

## **Notice of competition for the realisation of the project**

### ***"Welcome in Puglia for Masters Students"***

**(Resolution of the regional Council no. 889 of 15 May 2019)**

#### **Preliminary remarks**

The public body called "Puglia Region", through, the Agency for the Right to University Studies, known by its acronym "A.di.s.u. Puglia" intends to carry out a two-year pilot project called "*Welcome in Apulia for Masters Students*" aimed at providing reception services to foreign students enrolling in international master's degrees offered by Apulian universities.

It should be noted that:

- a) "*Reception services*" are to be understood as accommodation and other services (canteen, libraries, transport, etc.) offered by A.di.s.u. Puglia to university students who are beneficiaries of scholarships for the right to study (Benefits and Services);
- b) "*Foreign students*" means EU and non-EU students, resident or not, with foreign citizenship;
- c) "*International Master's Degree*" means a Master's Degree offered mainly in English;
- d) "*Apulian universities*" are to be understood as universities with registered offices in the regional territory.

#### **Article 1 - Subject of the Competition Notice**

This Competition notice is based on a rolling application admission method aimed at offering the possibility of using a set of reception services until the funds available are exhausted.

#### **Article 2 - Available services**

The following services are available for reception activities on request:

- Accommodation service with the possibility of:
  - a) using A.di.s.u. Puglia facilities if available;
  - b) in case of unavailability of Adisu Puglia facilities it is possible to use the agreed service called "*Cercalloggio*" for the best possible accommodation in a private housing, with the possible recognition of a financial contribution up to a maximum of Euro 1,858.00 for a maximum of

10 months (185.80 euros per month) upon presentation of a regular contract of lease. By regular rental contract is meant a lease for consideration, duly recorded, not exceeding the duration of the master's degree itself in the territory in which it is held;

- Other services with the following specifications:

- catering service (30 meals/month);
- library service;
- transport facilities;
- services available at the Adisu Puglia's regional offices (Bari, Foggia, Lecce e Taranto) compatibly with the way in which they are used.

### **Article 3 - Minimum access requirements**

All foreign students enrolled in international masters courses offered by Apulian universities can apply to use the services offered by A.di.s.u. Puglia with this call for applications, regardless of the level of income and the fact that they have received contributions of any other kind to attend the master course they are enrolled in.

The services will be provided free of charge to students who have not received any contribution to attend the master course they are enrolled in until the fund specifically constituted in the Adisu budget is exhausted. Moreover, they are required to have the following income requirements:

- I.S.E.E. (indicator of the equivalent economic situation) for university services may not exceed the maximum limit of € 23,000.00;
- I.S.P.E. (indicator of the equivalent financial situation) may not exceed the maximum limit of € 50,000.00.

For the other students, the cost of the package of services offered (accommodation in Adisu Puglia facilities, catering service as indicated above and other available services) is quantified, in first application, at 360.00 euros per month.

The fee paid for the service package cannot be monetized in case of non-use and, therefore, gives no right to any refund.

### **Article 4 - Submission of applications: terms and conditions**

Interested Students, from the date of approval of this notice and until the end of the available funds, to compete for the services available under art. 3, under penalty of ineligibility, must complete the

application exclusively online by accessing the Student Portal of Adisu Puglia website: [www.adisupuglia.it](http://www.adisupuglia.it).

In the application, in addition to personal data, students will indicate the attended international master and its duration.

In order to submit the application it is not necessary the prior registration to the chosen master, which must be made within the time limits set by Apulian universities. In any case, before using the services offered in this competition notice, students must be enrolled in the master's degree course.

To confirm the application students are required to enclose through the upload procedure in the online form their own valid identity card.

The following documents can be uploaded when filling in the online form:

- a) documentation relating to family status and income situation issued by the relevant Consulate or Embassy;
- b) a duly registered contract for consideration, the duration of which must not exceed 10 months (only for foreign students who do not receive accommodation at ADISU Puglia facilities).

## **Article 5 - Required documentation**

### **1. Income and assets**

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

- a) the total income received abroad in the year preceding the application date (income is assessed on the basis of \*permanent parities and expressed in euro);
- b) assets held abroad in the year preceding the application date (real estate is considered only if it is manufactured, on the basis of the conventional value of € 500.00 per square metre - movable assets are valued on the basis of \*permanent parities and expressed in euros);
- c) the number of members of the household.

In addition, these students must attach to the application form documentation attesting to the above economic and patrimonial family conditions, issued by the competent authority for the territory of the country where the family resides, the income was produced and the assets are owned. The above documentation must be translated into Italian, legalized or apostilled, in accordance with current

legislation, and attached to the application, under penalty of exclusion. In the case of countries where there are particular difficulties in issuing the certification certified by the local Italian Embassy, the documentation may be replaced by a certificate in Italian issued by the Embassy or Consulate of the country of origin in Italy, legalized by the Prefecture competent for the territory.

In any case, the above documentation must show the following information:

- the composition of the family nucleus;
- the activity carried out by each member of the household in the year preceding the application date, including siblings of full age. In cases where some members do not carry out any activity, the documentation must show the condition of non-employment or the state of unemployment and the amount of any unemployment benefit or similar received;
- the period of employment of each member (indicating whether the period is shorter or longer than six months during the year preceding the application date);
- the value of the income earned in the year preceding the application date by each individual member, including siblings over 18 years of age and other cohabiting relatives aged 18 years or over or, alternatively, by the total family unit;
- an indication of the square metres of the dwelling house and of any buildings owned in the year preceding the application date; if the dwelling house is not owned, a special declaration issued by the competent authority must be attached certifying that no member of the nucleus owns any property;
- the amount of any loan remaining at 31 December of the year preceding the application date on the dwelling house and/or other buildings;
- the value of the movable assets of each individual member of the family unit owned at 31 December of the year preceding the application date;
- any disability or handicap declared by the student must be certified by a certificate issued in the country of origin converted by the competent Local Health Authority in Italy (A.S.L.) indicating the percentage of disability.

Local values expressed in the original currency are converted into euros on the basis of the average exchange rate of foreign currencies, derived from institutional sources.

## **2. Particularly poor and developing countries**

Foreign students from countries outside the European Union, who are "particularly poor and developing", must produce a certificate from the Italian representation in their country of origin certifying that the student does not belong to a family known to be of high income and high social

level - as per Ministerial Decree no. 351 of May 3, 2018 - (Afghanistan; Angola; Bangladesh; Benin; Bhutan; Burkina Faso; Burundi; Cambodia; Central African Rep.; Chad; Comoros; Congo Dem. Djibouti; Eritrea; Ethiopia; Gambia; Guinea; Guinea Bissau; Haiti; Kiribati; Korea Dem. Rep.; Laos People's Democratic Republic; Lesotho; Liberia; Madagascar; Malawi; Mali; Mauritania; Mozambique; Myanmar; Nepal; Niger; Rwanda; Sao Tome & Principe; Senegal; Sierra Leone; Solomon Islands; Somalia; South Sudan; Sudan; Tanzania; Timor-Leste; Togo; Tuvalu; Uganda; Vanuatu; Yemen; Zambia; Zimbabwe).

### **3. Students required to submit I.S.E.E.**

Students who do not possess Italian citizenship and whose families reside in Italy and receive income and/or assets in Italy must submit their application in the same way as Italian students, in order to assess their family economic situation, and must therefore produce the I.S.E.E. certificate. Students who have income and assets, partly in Italy and partly abroad, must declare them when filling in the Single Declaration in Lieu ("*Dichiarazione Sostitutiva Unica*") for the purposes of the I.S.E.E. certification.

### **4. 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 valid residence permit at the time of submission of the application, are exempted from submitting statements issued by the Diplomatic Authorities of the country of origin. For these students, for the purpose of assessing the economic condition of the family unit, only the income and assets that may be held in Italy are taken into account, which are recorded in the same way as for Italian students; therefore, they are required to present the I.S.E.E. of the year preceding the application date. The students referred to in this paragraph must attach, under penalty of exclusion:

- a) a copy of their valid residence permit showing the above-mentioned status;
- b) a copy of their passport or identity card or other valid identification document;
- c) The I.S.E.E. certificate valid for the services of the right to university study.

Students waiting to receive their residence permit, for whom the administrative or judicial procedure for obtaining international protection is in progress, are required to attach to their application for this notice of competition, under penalty of exclusion, a copy of their application for protection sent to the Police Headquarters of the municipality where they reside or to the Border Police, as well as their

temporary residence permit or equivalent document issued by the Police Headquarters upon presentation of the same application.

### **Article 6 - Use of services**

The student must present, at the assigned A.DI.S.U. Puglia facility, the payment of the deposit fixed at € 130.00 and a medical certificate of sound and robust constitution which expressly states the possession of the requirements of psychophysical fitness for coexistence in community and the absence of infectious diseases in progress that prevent coexistence with others.

The student has the obligation to take possession of the assigned accommodation after having acquired notice of its availability on pain of loss of benefit.

The catering service will be used by means of the student's health card (if owned) or, alternatively, with an authorization issued by A.di.s.u. Puglia.

The reception services may not be used for a period longer than the duration of the international master course students are enrolled in.

### **Article 7 - Controls and exclusions**

A.DI.S.U. Puglia, through its own local offices to which Apulian universities that organize the masters refer, will carry out appropriate checks on the truthfulness of the substitute declaration of certification in accordance with Presidential Decree no. 445/2000, that certify the economic conditions made by the students concerned, as well as their actual possession of the general requirements necessary to access to the benefits referred to in this notice of competition.

In carrying out its controls, A.DI.S.U. Puglia may request suitable documentation to demonstrate the completeness and truthfulness of the data declared, also for the purpose of correcting minor errors. The verification of data will affect all eligible students through universities databases.

Exclusion, forfeiture, renunciation and revocation will result in the return of the quota of services actually used, as well as the possible application of a sanction, according to what is specified in the Regulation of the procedures for checking 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 benefits also for failure to comply with the application procedures indicated in the article. 4 of this notice and the lack of requirements for admission.

The procedure of each verification corresponds to that provided for in the annual notice of competition published by ADISU Puglia to grant benefits and services to undergraduates entitled to.

### **Article 8 - Information on data processing**

Pursuant to art. 13 of the new Privacy Regulation (EU) 2016/679 (GDPR), consent is required to the collection of personal data that will be processed for the assignment of provisions and services for the right to university study. Failure to provide such data will prevent access to the services offered by the institution. In order to guarantee transparency and security according to the new rules, the Privacy Policy will be constantly updated on the website of ADISU Puglia ([www.adisupuglia.it](http://www.adisupuglia.it)) at the address: <https://web.adisupuglia.it/privacy.html>, which you are invited to read carefully before accepting or rejecting. Such data may be communicated to the Public Administrations in charge of checking truthfulness and conformity, to the competent Universities and Institutes of Higher Education and to any other subject having the right *ex lege*.

### **Article 9 - Final rules and referral**

In order to carry out the initiative referred to in this notice of competition, the Puglia Region has provided A.D.I.S.U. Puglia with a financial contribution that will be allocated in the budget items to set up an *ad hoc* fund.

For anything not covered by the previous rules will apply the current ones, national and regional, on the right to university studies.

