroad. Any meal consumed at the University Campus and the contracted canteens will be at the cost of the bracket to which they belong based on their ISEEU.

Based on funding availability, travel refunds will also be issued: € 150.00 (for European countries) and € 500.00 (for countries outside of Europe).

Rental contract for Off-Site status

Information relating to the rental contract and/or proof of declared payment of rent (cedolare secca or F23 form that proves the automatic annual renewal of contracts valid for several years) must be entered in the area "Online desk > login > Contract for valuable consideration details" by 13:00 on 31/10/2017

5. SCHOLARSHIP SUPPLEMENTS

Studenti Students with disabilities

For beneficiaries who belong to the categories pursuant to Art. 2 of Law no. 118 of 30 March 1971, or to other categories of disabled persons protected by law, with an invalidity rating of 66% or more, the Scholarship will be increased in proportion to the recognised disability percentage:

- From € 1,188.00 to a maximum of € 2,746.00 for "On-Site" students
- From € 1,384.00 to a maximum of € 3,908.00 for "Commuter" students
- From € 3,328.00 to a maximum of € 7,157.00 for "Off-Site" students
Students who graduate within the legal duration of the programme (so-called degree awards)

Students who, in the A.Y. 2017/2018, are enrolled on a Master's Degree/Single cycle Master's Programme, who have been awarded a scholarship for the same year and who graduate in within the legal duration of the study programme, starting from the very first enrolment, have the right to a grant supplement of €1,000.00 for the most recently allocated scholarship, based on available funding.

As long as:
1. Their university career does not exceed a total of five years (for Master's Degrees);
2. they have not already received a degree award;
3. they graduate by December 2018.

The ranking lists will be drafted based on the following criteria:
- Degree grade in descending order (honours are worth 1 point)
- In the case of equal merit ratings, the student with the lowest ISEE/Recognised ISEEU value takes precedence on the ranking list; in the case of further equality of rating, the youngest student takes precedence.

The total Degree Award will be allocated automatically to students meeting the abovementioned conditions, subject to funding availability.

6. PROCEDURE FOR THE COMPILATION OF SCHOLARSHIP RANKING LISTS

Le graduatorie sono formulate secondo i criteri di seguito specificati, fermo restando l’attribuzione della Borsa di Studio agli idonei in condizione di disabilità, con invalidità pari o superiore al 66%.

A) Students enrolled in the first year of:

- 3-year Degree Programmes and Single Cycle Master’s Degree Programmes
  (maximum 1,000 points):
  - 80% from high school diploma grade
  - 20% from ISEE/Recognised ISEEU financial situation

Formula for calculating the 1000 points:

\[
\text{High school diploma grade award} \times \frac{800}{\text{Maximum high school diploma grade}}
\]
In the case of equal points, the youngest student takes precedence. Students who gained their diplomas outside of Italy will be assessed according to the result of applying the conversion formula adopted by MIUR (MIUR note of 4/6/2007 – see page 31).

---

**Master’s Degree Programmes** (maximum 1000 points):

- 80% from Bachelor’s Degree (honours is worth one point)
- 20% from ISEE/Recognised ISEEU financial situation

Formula for calculating the 1,000 points:

\[
\text{Degree grade awarded} \times \frac{800}{\text{Maximum Degree Grade}}
\]

\[
\left( 1 - \left( \frac{\text{ISEE or Recognised ISEEU student}}{\text{€ 23,000,00}} \right) \right) \times 200
\]

In the case of equal points the youngest student takes precedence.

---

**B) Studenti iscritti ad Anni Successivi al Primo**

The order of the ranking lists is determined, in descending order, by the total points derived from the sum of the score relative to the number of educational credits achieved by 10 August 2018 and the score calculated from the average exam grade. A total of 1,000 points can be awarded, distributed as follows: 600 based on the number of educational credits achieved and 400 based on the mathematical average of passed exam results ("healthcare profession" internship grades/qualifications are not counted for the average).

Scores relating to educational credits awarded by 10 August 2017 are calculated according to the following formulae:
In the case of equal merit ratings, the student with the lowest ISEE/Recognised ISEEU value takes precedence on the ranking list; in the case of further equality of rating, the youngest student takes precedence.

C) PhD Programme
(excluding beneficiaries of the Study Programme pursuant to no. 224 of 30.04.99, and research grants as per Law no. 449 of 27.12.1997) and

 Specialization Programmes
(excluding medical specialization) of 1st and 2nd year, the ranking order is determined by the following score:
- 80% from 3-year Degree (honours is worth one point)
- 20% from ISEE/Recognised ISEEU financial situation
In the case of equal points, the youngest student takes precedence.
Formula for calculating the 1,000 points:

\[
\text{ISEE or Recognised ISEEU student} \times \frac{\text{€ 23,000}}{600} \times \frac{\text{Maximum credits} - \text{Minimum credits}}{\text{Student credits} - \text{Minimum credits}} \times 200
\]

For all students
The following will be included in the provisional/final ranking lists with the status of “pending”:
- Students who wish to graduate by the final examination sessions of the A.Y. 2016/17.
- Students on transfer from other universities and/or Degree Programmes, pending definition of merit.
- Students on International Mobility in the A.Y. 2016/17, pending definition of merit.
7. PUBLICATION OF RANKING LISTS AND AMENDMENT REQUESTS

The **Provisional Ranking Lists**, which only determine the student position of "eligible"/"excluded"/"pending" are made available to the students by 31 October 2017 via their publication on the following page:
www.unibs.en > Education > Right to education > Online desk

Any Provisional Ranking List **Amendment Requests** must be submitted to the University of Brescia no later than 15 days following the publication of the ranking lists, via the following website: www.unibs.en > Education > Right to education > Online desk > Login > Amendment requests.

The **Final Ranking Lists**, which define the right of "eligible" students to scholarships, based on the number of grants to be issued pursuant to Par. 1 of this Call for Applications, are made available to the students in question by 1 December 2017 via their publication:
- **Notice Board** > Competitive examinations, calls for applications and tenders
- www.unibs.en > Education > Right to education > Online desk.

The publication of the ranking lists on the University of Brescia online Notice Board is the only legal means of publication of the Call for Applications results.

From 01/12/2017 to 30/06/2018 the ranking lists will be updated based on data acquired in relation to students with "pending" status in the final December ranking lists, as outlined in Par. 6 under "For all students".

8. SCHOLARSHIP ALLOCATION, EXEMPTION FROM TAXES, METHOD OF PAYMENT AND REVOCATION

**Allocation:**

Scholarships are allocated according to the eligibility percentage of each category in relation to the total number, rounded up/down to the nearest whole number, for the academic year prior to that of the call for applications. For the A.Y. 2017/2018, the percentages are as follows:

- 21.65% for first year students enrolled on the 3-year and single cycle degree programmes;
- 7.19% for first year students enrolled on the Master's degree programmes;
- 70.71% for post-first year enrolled students;
- 0.45% for PhD students and students of Schools of Specialization.

The allocation of Scholarships, within the categories defined above, will be undertaken as follows:

- **First Year Enrolled Students:**
  The distribution of the number of Scholarships will be made in order of the ranking positions established by scores for merit / income, dividing the applicants enrolled on 3-year Degree and Single Cycle Degree Programmes from those enrolled on Master's Degree Programmes.

- **Post-First Year Enrolled Students:**
  The ranking lists will be divided into different Degree Programmes in relation to the academic year of very first enrolment, according to set regulations; the distribution of the number of Scholarships will be made as a percentage based on the number of eligible applicants for each department relative to the total number of eligible applicants.
- **PhD programmes and Schools of Specialization:**
  The distribution of the number of Scholarships will be made in order of the ranking positions established by scores for merit / income.

**Esenzione Tasse Universitarie:**

Students who meet the income and merit requirements of this call for applications for Scholarships, said to be ELIGIBLE, are awarded full exemption from university contributions.

Students who qualify for the Scholarship enrolled in the year following the final year of the standard programme, with reference to the first year of enrolment, are awarded half exemption from university contributions.

Regional tax for the Right to Education of €140.00 must be paid.

**Payment methods:**

The Scholarships are exempt from Income Tax, as established by Circular no. 109/E of 6 April 1995 of the Ministry of Finance.

Scholarships can be combined with study transfers abroad.

- **For first year enrolled students:**
  The first payment of 50% of the total Scholarship will be issued to the successful applicants by 28 February 2018, whilst the balance of the full Scholarship amount will be issued from September 2018, subject to the student achieving, by 10 August 2018, the minimum number of required credits, as specified below:

<table>
<thead>
<tr>
<th>Study Programmes</th>
<th>Crediti required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree Programme, Master’s Degree Programme, Single Cycle Master’s Degree Programme</td>
<td>By 10/08/2018 allocation of 100% of the grant or By 30/11/2018 allocation of 50% of the grant</td>
</tr>
<tr>
<td>Single Cycle Master’s Degree Programme in Medicine and Surgery</td>
<td>25</td>
</tr>
<tr>
<td>Single Cycle Master’s Degree Programme in Architectural Engineering</td>
<td>28</td>
</tr>
</tbody>
</table>

**Internships:** educational credits acquired through final tests of **internships**, based on the university teaching organisation of the Healthcare Profession Programmes, following 10 August 2018, are valid as long as the test results are given by 31 October 2018.

Students may make use of an **automatically activated bonus**, used to make up the difference between the minimum required number of educational credits and the number actually achieved:

- Up to **five** credits to obtain the advantages for the **first** year and confirmation of eligibility for the Scholarship for the **second** year.
First year students who do not achieve the required credits by 10 August 2018, but instead by 30 November 2018, are awarded 50% of the Scholarship and exemption from 50% of university contributions.

The Bonus can also be used by those who present the required credits for the Study Scholarship by 30/11/2018.

For part-time students, the requirements of merit and the bonus value will be half of those indicated for full-time students.

- **Post-first year enrolled students:**
  100% of the Scholarship will be issued to successful applicants by **28 February 2018**

Scholarships are issued via BANK TRANSFER ONLY.

To enter/check their individual or joint current account number, students must go to their own personal page on the university portal: Clicking on Home > Personal Details > Change Payment and Refund Details > Click on the link to change your payment or refund details”.

N.B. students with “pending status” (par. 6 “for all students”) who will qualify for scholarships following "ranking list updates" will receive their scholarships in a single payment.

**Revocation:**

Scholarships are revoked for students enrolled in the first year of all university programmes who have not achieved the required credits by 30 November 2017.

For students with disabilities with an invalidity rating of 66% or more, the Scholarship revocation regulations and payment of the balance do not apply.

In the event of serious discrepancies in a student's career, as compared to that declared, any scholarship awarded will be revoked.

Revocation of a Scholarship implies the returning of any sums received and the payment of the university contributions based on the “Student contributions and fees regulation” published on the University Portal. The University of Brescia may draft agreements for the recovery of revoked grants in instalments.

In the event of failure to repay sums owed to the university, steps will be taken to suspend the student's university career, with no prejudice to any other further consequences.

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**9. TRANSFERS**

In the case of transfer to another university after the start of the A.Y., the application made to the University of Brescia will, following timely written notification by the student in question, be forwarded by the university to the new university to which the student has requested transfer, and therefore the student will no longer qualify for the grant awarded (thus, he/she will have to repay any instalments received).

A student who has been transferred from another university to the University of Brescia after the start of the A.Y. must ask the body for the Right to Education of the previous university to forward his/her application, as long as it is submitted by the deadline established in the call for applications.

The transfer must be officially completed by **30 November 2017**.
For the purposes of verifying information (on merit, income and rental contracts for self-declared "off-site" students), the university will exercise the authority provided for by the current legislation in force, in particular Presidential Decree no. 445, Art. 71 of 28 December 2000, including requesting any documents that may prove the truthfulness of declarations made (Form 730, Modello Unico, VAT Declaration, rental contract, etc.).

The University of Brescia, in accordance with INPS, tax authority, the Regional Management of Lombardy, Ministry of Finance, as well as the Tax Police, sees to the material verification of all the self-certifications provided by the students who qualify for financial awards or the provision of services allocated through competitive applications and to the automatic verification of all the students belonging to households with zero income, drawing upon current legislation and in particular Art. 71 of Presidential Decree 445/2000.

In the event of false declarations, sanctions will be applied pursuant to Articles 75 and 76 of Presidential Decree 445/2000, as well as the sanctions established by Art. 10 of Legislative Decree 68/2012.

This is without prejudice to the implementation of disciplinary sanctions and reporting to the judicial authorities, in the event of any criminal activity (Art. 331 of the Italian Penal Code).

Verification of financial situation is carried out for all students that benefit from the subsidised use of the University of Brescia Accommodation and Catering services.
CALL FOR APPLICATIONS FOR ACCOMMODATION SERVICES

1. GENERAL CONDITIONS OF APPLICATION

The accommodation service is available from 01 September 2017 until 31 July 2018, the Student Halls are located in Brescia.

There are 255 places in accommodation available through competitive application, unless amended due to force majeure.

The competitive applications for the allocation of places in accommodation are open to all students legitimately enrolled at the University of Brescia for the academic year 2017-2018.

2. CONFIRMATIONS

"Confirmations" are understood to be:

1. 1. students already living in university accommodation in the academic year 2016/2017 who meet the requirements of merit indicated in the Scholarship Call for Applications A.Y. 2017/2018 (see Par. 3, part A). Merit is considered from the time of enrolment on the current university programme;

2. students already living in university accommodation, who, in A.Y. 2016/2017 were enrolled in the first year beyond the prescribed duration of their study programme and who, within the deadline of the applications for accommodation services, will be admitted by their programme secretary with pending status, following application for:
   - Enrolment for degree sessions A.Y. 2016/17 (under degree conditions).
   - Pre-enrolment in theory on Master's degree programmes and application for pre-registration for the degree exam.

The existence of any debts towards the university, unless being duly repaid in instalments under signed agreement, implies exclusion from consideration for Accommodation Services, without prejudice to the suspension of the student from his/her university programme.

Failure to meet the deadlines indicated below will be understood to mean withdrawal from service:

- Online application confirmation by 24/08/2017 at 13:00
- The ranking lists will be published by 31/08/2017.
- Entry to accommodation from 01/09 until 23/09/2017

3. CHANGE OF ROOM CONFIRMATION

The ranking lists for change of room are created for all the students present in accommodation in the academic year 2016/2017 and published by 28 July 2017, based on the following formula:
CFU 20 punti + Anni di presenza in residenza da 6 a 40 punti.

**Credits:**
Merit calculations are made on 30/4/2017
Merit scores for credits are calculated according to the following formula:

\[
\text{\textquotedblleft} \text{Student Credits}\text{\textquotedblright} \div \text{\textquotedblright} \text{Potential Credits}\text{\textquotedblright} \times 20
\]

"Student Credits" are understood to mean the credits registered by the date indicated in the call for applications for the current academic year; "Potential Credits" are understood to mean the total sum of maximum credits for each study programme year, increased by 60 credits for every additional programme year, by 50% for the current standard year or by 40 credits if the current year is an additional year, up to a maximum of 20 points.
For students enrolled on a Master's degree programme, the merit score is determined as follows:

\[
\text{\textquotedblleft} \text{Student Credits}\text{\textquotedblright} = 180 + \text{Credits acquired on Master's Degree}, \text{\textquotedblright} \text{Potential Credits}\text{\textquotedblright} = 180 + 60 \text{ credits for each year of the Master's Degree programme + 60 credits for each additional programme year for a 3-year or Master's Degree programme + 50\% of the credits expected for the current standard year, or 40 credits for an additional programme year.}
\]

Students enrolled in PhD Programmes or Schools of Specialization will be allocated 20 points.

**Years living in accommodation:**

The following scores will be assigned relative to the number of years spent in university accommodation since the first year of entry, considering the A.Y. 2016/2017 to be the final year:

<table>
<thead>
<tr>
<th>Years</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>24</td>
</tr>
<tr>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td>36</td>
</tr>
<tr>
<td>7 and upwards</td>
<td>40</td>
</tr>
</tbody>
</table>

In the case of equal scores, the student with the highest mathematical average will take precedence and in the case of further parity, the youngest student will take precedence.

Students who wish to change room must be present on 1 September 2017 10:00 in the Sala Polifunzionale in Via Valotti 3. Failure to attend the meeting will lead to the allocation of the same room used in the academic year 2016-2017 for the year 2017-2018. Choice of room can be made through a delegate.

Allocation of a room is subject to meeting the “CONFIRMATION” requirements.
4. NEW ADMISSIONS

Confirmation of the online application must be made by the following deadlines:

- **Post-First Year Enrolled Students:**
  Online application confirmation by 24/08/2017 at 13,00
  Enter ISEE registration number issued by INPS by 13:00 on 24/08/2017.
  Present Recognised ISEEU at an approved CAF by 24/08/2017 (see call for applications Par. .3 B).
  Allocation of accommodation: 14/09/17 in the *sala polifunzionale* in Via Valotti 3
  Entry from 19/09 to 26/09/2017.

- **First Year Enrolled Students:**
  - 1st Application - Online application confirmation by 19/09/2017 at 13:00
    Enter ISEE registration number issued by INPS by 13:00 on 19/09/2017.
    Present Recognised ISEEU at an approved CAF by 19/09/2017 (see call for applications Par. .3 B).
    Allocation of accommodation: 02/10/17 in the *sala polifunzionale* in Via Valotti 3
    Entry from 05/10 to 09/10/2017
  
  - 2nd Application - Online application confirmation by 06/10/2017 at 13:00
    Enter ISEE registration number issued by INPS by 13:00 on 06/10/2017.
    Present Recognised ISEEU at an approved CAF by 06/10/2017 (see call for applications Par. .3 B).
    Allocation of accommodation: 12/10/17 in the *sala polifunzionale* in Via Valotti 3
    Entry from 13/10 to 20/10/2017.

Absence on the day of allocation and/or failure to enter within the final deadlines above will be understood as withdrawal from the service.

First year enrolled students may take part in the following competitive applications in they are unsuccessful in the first applications.

5. REGULATIONS AND CRITERIA FOR THE COMPILATION OF RANKING LISTS

The order of ranking lists for access to the accommodation service is defined as follows:

A. **Qualifying students with a disability** with requirements of merit defined as per Paragraph 3, part A and Paragraph 2 of the Scholarship call for applications.

B. **Confirmed students:** an ELIGIBILITY ranking will be compiled based on that outlined in Paragraph 2 “Confirmations”

C. **New Admission Students** (PhD Programmes and Schools of Specialization):

D. **New Admission Students** (Post-first year and enrolled in the first year of 3-year degree, Master's degree and single cycle degree programmes):
   1. "Off-site" students with requirements of merit and income, as outlined in Paragraph 3, parts A and B of the Scholarship call for applications.
   2. "Off-site" students with the sole requirement of merit, as outlined in Paragraph 3, part A of the Scholarship call for applications.
3. "Off-site" students with a bonus from a previous programme, with the requirement of merit for the programme on which they are currently enrolled, as outlined in Paragraph 3, part A and of income defined as per Paragraph 3, part B of the Scholarship call for applications.

4. "Off-site" students with a bonus from a previous programme, with the requirement of merit for the programme on which they are currently enrolled, as outlined in Paragraph 3, part A of the Scholarship call for applications.

5. "Off-site" students enrolled in the first year of 3-year degree and single cycle Master's degree programmes with a high school diploma grade of less than 70/100 and who meet the income requirements outlined in Paragraph 3 of the scholarship call for applications.

6. "Off-site" students enrolled in the first year of 3-year degree and single cycle Master's degree programmes with a high school diploma grade of less than 70/100.

Once all the eligible students on the published ranking list have been allocated accommodation and based on the availability of places, students who did not qualify are called, with priority given to students with disabilities, followed by those for confirmation and finally new admissions, based on the date of the call for applications and the assigned merit score.

New Admission Students

- Students in the 1st and 2nd year of PhD Programmes (excluding beneficiaries of the Study Programme pursuant to no. 224 of 30.04.99, and research grants as per Law no. 449 of 27.12.1997) and Specialization Programmes (excluding those of the Medicine area); the ranking list order is determined by the score:
  - 80% from the Degree grade (honours is worth one point)
  - 20% from ISEE/Recognised ISEEU financial situation
In the case of equal points, the youngest student takes precedence.

Formula for calculating the 1,000 points:

\[
\text{Degree grade awarded} \times \frac{800}{\text{Maximum Degree grade}}
\]

\[
\left(1 - \left(\frac{\text{ISEE or Recognised ISEEU student}}{\text{€ 23,000.00}}\right)\right) \times 200
\]

- Post-First Year Students:

The position on the ranking list is determined, in descending order, by the total points derived from the sum of the score relative to the number of educational credits achieved by 10 August 2017 and the score calculated from the average exam grade ("healthcare profession" internship grades/qualifications are not counted for the average). A total of 1,000 points can be awarded, distributed as follows: 600 based on the number of educational credits achieved and 400 based on the mathematical average of passed exam results.
In the case of equal merit ratings, the student with the lowest ISEE/Recognised ISEEU value takes precedence on the ranking list; in the case of further equality of rating, the youngest student takes precedence.

- **First Year Students:**
  - 3-year Degree Programmes and Single Cycle Master's Degree Programmes (maximum 1,000 points):

    100% from high school diploma grade

    \[
    \text{High school diploma grade awarded} \times \frac{1,000}{\text{Maximum high school diploma grade}}
    \]

    In the case of equal merit ratings, the student with the lowest ISEE/Recognised ISEEU value takes precedence on the ranking list; in the case of further equality of rating, the youngest student takes precedence.

    Students who gained their diplomas outside of Italy will be assessed according to the diploma grade calculated via application of the conversion formula adopted by MIUR (MIUR note of 4/6/2007).

    - Master's Degree Programmes (maximum 1,000 points):
      100% from 3-year Degree (honours is worth one point)

    \[
    \text{Degree grade awarded} \times \frac{1,000}{\text{Maximum Degree grade}}
    \]

    In the case of equal merit ratings, the student with the lowest ISEE/Recognised ISEEU value takes precedence on the ranking list; in the case of further equality of rating, the youngest student takes precedence.
6. DOCUMENTS REQUIRED FOR ADMISSION TO ACCOMMODATION

Students who qualify for the accommodation service must present the following at the Reception before entry to the residence:

a) receipt for deposit payment (new admissions students);
receipt for payment of the first instalment of the university enrolment fees

7. ACCOMMODATION SERVICE PAYMENT METHODS

1. For all students who do not apply for a Scholarship, payment of boarding charges is based on the 4th income bracket (see Accommodation Service Rates on the university website), irrespective of the student's ISEE not applying for a Scholarship and all new admissions students (succeeding years and newcomers) considered Commuter / Headquarters as defined by the call for applications under Chapter 4 "Geographical origin" even if applying for a scholarship.

2. For all Scholarship applicants, payment of boarding charges is as follows:

- **Pending Publication of the Final Scholarship Ranking List in December 2017:**
  - OFF-SITE students, as defined in Par. 4 "geographical origin" of the scholarship call for applications:
    - 1st income bracket – "Double room with Ensuite Bathroom", € 130.00/month from September to December 2017, irrespective of the type of room allocated.
  - COMMUTER "Confirmations" students, as defined in Par. 4 "geographical origin" of the scholarship call for applications:
    - from September to December 2017, students must pay the boarding charge for their income bracket, based on the type of room allocated.

- **Following Publication of the Final Scholarship Ranking List, thus from January 2018:**
  - **Beneficiaries:**
    - OFF-SITE students, as defined in Par. 4 "geographical origin" of the scholarship call for applications:
      - Post-First Year Students, 100% Scholarship: from January 2017, students pay no more boarding charges until 31 July 2017 and are refunded for that paid from September to December 2016.
      - Post-First Year Students, 50% Scholarship: from January 2017, students pay no more boarding charges up to and including 31 March 2017 and are refunded for that paid from September to December 2016. From April to July 2017, students must pay the boarding charge for their income bracket, based on the type of room allocated.
      - First Year Students: students pay no boarding charges as of January 2017 and that paid from September to December 2016 is refunded pending confirmation of Scholarship eligibility, following the educational credits check (carried out automatically from September 2017 onwards). If the Scholarship is confirmed at 100%, no more is due.
If the Scholarship is confirmed at 50%, the student will be required to pay the boarding charge for their income bracket, based on the type of room allocated, from April to July 2017.

If the Scholarship is revoked, the full accommodation service charge is owed, based on the 4th income bracket.

**COMMUTER** "Confirmations" students, as defined in Par. 4 “geographical origin” of the scholarship call for applications:
- From January up to and including July 2018 students must pay the boarding charge for their income bracket, based on the type of room allocated.

**Qualified non-recipients**

**OFF-SITE** students, as defined in Par. 4 "geographical origin" of the scholarship call for applications:

- Post-First Year students eligible for 100% Scholarship: from January to July 2017, students must pay the boarding charge for their income bracket, based on the type of room allocated, in addition to that already paid from September to December 2016.
- Post-First Year students eligible for 50% Scholarship: from January to July 2017, students must pay the boarding charge for their income bracket, based on the type of room allocated, in addition to that already paid from September to December 2016.
- First Year Students: from January to July 2017, students must pay the boarding charge for their income bracket, based on the type of room allocated, in addition to that already paid from September to December 2016, pending confirmation or Scholarship eligibility following the educational credits check (carried out automatically from September 2017 onwards). Following the credits check, the boarding charges are calculated according to income bracket, both for 100% and 50% Scholarship recipients. If the Scholarship is revoked, the full accommodation service charge is owed, based on the 4th income bracket.

**COMMUTER** "Confirmations" students, as defined in Par. 4 "geographical origin" of the scholarship call for applications:
- From January 2018 to July 2018 students must pay the boarding charge for their income bracket, based on the type of room allocated, completing what was paid from September to December 2017.

**Students Suspended from the Scholarship ranking list:** students continue to pay boarding charges according to the 1st income bracket - "Double with Ensuite Bathroom" set at € 130.00/ month until their status as beneficiary, eligible non-recipient or not eligible is determined.
CATERING SERVICE

1. APPLICATION METHOD AND CONDITIONS OF ACCESS

Application for the Catering Service is open to all students enrolled at the University of Brescia. Application is made via the online form available on the website: www.unibs.it in Education – Right to education – Online desk.

The final deadline for application for the Catering Services for the academic year 2017/2018 is **30 November 2017**.

For those who apply for Catering for the first time, the service will be activated only when enrolment for the A.Y. 2017/2018 is completed by the Students’ Service Unit.

The service is suspended for the university holidays (August, Christmas, Easter).

The Catering facilities affiliated with the University of Brescia and the Service Rates are detailed on the website www.unibs.it under menu - Education – “Right to education” - “Catering”.

2. METHOD OF FRUITION

It is to be noted that:

1. For students who have applied for a Scholarship:
   - the service rates are based on the first income bracket until 31/12/2017, pending publication of the Final Scholarship Ranking List (December 2017);
   - from 01/01/2018, meal rates will be based on the results of the Scholarship allocations (see Scholarship call for applications par. 4).

2. For students who have not applied for a scholarship, despite meeting the requirements of merit and income, meals will be provided at the rate for their income bracket, upon request by the student via Infostudente. 3) the service rates are set according to the fourth income bracket.

3. For students who have not applied for a scholarship, despite meeting the requirements of merit and income, meals will be provided at the rate for their income bracket, upon request by the student via Infostudente.

4. For students enrolled beyond the first additional year of their standard programme, the full service rate is applied.

The service activated in the A.Y. 2017/2018 expires on 31/12/2018, without prejudice to the conditions causing loss of right to the service during the year (e.g. graduation, withdrawal from university, transfer, etc.).

To access the Catering Service, students must hold a catering badge/University Card which must be collected/activated at the Students’ Services Desk – Viale Europa, 39 – Brescia within the deadlines published on the website www.unibs.it > Education > Catering.
3. SANCTIONS

Conditions of improper use include:

1. Holding and/or using more than one catering badge / University Card;
2. Holding and/or using a catering badge / University Card different from the one allocated;
3. Lending a catering badge / University Card to third parties;
4. Refusing to show a catering badge / University Card and an ID document upon request by University staff, or staff in charge, or by catering staff;
5. Failure to report the theft or loss of a catering badge / University Card within 3 days of it occurring.

In the event of one or more conditions of improper use by the holder, the Students' Services Manager will notify the student in question immediately, including via email, suspending him/her preventively from the catering service.

The following sanctions may be applied:
a) **Fine** (for the first notification of parts 4 and 5 of the conditions of improper use);
b) **Temporary ban on using catering services for one month** (for the first notification of parts 1, 2 and 3 and for repeat notification of parts 4 and 5 of the conditions of improper use);
c) **Revocation of access to catering services for the full academic year** (for repeat notification of parts 1, 2 and 3 of the conditions of improper use).

Sanctions are endorsed by the Students' Services Manager in compliance with the principle of the right to be heard of the student, according to the following methods:
- the fine (a) is formulated in writing by the Service Manager, once the student has been heard, based on the report by the individual who identified the violation and by the Catering Services Unit Manager;
- the temporary ban (b) on using the catering service is determined by the Service Manager, once the student has been heard, based on a report prepared by the individual who identified the violation and by the Catering Services Unit Manager;
- the revocation (b) of access to the catering service is determined by the Service Manager, once the student has been heard, based on a report prepared by the individual who identified the violation and by the Catering Services Unit Manager.

The disciplinary procedure must be completed within 20 days of notification.

Should the student oppose the abovementioned disciplinary measures of the Service Manager, he/she may make a complaint to the Chancellor, subject to revocation, within 30 day of receipt of their notification. The Chancellor, based on the complaint and on the documents provided by the Service Manager, decides immediately with no further formalities and notifies the student and the Service Manager.

This is without prejudice to the right of the Service Manager to report any disciplinary action to the offices in charge, pursuant to Art. 30 of the Student Regulations.
ADVISORY NOTICE ON THE USE OF PERSONAL DATA AND ON THE RIGHTS OF THE APPLICANT (Italian Law no. 196 of 30 June 2003)

Personal information acquired through the statement in lieu:

a) must be provided for assessment of the financial situation of the applicant household, the benefit eligibility requirements and their determination, according to the criteria of this call for applications;

b) is gathered by the university and used, including using digital instruments, for the sole purpose of issuing the benefit requested and, in any case, for legal purposes;

c) can be exchanged with other bodies, including the Ministry of Finance and the Finance Police for due examination;

d) the applicant by contact the university at any time in order to check his/her personal data and request any updates, additions, corrections or deletions and may also block or oppose the processing of his personal data, if performed in violation of the law (Art. 7 Law 196/2003).

e) The university is the Data Controller.

The Manager of the Administrative Procedure, pursuant to Art. 4 of Law no. 241 of 7 August, as modified by Law 15/2005, is Mr Pietro Toto, Catering Services Unit (Cat. EP - Administrative Area).

Brescia, ........................................... THE CHANCELLOR
(Prof. Sergio Pecorelli)
**LIST OF MUNICIPALITIES CONSIDERED**

**“ON-SITE”** AND **“COMMUTER”**

<table>
<thead>
<tr>
<th>&quot;ON-SITE&quot; MUNICIPALITY</th>
<th>Prov:</th>
<th>&quot;COMMUTER&quot; MUNICIPALITY</th>
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The mathematical formulae applied by universities, based on indications provided by the former Ministero dell'Università e della Ricerca Scientifica e Tecnologica (MURST, Ministry of University and Scientific and technological Research) and confirmed by MIUR with the Note of 4 June 2007, for the evaluation of high school diplomas awarded outside of Italy, are published as follows:

1) For Belgium

\[
G. I. = \left( \frac{D. g. - G. \text{ min.}}{G. \text{ max.} - G. \text{ min.}} \right) \times 40 + 60
\]

where:
- G. I. = Italian grade equivalent;
- D. g. = diploma grade of the European country;
- G. min. = minimum grade in the European country system;
- G. max. = maximum grade in the European country system;

the numbers 40 and 60 indicate, respectively:
- 40: the number of points of the Italian system minus one;
- 60: the minimum required Italian grade.

2) For all other countries, there may be two options:

a) if the grade awarded is neither minimum nor maximum of those of the grading system of the country in question, the formula shown in part 1 is applied;

b) if the grade awarded is either the minimum or maximum of those of the grading system of the country in question: given that the system has a required number of points that is lower than that of the Italian System, no direct correspondence can be made between the Italian minimum and maximum and the foreign minimum and maximum grades. Therefore, the following values corresponding to the Italian system are assigned to the foreign minimum and maximum:

If: D. g. = G. max

\[
G. I. = 100 + \left( \frac{12h - 6}{G. \text{ max.} - G. \text{ min.}} \right)
\]

If: D. g. = G. min

\[
G. I. = 60 - \left( \frac{12h - 6}{G. \text{ max.} - G. \text{ min.}} \right)
\]

where:

\[
h = \frac{(G. \text{ max.} - G. \text{ min.})}{48}
\]

and represents the grade approximation margin according to the Italian system (approx. 2%). The Italian grade obtained by applying these formulae is approximated to the nearest quarter of a unit.