Notice "Benefits and Services"

Academic year 2020/2021

(Approved by the Board of Directors with resolution no. 25 of 11 June 2020 and issued by President's decree no. 9 of 25 June 2020)
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TITLE I - GENERAL PROVISIONS

LEGISLATIVE AND REGULATORY REFERENCES


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


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

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

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

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

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

Resolution no. 582 of 26 April 2016 with which the Regional Council took note of the document "Methodology and criteria for the selection of operations of the ERDF-ESF Operational Programme..."
2014-2020" approved, pursuant to art. 110 (2) letter a) of Regulation (EU) no. 1303/2013, by the Monitoring Committee of the ROP Puglia 2014-2020 on 11 March 2016;
Resolution of the Regional Council no. 833 of 7 June 2016 by which the Heads of Action of the ROP Puglia 2014-2020 were appointed in the persons of the managers of the Sections, in consideration of the relevance between the functional content of the Sections and the specific objectives of the Actions;
In particular, the Manager of the Vocational Training Section has been identified as the Manager, among other things, of Action 10.4;
Regional Law no. 67 of 29 December 2017 (Regional Stability Law 2018);
Regional Law no. 68 of 29 December 2017 "Forecast budget of the Apulia Region for the financial year 2018 and multiannual budget 2018 - 2020";
Resolution of the Regional Council no. 38 of 18/01/2018 approving the Technical Document accompanying the budget and the financial statement 2018-2020 provided for by art. 51, paragraph 10 of Legislative Decree no. 118 ess.mm.ii of 23 June 2011;
L.R. n. 18/2007 which identifies the Agency for the right to university study in Puglia - ADISU Puglia, as an instrumental body for the implementation of the interventions, in compliance with and within the regional planning, operating on the entire regional territory with decentralized structures and with legal personality under public law, its own staff as well as organizational, administrative, managerial, patrimonial, accounting and technical autonomy.
Agreement pursuant to art. 15, L. 241/1990 (signed with digital signature by the Manager of the Professional Training Section as provided for by DGR 765 of 25.05.16) to implement, within the scope of their respective powers, for the entire period of the ROP Puglia ERDF ESF 2014 - 2020, the support measures in favor of students enrolled in universities, academies of fine arts and music conservatories; and subsequent regulations (digitally signed in accordance with the D.Legislative Decree no. 82/2005 s.m.i. and related regulations) between ADISU Puglia and Regione Puglia in addition to the above mentioned Agreement pursuant to art. 15, Law no. 241/1990, approved by Regional Council Resolution no. 784 of 26 May 2020.
Any regulatory and regulatory changes that the European Community, the State and the Region of Apulia adopt, following the publication of this notice, shall be considered immediately effective.
ART. 1 PURPOSE

With the resolution n. 25 of 11 June 2020 and subsequently with the decree of the President of the ADISU Puglia no. 9 of 25 June 2020, the present notice was issued to award:

☐ Scholarships;
☐ Canteen service;
☐ Accommodation service;
☐ Contributions for international mobility.

ART. 2 RECIPIENTS

Paragraph 1 – University study courses.

Italian and foreign students with the economic and merit requirements as per articles 9 and 10 below, in order to compete for the granting of ADISU Puglia benefits have to be enrolled to the following University courses, Academic Year 2020/2021:

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

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

Students who enrol in one of the following institutions may participate in this call for applications:

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

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

Paragraph 3 - Not entitled to benefits

Benefits cannot be granted to those who:

- possessing a university diploma (pre-reform courses of university cycles), enrol in the university to obtain a three-year degree;

- possessing a university degree, (pre-reform courses of university cycles), a three-year degree (first level degree) or a two-year degree (second level degree), enrol in the university to obtain a further first level degree or second level degree;

- possessing a University degree, having legal value, register again to obtain a further degree of the same level;

- receive scholarships for the same academic year from other public and private bodies;

- have already benefited from the eligibility for the same year of the degree course from Entities for the right to university study.
Paragraph 4 - Students not resident in Italy

1. Income and assets

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

a. total income received abroad in 2019 (income is valued on the basis of permanent *parity and expressed in euros);

b. assets held abroad as at 31/12/2019 (real estate is considered only if built, on the basis of the conventional value of € 500.00 per square metre - movable assets are valued on the basis of permanent *parity and expressed in euros);

c. the number of members of the household.

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

In any case, the above mentioned documentation must certify:

- the composition of the household;

- the activity carried out by each member of the household in 2019, including siblings of full age. In cases where some members do not exercise any activity, the non-employment status or state of unemployment and the amount of unemployment benefit or similar received, if any, must be documented;

- the period of employment of each member (indicating whether it is less or more than six months during 2019);

- the value of the income earned in 2019 by each individual member, including siblings of full age and other cohabiting relatives aged 18 years or over or, alternatively, by the total
household;

- an indication of the square metres of the dwelling house and any buildings owned in 2019; if the dwelling house is not owned, a declaration issued by the competent Authority must be attached to the declaration that no component of the nucleus is the owner of property;
- the amount of any remaining loan as at 31/12/2019 on the house and/or other properties;
- the value of the movable assets (e.g. bank account) of each individual member of the household owned or not as at 31/12/2019;

- any disability or handicap declared by the student must be attested by a certificate issued in the country of origin converted by the competent Italian ASL (Azienda Sanitaria Locale) 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 for 2019 derived from institutional sources.

2. Particularly poor and developing countries

Foreign students from countries not belonging to the European Union, who are "particularly poor and developing", must produce a certificate from the Italian Representation in the country of origin certifying that the student does not belong to a family known to have a high income and a high social level - as per Ministerial Decree no. 464 of 11 June 2019 - (Afghanistan; Angola; Bangladesh; Benin; Bhutan; Burkina Faso; Burundi; Cambodia; Central African Rep.; Chad; Comoros; Congo Dem. Rep.; 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 present the ISEE calculation.

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

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 a valid residence permit at the time of the application submission, are exempted from submitting statements issued by the Diplomatic Authorities of the country of origin. For these students, for the purposes of assessing the economic condition of the family unit, only the income and assets possibly held in Italy, recorded in the same way as for Italian students, are taken into account, therefore, they are required to submit the ISEE 2020 certificate. The students referred to in this paragraph must attach, under penalty of exclusion, by the deadline for the scholarship application submission:

   a) a copy of the valid residence permit showing the status in question;
   
   b) a copy of a valid passport or identity card or other identification document;
   
   c) the ISEE certificate valid for the benefits of the right to university studies a.y. 2020-21.

Students waiting to receive a residence permit, for whom the administrative or judicial procedure for obtaining international protection is in progress, are required to enclose with their scholarship application, under penalty of exclusion, by the deadline for the scholarship application submission, a copy of the application for protection forwarded to the Police Headquarters of the municipality where they reside or to the Border Police, as well as the provisional residence permit or equivalent issued by the Police Headquarters upon presentation of the relevant application. It should be noted that, for the students referred to in this paragraph, the possible payment of the money benefits is suspended because it is conditioned by the integration in the application of the residence permit attesting the status in question; benefits in services, however, provided immediately, even pending the condition mentioned above, will be subject to recovery in money in the event of failure to hand over the residence permit attesting the status.

5. Dual citizenship

Students with dual citizenship apply by choosing one of the two nationalities. If one of the two citizenships is Italian, the latter prevails.
Paragraph 5 - Application submission following a course change within the same University or a relocation from another university.

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

They are the exception:

1) the hypothesis of a course change within the same University or a relocation from another University with enrolment in the first year if:
   a. the new course of study did not validate credits earned in the previous university career;
   b. the student has never received any benefit from ADISU Puglia or from another body for the right to study or, if he/she did, he/she returned all the money amounts received and those referred to the amount of the services actually used.

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

2) the hypothesis of a course change within the same University or a relocation from another University with enrolment in the first year if:
   a. the new course of study has validated credits earned in the previous career;
   b. the student has never received any benefit from ADISU Puglia or from another body for the right to study or, if he/she did, he/she has returned all the money amounts received and those referred to the amount of the services actually used.

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

In the event that the benefits have been provided by another body for the right to study, the student must self-certify the restitution of the amount received.
Paragraph 6 - scholarship application submission after giving up a previous course of university studies.

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

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

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

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

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

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

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

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

In the event that the benefits have been provided by another body for the right to study, the student must self-certify the restitution of what he or she received in the years in which he or she renounced his or her studies.
Paragraph 7 - Variations

Students are required to inform Adisu Puglia about the following variations:

a) renunciation of study;
b) course change within the same University or a relocation from another University with or without recognition of exams/credits;
c) scholarship provided by other entities other than Adisu Puglia;
d) any other changes to the data declared in the application form.

The communication must be made in writing promptly and in any case within one month of the event.

If the application is received after approval of the final rankings, the student will be ranked in the last place of the year of the new degree course. Furthermore, for students enrolled in years subsequent to the first one, the actual validation of the credits necessary to maintain the minimum merit requirement for the achievement of eligibility will be verified.

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

Paragraph 8 - Students enrolled in degree courses involving multiple universities (“Corsi interateneo”) and in interregional degree courses.

In the last few years, several Inter-University Study Courses have been activated involving various Universities, also based in different Regions. In this case, the Universities involved identify an administrative seat of the Course, placing it at one of the Universities involved, which does not necessarily coincide with the didactic seat. In the case of Universities located in different Regions, therefore, it could be the case that the administrative seat and the teaching sites are located in different Regions. In addition to this, the Agreements between the different Universities could also provide that the administrative and educational locations change from year to year. In order to guarantee, therefore, within the current regulatory framework, the services and interventions for the right to university study to students attending the courses in question, it is established that:

1. students will submit the scholarship application to the Body belonging to the Region where the university representing the administrative seat of the degree course is located;
2. the students concerned must possess the requirements set out in the competition notice of the aforementioned Body. The above mentioned notice will also be used to state the conditions of "Resident student", "Non Resident student" and "commuter student", it being understood that to evaluate the distance between one’s residence and the Course location, the actual location of
attendance (teaching location) will be taken into account;
3. the scholarship will be paid by the Body belonging to the Region where the administrative seat of
the course is located, taking into account that the regional tax for the right to university study is
paid in favour of that Region;
4. with regard to services (housing and catering in particular), please refer to the regulations of the
regional Body for the right to university education granting the scholarship.

Paragraph 9 – Differently abled students with disability equal to or greater than 66%.

The scholarship is awarded to students with a recognized disability of not less than 66%, enrolled in
three-year degree courses for nine semesters, seven semesters for master’s degree courses, thirteen
semesters for five-year single cycle master's degree courses and fifteen semesters for six-year single
cycle master's degree courses; the housing service is granted for a further semester.

Students with disabilities enrolled in years subsequent to the first one, in order to access this call, must.acquire by 10 August 2020 the number of educational credits listed in Table B of Art. 10 of this notice.

Students with disabilities enrolled in the first year of degree courses must acquire a minimum of 12
credits by 10 August 2021 in order to receive the full amount of the scholarship. If these credits are
acquired by 30 November 2021 the student will be entitled to 50% of the amount due.

Eligible Resident students are entitled to a number of meals corresponding to the total amount of €
746,00, taking into account the cost of the agreed meal in each territorial location;

Eligible commuting students are entitled to a total number of meals per year of 200. The total cost
of meals will be covered by the scholarship fee for canteen service (€ 746,00) and a supplementary
fee paid by ADISU Puglia.

Non Resident students are entitled to a total number of meals per year equal to 310. The total cost of
meals will be covered by the scholarship fee for canteen service (€ 746,00) and by a supplementary
fee paid by ADISU Puglia.

The additional amount charged to the ADISU budget will be committed only if used in the facilities
where the canteen service contracted by ADISU Puglia is carried out.

All other students, for this period, will have access to eateries under the conditions set out in the
above-mentioned regulations.

Students with disabilities are not required to pay the regional fee.
In order to allocate the benefits provided by ADISU Puglia, a single ranking will be formulated for students enrolled in the first year, on the basis of economic conditions; the ranking concerning students enrolled in years subsequent to the first, will be formulated, for each year of the course, on the basis of the greater merit acquired on 10/08/2020. All students with disabilities who are eligible for benefits are guaranteed a scholarship.

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

The money amount of the Scholarship referred to in Article 14 is increased by 25%.

**ART. 3 ACCOMPANYING SERVICE FOR DIFFERENTLY ABLED STUDENTS WHO ARE LODGING ASSIGNEE IN ADISU PUGLIA RESIDENCES.**

In compliance with the provisions of art. 2 paragraph 5, letter b) of Legislative Decree no. 68/2012, art. 3 letter h) of R. L. 18/2007, Law no. 104 of 5 February 1992 and subsequent amendments and additions and the D.P.C.M. of 9 April 2001, there is an accompanying service for students with disabilities recognised as not less than 66%.

The service is aimed at students with disabilities who have been assigned, in accordance with art. 15 of this notice, an accomodation in one of Adisu Puglia’s residential facilities and who need, on an ongoing basis, an accompanying person’s help.

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

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

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

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

Aspiring beneficiaries of the service must submit an application to the competent territorial seat of the Agency or through PEC at direzionegenerale@pec.adisupuglia.it by and no later than 31 October 2020, attaching a copy of the medical certificate issued by the local health authority to which they belong attesting the state of need for accompaniment.

The application will also be signed by the identified accompanying person, for acceptance of the conditions set out in this Notice.
The accompanying person will assist the student in carrying out the daily tasks for the period of stay at the university residence.

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

The application, duly completed and signed, according to the form on the website, may be delivered by hand or by PEC to direzionalegenerale@pec.adisupuglia.it or sent by registered letter with return receipt to the competent Adisu Puglia territorial office; in case of shipment, the postmark of departure will be taken as proof.

In the event that the availability of the "reserved" rooms does not allow for the satisfaction of all the applications received, we will proceed on the basis of the final ranking for A.A. 2020/2021.

**ART. 4 - EXCLUSION AND REVOCATION CAUSES**

They constitute grounds for exclusion or withdrawal of benefits:

a) value of ISEE (Indicator of the Equivalent Economic Situation) 2020 for university services, above the limit of **€ 23,000.00**;

b) value of ISPE (Equivalent Balance Sheet Indicator) 2020 above the limit of **€ 50,000.00**;

c) ISEE 2020 certificate for university services requested after the expiry of the scholarship application;

d) achievement of an additional peer degree for the year 2020/2021;

e) possession of a legal qualification issued by higher institutes of higher education for the academic year 2020/2021;

f) failure to complete the University enrolment for the A.A. 2020/2021;

g) failure to transfer the scholarship application from another Agency for the Right to University Studies by the deadline of 31 December 2020;

h) enrolment at the University beyond the additional semester, calculated from the first year
of enrolment in any Italian University, except for the cases provided for in art. 2, paragraphs 5 and 6;

i) failure to complete enrolment at the University, in the first supplementary year or in the first year of the master's degree, for A.A. 2020/2021;

j) renunciation of studies or suspension during the a.y. 2020/2021, by 31/10/2021;

k) waiver of the scholarship with regard to A.A. 2020/2021;

l) lack of the merit requirement of at least 20 credits by 30 November 2021 for those enrolled in the first year of degree courses, single cycle master's degree and master's degree courses;

m) lack of the merit requirement of at least 12 credits by 30 November 2021 for students with disabilities, enrolled in the first year of degree courses, single cycle master's degree and master's degree courses;

n) non-admission to the 2nd year for those enrolled in the first year of a PhD or a specialization course;

o) failure to communicate, by 31 January 2022, the achievement of at least 20 credits for freshmen;

p) declaration of credits not corresponding to those established by the Agency or self-declarations of situations other than those for which the grant was awarded for the year 2020/2021;

q) assignment of eligibility for the same year of the degree course by other Entities for the right to university study;

r) obtaining benefits and services, for the same year of the degree course, provided by public and private bodies or by Agencies/Entities for the right to study;

s) enrolment in a PhD course with a scholarship provided by other public or private bodies;

t) lack of documentation of foreign income by the date of submission of the scholarship application;

u) failure to submit a valid residence permit at the time of application by students with the status of stateless person, political refugee, asylum seeker, beneficiary of humanitarian or subsidiary protection.
The student can remedy the cause of exclusion referred to in letter q) within the deadline for the submission of the appeals referred to in art. 20, returning the benefits received in previous academic years.

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

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

**ART. 5 - LOSS OF BENEFITS CAUSES**

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

a) untruthful statements for which a sanctioning measure has been issued pursuant to art. 22 of this notice;

b) debt situations, not included in the instalment plans, towards ADISU Puglia;

c) the existence of expulsion orders from ADISU Puglia’s residences;

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

**ART. 6 BENEFITS IN RETURN**

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

**ART. 7 BENEFITS ENTITLEMENT PERIOD**

**Paragraph 1 - Benefits entitlement period**

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

Paragraph 2 - Further semester (First supplementary year)

Students enrolled in the first supplementary year (“primo anno fuori corso”), who are scholarship winners, are entitled to receive half of the money amount. For services only, the assigned fee will cover the entire academic year. The money fee will be paid in a single installment, by June 30, 2021, after the verification of the enrolment in the year 2020/2021. The payment will be made in two installments if students submit a digital application by January 31, 2021, in which they communicate their enrolment to the academic year 2020/2021 and declare that they will not be graduating in the extraordinary session of the academic year 2019/2020:

- the first instalment will be paid by 28 February 2021;
- the second instalment will be paid by 30 June 2021.

Non Resident students who obtain the assignment of accommodation in a residence of ADISU, before taking possession of it (See art. 15, paragraph 5) are required to prove the enrolment by uploading the certificate of payment.

ART. 8 TYPE OF STUDENT

Paragraph 1 - "Non Resident", "Commuter" and "Resident" student.

A. “Non Resident” student.

Students who are resident at a distance from the location of the attended course that takes sixty-five minutes or more on by public transport (see the table of municipalities) are considered "Non Resident".

They are lodging assignee in Adisu Puglia’s Residences or pay for accommodation in the university city attended using public residential facilities or lodgings owned by private parties or authorities for a total of at least 10 months in the a.y. 2020/2021.

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

Students can get the scholarship as “Commuters” if they are resident at a distance from the location of the attended course that takes less than sixty-five minutes on public transport (see the table of Municipalities).

C. “Resident” student.

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

N.B. The municipalities of residence to be taken into consideration in order to define the above mentioned categories of students are strictly those indicated in Annex (A).

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

Students considered "Non Resident", according to the previous paragraph 1, letter A, eligible for the scholarship, who are not lodging assignee in ADISU Puglia Residences and choose private rental accommodation, to confirm this type of accommodation must submit, by November 20, 2020, a copy of a rental contract for consideration, duly registered, for a duration of not less than 10 months in the academic year 2020/2021, as referred to in art. 13, paragraph 2.

The deadline for Non Resident students enrolled in Specialisation Schools and Doctorates is 21 December 2020.

**Pending such fulfillment the student will be qualified commuter.**

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

The accommodation fee is deducted from the amount of the scholarship to all students who choose private accommodation and renounce, when applying, for accommodation at an Adisu Puglia residence (DPCM 09/04/2001, art. 9, paragraph 5).

When submitting the application for a scholarship, entitled students can renounce the status of Non Residents and declare themselves Commuting, in which case they will no longer have the right to apply for a place in one of ADISU’s residential facilities.

Non Resident students who have been awarded a scholarship and who have not been assigned a place in one of Adisu Puglia residences due to lack of beds, will receive a refund of the
accommodation fee for an amount equal to € 1,867.00 if the rental contract for consideration, duly registered and for a duration of not less than 10 months in the academic year 2020/2021, is produced as provided for in art. 13, paragraph 2 and if it has a start date of the lease after the approval of the final rankings.

Non Resident students who have been awarded a scholarship and who have not been assigned to an ADISU Puglia residences due to the lack of the Agency residential facilities or to the absence of conventional housing structures, will receive a refund of the accommodation fee for an amount equal to € 1,867.00 if the rental contract for consideration, duly registered and for a duration of not less than 10 months in the academic year 2020/2021 is produced as provided for in art. 13, paragraph 2.

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

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

a) do not fill in the digital application and submit the rental agreement within the prescribed time limit or if they submit it incomplete by even one of the required data;

b) live in the same town as of the course attended for a duration of less than 10 months;

c) do not submit the required documentation or do not show up in the residences within the time limits set for the allocation of accommodation or taking possession;

d) do not provide for the accommodation acceptance by means of a digital application;

e) give up their accommodation after the publication of the rankings;

f) renounce the accommodation already assigned or incur the revocation of the same during the period of assignment;

g) do not communicate to ADISU Puglia, within 45 days from the change of domicile, the occurrence of the event and if they do not submit a copy of the new lease for consideration;

h) once considered to be Non Residents leave or lose their domicile for consideration.
ART. 9 ECONOMIC AND PATRIMONIAL REQUIREMENTS

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

THE PRESENTATION OF THE ORDINARY ISEE WILL RESULT IN EXCLUSION

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

Paragraph 1 - Regulatory references

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

The Single Substitute Declaration (D.S.U.), governed by the DPCM 2013 n. 159 and DM n. 497 of December 31, 2019, for the issuance of the ISEE certificate, must be submitted to a C.A.F. ("Centro di Assistenza Fiscale") through the INPS system that will issue a receipt of submission.

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

In the case of D.S.U. with omissions or discrepancies, the student is required, for the purposes of this notice, to promptly make the necessary additions and corrections at the C.A.F. or I.N.P.S. ("Istituto Nazionale di Previdenza Sociale") by and no later than 31 December 2020, to sign a new complete and correct D.S.U. in place of the one containing notes for omissions/ discrepancies.

The ISEE Attestation data will be subsequently acquired by the Agency directly from the INPS database and transferred ex officio into the individual applications for the purposes of evaluation and subsequent processing of the rankings.
Paragraph 2 - Economic Thresholds

In accordance with the provisions of Resolution No 879 of the Apulia Regional Council of 15 June 2016:

- the I.S.E.E. for university services cannot exceed the maximum limit of € 23,000.00;
- the I.S.P.E. cannot exceed the maximum limit of € 50,000.00.

For the sole purpose of determining the requirements necessary to maintain the benefits, ADISU PUGLIA will deduct from the declared ISEE value the income entered for the scholarship possibly received in 2018, according to the procedures provided for by art.4, paragraph 5 of the Prime Ministerial Decree no.159/2013.

The ISPE value is given by the ratio between the Balance Sheet Indicator (ISP) and the equivalence scale (SE) indicated in the ISEE certificate.

Paragraph 3 - Composition of the origin family nucleus

The family nucleus is defined in accordance with D.P.C.M. 5/12/2013, n. 159, art. 3 and art. 8 and INPS Circular 18/12/2014 n. 171.

In particular, with reference to the date of signature of the D.S.U., the family nucleus is made up of the members of the registry family and in any case the student and all persons being in the family status, even if not related by kinship or affinity.

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

Paragraph 4 - Independent student

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

(a) residence, as shown in the biographical evidence, outside the residential unit of the origin family, established for at least two years from the date of the application submission and in a building not owned by a member of the family of origin;

(b) own income from employed or similar work, not employed by a family member, declared for tax purposes in the last two years, not less than € 6,500.00 per year.
In the absence of one or both of these requirements, in order to adequately take into account the individuals who bear the burden of maintaining the student, ISEE must take into account the student's family nucleus with that of his/her parents.

The condition of independent student also applies in the case of married students or students in "de facto cohabitation" (art. 1, paragraph 36 of Law no. 76 of 2016) registered with the Municipality of residence. The above mentioned threshold for the adequacy of income capacity must also be assessed taking into account the income of the student's spouse or de facto cohabiting partner.

Therefore, a student who does not meet the above requirements, also considering the income of the spouse or de facto cohabiting partner, must apply for an ISEE for university benefits referring to the original household, without the spouse or de facto cohabiting partner.

**Paragraph 5 - family nucleus composed of the student only**

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

1. are orphan of both parents;
2. belong to a religious order or a host community;
3. are under a detention regime;
4. are stateless students.

**Paragraph 6 - PhD student**

The general rules of STANDARD ISEE apply to the application for benefits for the right to university study in connection with PhD courses, with the only caveat being that it is possible to choose a narrower family nucleus than the ordinary one.

**Paragraph 7 - Current IEE**

Ordinarily, the ISEE refers to income received in the second calendar year preceding the DSU. In some situations, due to significant changes in income or as a result of adverse events (e.g. loss of job, interruption of social security, welfare and indemnity treatment), such income does not reflect the real economic situation of the household. In the event of a change in the work situation or an interruption in the treatment of one of the members or a change in the overall income situation of the household 25% higher than the income situation identified in the ISEE ordinarily calculated, the possibility is given to calculate a current ISEE. This indicator is based on the incomes of the last twelve months.
Only in the case of a member for whom there has been a break in treatment or a permanent employee for whom there has been a termination of employment or a suspension of work or a reduction in work, it is possible, alternatively, to indicate the income and treatment received in the last two months, as a basis for calculating the annual income. Therefore, before asking for the calculation of the current ISEE, a D.S.U. must have already been submitted and received the certificate with the indication of the income situation indicator, on the basis of which it will be verified that the requirements for the calculation of the current ISEE are met. If the student submits a CURRENT ISEE, this must be valid on the date of the application submission.

**ART. 10 MERIT REQUIREMENTS**

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

**A. Degree courses and Master’s degree single cycle courses.**

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

- by August 10, 2021, to get the full amount of the scholarship;
- by November 30, 2021, to get half the money amount.

**B. Master's degree courses**

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

- by August 10, 2021, to get the full amount of the scholarship;
- by November 30, 2021, to get half the money amount.
C. PhD

Only the possession of a degree is required.

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

D. Specialization Schools

Only the possession of a degree is required.

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

Paragraph 2 - Students enrolled in subsequent years.

The merit requirements are calculated from the year of first registration at any Italian University.

For the purpose of calculating the years of enrolment, and provided that the student has not made any career deeds during that year, no account will be taken:

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

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

A. Degree Courses

In order to access the benefits for the years following the first of degree courses, the student must meet the merit requirements set out in Table “A” by 10 August 2020.

B. Single Cycle Master's Degree Courses

In order to be able to access the benefits for the years following the first of the single cycle master's degree courses, the student must meet the merit requirements set out in Table “A” by 10 August 2020.

C. Master's Degree Courses

In order to be eligible for the benefits for the years following the first of the Master's degree courses, the student must meet the merit requirements set out in Table A by 10 August 2020.
Limited to the following Master's degree courses activated by the University of Bari: Environmental Biology, Cellular and Molecular Biology and Biomedical Sciences, the student must have the minimum number of credits specified below:

- for the second year, 25 credits by 10 August 2020, as well as the fulfilment of any training obligations, where provided for in the admission to the courses;
- for a further six months, 43 credits by 10 August 2020.

D. Academies of Fine Arts

Students enrolled in the Academies located in the Apulian territory must meet the necessary requirements for admission to the courses, as provided for by the respective laws of each institution and the credits provided for in the attached table "A".

E. PhD courses

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

F. Specialization Schools

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

In addition, in order to allow the ranking to be drawn up, by 3 December 2020, these students must notify the Agency of their merit.

G. Conservatories

Students enrolled in subsequent years at the Conservatories of Music based in Puglia must meet the merit requirements set out in the attached table "A".

H. Students participating in international mobility programmes

Credits and grades acquired by students during the international mobility programs will be evaluated according to what is formally recognized and certified by Universities.
Paragraph 3 - Students possessing a three-year degree

Students holding a three-year degree and enrolling in a single cycle Master's degree course, in the absence of the corresponding two-year Master's degree course, may compete for the scholarship from the 4th year onwards. In this case, the year of first enrolment will be considered the year of the beginning of the three-year period.

Students holding a three-year degree and enrolling in a single cycle Master's degree course can compete for the scholarship from the 4th year onwards.

Paragraph 4 - Students enrolled in training courses D.M. 616/17

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

Students not meeting the minimum merit requirement indicated in the following tables will not be able to close the application and forward it to ADISU Puglia.

"Table A"

*Merit requirements for students enrolled in the a.y. 2020/2021 at Universities, Polytechnic, Academies of Fine Arts and Conservatories of Music*

<table>
<thead>
<tr>
<th>Three-year degree courses- first level</th>
<th>Master's Degree 2nd level</th>
<th>Single cycle master's degree (5 years)</th>
<th>Single cycle master's degree (6 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 25 credits 3rd year: 80 credits Further semester: 135 receivables</td>
<td>1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 30 credits Further semester: 80 receivables</td>
<td>1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 25 credits 3rd year: 80 credits 4th year: 135 credits 5th year: 190 credits Further semester: 245 receivables</td>
<td>1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 25 credits 3rd year: 80 credits 4th year: 135 credits 5th year: 190 credits 6th year: 245 credits Further semester: 300 credits</td>
</tr>
</tbody>
</table>

"Table B"

*Merit requirements for students with disabilities enrolled in the academic year 2020/2021 at Universities, Polytechnic, Academies of Fine Arts and Music Conservatories.*

<table>
<thead>
<tr>
<th>Three-year degree courses- first level</th>
<th>Master's Degree 2nd level</th>
<th>Single cycle master's degree (5 years)</th>
<th>Single cycle master's degree (6 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 15 credits 3rd year: 48 credits First supplementary year: 81 credits; Further semester: 108 receivables</td>
<td>1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 18 credits First supplementary year: 48 Further semester: 72 receivables</td>
<td>1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 15 credits 3rd year: 48 credits 4th year: 81 credits 5th year: 114 credits First supplementary year: 147 Further semester: 180 receivables</td>
<td>1st year: ACCESS only ISEE and ISPE income parameters; 2nd year: 15 credits 3rd year: 48 credits 4th year: 81 credits 5th year: 114 credits 6th year: 147 credits First supplementary year: 180 Further half year: 213 receivables</td>
</tr>
</tbody>
</table>
REMEMBER THAT:

- In order to apply for a scholarship and accommodation for subsequent years of the Master's degree, the student must not include in the total calculation of credits those resulting from educational debts or from individual courses or resulting from the validation of exams already taken in the 1st level degree course;

- Supernumerary exams with respect to the study plan cannot be included in the total amount of credits acquired;

- the examination consisting of several modules or written and oral tests shall be deemed to have passed if all or both modules are passed;

- for degree courses that include two-year courses, those resulting from exceeding the first year can be included in the total amount of credits only if it is ascertained, at the competent secretariats, that the credits have been obtained;

- The credits acquired with individual courses will not be taken into account for the purpose of calculating credits;

- credits acquired for the achievement of other educational qualifications are in any case excluded;

- Credits deriving from language and IT certifications, validated in the study plan, can be included in the total calculation of credits only if acquired during the university career.

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

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

- 12 credits, if used for the first time to obtain benefits for the third academic year;

- 15 credits, if used for the first time to obtain benefits for subsequent academic years.

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

If the bonus has not been used in full in the relevant academic year, the only remaining portion remains available in subsequent academic years.

N.B. The annual bonus shares are not cumulative.
Students enrolled in years subsequent to the first year of their Master's degree can use the bonus accrued and not used in the three-year degree course up to a maximum of 15 credits.

Students who have applied for a scholarship in previous years to another agency for the right to study must self-certify the number of bonus points used in their previous career in order to benefit from the bonus. ADISU Puglia will proceed to verify what the student has declared when completing the application.

The bonus cannot be used for the acquisition of the 20 CFU useful for the maintenance of the benefits recognized in favour of students enrolled in the first year of degree courses, Master’s degree courses and single-cycle Master's degree courses.
ART. 11 DETERMINATION OF MERIT SCORE

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

\[(\text{MVO} \times \text{CC})/ \text{number of credits according to the reference year}.\]

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

It should be noted that:

- **MVO** is calculated by the ratio between the sum of the votes obtained (it should be noted that thirty with honours is considered thirty) and the number of examinations taken, without taking into account eligibilities.

- **CC** represents the sum of all credits acquired and validated (exams passed, traineeships, conferences, eligibility, optional, etc., only if provided for in one’s study plan).
ART. 12 - HOW TO APPLY

Paragraph 1 – Deadlines.

Students, in order to participate in the benefits provided for in this call for proposals, under penalty of ineligibility, must fill in the relative application exclusively on-line, in accordance with art. 13, by and no later than the dates indicated below:

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Study Course</th>
<th>Filling in the online application - Scholarship and accommodation place</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year</td>
<td>Degree, Master's degree and single-cycle Master's degree courses</td>
<td>by 12.00 noon on 4/9/2020</td>
</tr>
<tr>
<td></td>
<td>Specialization schools, Ph.D. courses</td>
<td>by 12.00 noon on 13/11/2020</td>
</tr>
<tr>
<td>Subsequent years</td>
<td>Degree, Master's degree and single-cycle Master's degree courses</td>
<td>by 12.00 noon on 12/8/2020</td>
</tr>
<tr>
<td></td>
<td>Specialization schools, Ph.D. courses</td>
<td>by 12.00 noon on 13/11/2020</td>
</tr>
</tbody>
</table>

Paragraph 2 – Entrance exams.

Students who take the entrance test to access the first year of degree courses with a programmed number, PhD, Specialization Schools and Conservatory, must submit the application to compete for the benefits provided by this call for applications by the dates mentioned in the previous paragraph and then prove enrolment at the University. Students who do not pass the entrance test for limited enrolment degree courses are required to communicate any enrolment in another degree course or non-enrolment.
Paragraph 3 – Three-year degree achievement and enrolment in a Master's degree course (two-year degree course)

Students who will achieve their three-year degree in the extraordinary session of the academic year 2019/2020 and who wish to enrol for the academic year 2020/2021 in a 2nd level degree course, may participate in the competition for scholarships as enrolled in the 1st year of the Master's degree.

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

In case of non-enrolment and upon presentation of a special request by the end of the extraordinary session of the previous year, the student will be placed at the end of the new ranking as enrolled in the first supplementary year.

Students who have participated in the competition for scholarships as enrolled in the first supplementary year, who graduate and enrol in the first year of a Master’s degree course will be placed at the bottom of the ranking upon presentation of a special application by the end of the extraordinary session of the previous year.

Paragraph 4 - Transfers

After the publication of the final ranking, and in any case no later than 31 December 2020, students enrolled in the first year and in years subsequent to the first one who move from another University or from another territorial office of the Agency (“Sede territorial”) will be automatically included at the end of the ranking of the new degree course.

The transfer will be accepted after enrolment by the student.

ART. 13- APPLICATION SUBMISSION

Paragraph 1 – Application submission

Scholarship applications are completed and submitted exclusively online through the procedure available on the website www.adisupuglia.it during the following periods:

- Subsequent years students enrolled in degree courses, master's degree and single cycle master's degree, from July 1 to 12.00 noon on August 12, 2020;
- First year Students enrolled in degree courses, master's degree and single-cycle master's degree courses from 22 July to 12.00 noon on 4 September 2020;
- Students enrolled in Specialisation Schools, PhD from 1st October to 12.00 noon on 13th November 2020.
Preamble to the application

The application does not require prior enrolment in the various degree courses for A.A. 2020/2021, which must in any case be made within the deadlines set by universities.

a) Students must fill in the application in all its parts according to the "Technical sheet for the compilation of the on-line application A.A. 2020/2021";

b) the procedure will require some information regarding the documentation necessary to submit the application, therefore students must obtain, in particular, the receipt of the application for the ISEE 2020 certificate for university benefits issued by a CAF or INPS, so as to record the family's economic condition (income and assets) of the student requesting Adisu benefits;

c) it is important to take steps in good time to get the new ISEE 2020 Certificate, given the time needed to issue it;

d) we strongly advise you not to fill out the online application in the last days of the deadline in order not to run into any delays in accessing the computer procedure. ADISU is not responsible for any slowdowns in computer procedures, due to overloading of accesses, nor for interruptions to the internet connection.

Attention: from 12.00 noon of the respective due dates, the online procedure will no longer be available for the modification and/or closure of the application.

Paragraph 2 - Documents to be attached to the online application

In order to confirm the scholarship application it is necessary to enclose, through the upload procedure present in the online format, a copy of the valid identification document and the documentation relating to family status and income situation issued by the relevant Consulate or Embassy, pursuant to art. 2, paragraph 4, of the notice of competition (only for foreign students).

The rental contract for consideration, duly registered, with a total duration of not less than 10 months in the a.y. 2020/2021 (only for "Non Resident" students who do not receive accommodation at the ADISU Puglia Residences) can be uploaded, after submission of the digital application, in the "Documentation Transmission" section no later than the end of the year, under penalty of forfeiture of the related benefit:

• on 20/11/2020 for students enrolled in undergraduate, single-cycle master's degree and master's degree courses;

• on 21/12/2020 for students enrolled in PhDs, graduate schools.
At the end of the procedures outlined above, the relevant paperwork will not be sent to the competent ADISU offices.

**TITLE IV - BENEFITS**

**ART. 14 - SCHOLARSHIPS**

The student is considered, for the purposes of this call for proposals, to be in band "A" if his/her ISEE for university services is less than or equal to €15,300.00; in band "B" if his/her ISEE for university services is between €15,300.01 and €19,000.00; in band "C" if his/her ISEE for university services is between €19,000.01 and €23,000.00.

The amount of the scholarships for the year 2020/2021 is determined as follows:

**NON RESIDENT STUDENTS**

<table>
<thead>
<tr>
<th>Typology</th>
<th>Money Amount</th>
<th>Accommodation</th>
<th>Canteen</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band &quot;A&quot;</td>
<td>€ 2,644,00</td>
<td>€ 1,867,00</td>
<td>€ 746,00</td>
<td>€ 5,257,00</td>
</tr>
<tr>
<td>Band &quot;B&quot;</td>
<td>€ 1,745,00</td>
<td>€ 1,867,00</td>
<td>€ 746,00</td>
<td>€ 4,358,00</td>
</tr>
<tr>
<td>Band &quot;C&quot;</td>
<td>€ 1,454,00</td>
<td>€ 1,867,00</td>
<td>€ 746,00</td>
<td>€ 4,067,00</td>
</tr>
</tbody>
</table>

**COMMUTER STUDENTS**

<table>
<thead>
<tr>
<th>Typology</th>
<th>Money Amount</th>
<th>Accommodation</th>
<th>Canteen</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band &quot;A&quot;</td>
<td>€ 2,152,00</td>
<td>€ ---</td>
<td>€ 746,00</td>
<td>€ 2,898,00</td>
</tr>
<tr>
<td>Band &quot;B&quot;</td>
<td>€ 1,420,00</td>
<td>€ ---</td>
<td>€ 746,00</td>
<td>€ 2,166,00</td>
</tr>
<tr>
<td>Band &quot;C&quot;</td>
<td>€ 1,184,00</td>
<td>€ ---</td>
<td>€ 746,00</td>
<td>€ 1,930,00</td>
</tr>
</tbody>
</table>
## RESIDENT STUDENT

<table>
<thead>
<tr>
<th>Typology</th>
<th>Money Amount</th>
<th>Accommodation</th>
<th>Canteen</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band &quot;A&quot;</td>
<td>€ 1.981</td>
<td>€ ---</td>
<td>€ 746,00</td>
<td>€ 2.727,00</td>
</tr>
<tr>
<td>Band &quot;B&quot;</td>
<td>€ 1.307</td>
<td>€ ---</td>
<td>€ 746,00</td>
<td>€ 2.053,00</td>
</tr>
<tr>
<td>Band &quot;C&quot;</td>
<td>€ 1.089</td>
<td>€ ---</td>
<td>€ 746,00</td>
<td>€ 1.835,00</td>
</tr>
</tbody>
</table>

the Scholarship money amount referred to in the above tables is increased by 10% for students whose ISEE value for university services is between 0 and € 5,000.00 and is determined as follows:

<table>
<thead>
<tr>
<th>Typology</th>
<th>Money Amount</th>
<th>Accommodation</th>
<th>Canteen</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Resident students</td>
<td>€ 2.908,00</td>
<td>€ 1.867,00</td>
<td>€ 746,00</td>
<td>€ 5.521,00</td>
</tr>
<tr>
<td>Commuter students</td>
<td>€ 2.367,00</td>
<td>€ ---</td>
<td>€ 746,00</td>
<td>€ 3.113,00</td>
</tr>
<tr>
<td>Resident Students</td>
<td>€ 2.179,00</td>
<td>€ ---</td>
<td>€ 746,00</td>
<td>€ 2.925,00</td>
</tr>
</tbody>
</table>

the Scholarship share provided in services (canteen and accommodation) is not monetizable and, in case of non-use, will not give right to any refund.

## ART. 15 HOUSING SERVICE

### Paragraph 1 - Benefit recipients

Students who meet the income and merit requirements set out in articles 9 and 10 can compete for the assignment of the accommodation place.

The Agency provides 1,973 beds throughout the region distributed as follows:

- Bari 1,334
- Foggia 160
- Lecce 449
- Taranto 30
Paragraph 2 - Grant and duration of the benefit

The benefit is granted:

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

b) for those enrolled in PhD courses, specialization schools, for a period of time equal to the duration provided for by the respective educational systems, starting from the year of first enrolment in the course attended.

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

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

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

Paragraph 3 - Permanence of the graduating student

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

- Bari: 40
- Foggia: 5
- Lecce: 11
- Taranto: 1

Student who have been assigned an accomodation, eligible or scholarship holders for A.A. 2019/2020, who plan to obtain a degree or master's degree by the month of April 2021, may request, by 31 July 2020, the grant of the accommodation service, at a cost of € 160.00 per month, from October until the tenth day after the final degree exam.

Students who intend to apply for a stay must prove that they have acquired the minimum merit requirement, by 31 July 2020, as indicated below:
- Bachelor's degree (Three-year degree) 142 CREDITS
- Master's Degree 84 CREDITS
- Four-year degree 200 CREDITS
- single cycle Master's Degree in five years 258 CREDITS
- single cycle Master's Degree in six years, 315 CREDITS

This provision does not apply to students enrolled for the academic year 2019/2020 in the first supplementary year.

The above mentioned application submitted by 31 July 2020 is incompatible with participation in the scholarship competition; in the event of simultaneous participation, the request of stay in the student residence will be cancelled.

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

(e.g. Three-year degree: number of cfu achieved by 31 July 2020/180)

**Paragraph 4 - Accommodation allocation**

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

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

Alternatively, students with a disability equal to or greater than 66%, who are commuting students according to art. 8 and who are eligible for the final rankings, may also apply for a bed. The assignment will be made, in order of priority, to students with walking difficulties, students already resident and finally to those with the highest degree of disability.
The remaining places will be allocated in accordance with the criteria set out in art. 19, and distributed in relation to the number of eligible students applying for an accommodation place in the 2020/2021 academic year:

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

Still available beds, following the assignments specified above, as well as after the assignment to foreign students included in the international mobility programs, may be assigned to Italian and foreign students who carry out study and/or research activities at the Universities of Puglia. For these types of students, the rates indicated in Table B attached to this call for proposals will be applied, based on the actual period of stay.

These students can apply from 1 December 2020, through the digital application on the student portal.

**Paragraph 5 - Accommodation acceptance**

Non Resident students applying for accommodation in the Agency's facilities, who are eligible in the list of beds, are supposed to confirm their request of accommodation by means of a digital application within the deadlines specified in this article, under penalty of forfeiture of the benefit and the transition to *commuter* status.

<table>
<thead>
<tr>
<th>Student type</th>
<th>Provisional ranking of the scholarship</th>
<th>Deadline for confirmation of accommodation</th>
<th>Final Ranking of the Scholarship</th>
<th>Deadline for confirmation of accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in subsequent years</td>
<td>14/9/2020</td>
<td>21/9/2020</td>
<td>12/10/2020</td>
<td>19/10/2020</td>
</tr>
<tr>
<td>Freshmen</td>
<td>28/9/2020</td>
<td>5/10/2020</td>
<td>20/10/2020</td>
<td>25/10/2020</td>
</tr>
<tr>
<td>Enrolled in Specialization Schools and PhDs</td>
<td>20/11/2020</td>
<td>26/11/2020</td>
<td>14/12/2020</td>
<td>21/12/2020</td>
</tr>
</tbody>
</table>

Beds will be allocated according to the order in which students are placed in the provisional ranking of sleeping places.

Students who are usefully placed in the above mentioned rankings, will be able to see in their own file on the Student Portal the rankings for the allocation of beds.
Students, before taking possession of their accommodation, must enclose in the appropriate section "Transmission of documents":

- the receipt for the deposit of € 130.00 (only in case of reassignment);
- the medical certificate of healthy and robust constitution which shows the possession of the requirements of psychophysical fitness for the purposes of living in the community and the absence of infectious diseases in progress that prevent cohabitation with others;
- a copy of the MAV or PagoPa bulletin, certifying enrolment at the University (only in the case of fresh students and first year out).

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

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

**Paragraph 6 - Students participating in international mobility programmes**

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

Furthermore, students must occupy the place-bed assigned to them by the 15th day of the first month of stay and inform, in writing, the Agency, with one month's notice, of any request to extend the stay, if granted by the Erasmus office of the attended University.
Paragraph 7 - Fees - Security deposit - Contribution expenses

For the academic year 2020/2021 monthly accommodation rates are applicable as described in the following table:

<table>
<thead>
<tr>
<th>Rate</th>
<th>Student typology</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Free</td>
</tr>
<tr>
<td></td>
<td>- Scholarship recipients and eligible students enrolled in subsequent years and the first year;</td>
</tr>
<tr>
<td></td>
<td>- Students who provide assistance to students with disabilities;</td>
</tr>
<tr>
<td></td>
<td>- The second semester for scholarship winners and eligible students enrolled in the 1st supplementary year or in the 2nd supplementary year for students with disabilities.</td>
</tr>
<tr>
<td>2</td>
<td>€ 160,00</td>
</tr>
<tr>
<td></td>
<td>Foreign students participating in international mobility programmes.</td>
</tr>
</tbody>
</table>

For the academic year 2020/2021 students who are lodging assignee are required to pay a non-interest-bearing deposit of € 130.00.

ART. 16 CANTEEN SERVICE

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

1. Eligible and winning Resident students enrolled in subsequent years and winning Resident students enrolled in the first year are entitled to a number of meals corresponding to the total amount of € 746.00, taking into account the cost of the agreed meal in each territorial Adisu Puglia office;

2. Eligible and winning commuter students enrolled in subsequent years and winning commuting students enrolled in the first year are entitled to a total number of meals per year of 200. The total cost of meals will be covered by the scholarship fee for canteen service (€ 746,00) and by a supplementary fee paid by ADISU Puglia.

3. Eligible and winning Non Resident students enrolled in subsequent years and winning Non Resident students enrolled in the first year are entitled to a total number of meals per year
equal to 310. The total cost of meals will be covered by the scholarship fee for canteen service (€ 746,00) and by a supplementary fee paid by ADISU Puglia.

4. Eligible Non Resident students, commuting and Resident student enrolled in the first year are entitled to the same number of meals as scholarship students of the same condition, at a cost of € 2.00 per meal.

5. The above mentioned students can take advantage of an additional fee for meals, to be paid at the agreed full price.

6. The use of the canteen service will take place through one’s fiscal code (the modalities will be shown in the student portal) from October 1, 2020 to September 30, 2021 (from December 1, 2020 to November 30, 2021 for students enrolled in PhD courses, specialization schools).

7. The additional amount charged to the ADISU budget will be committed only if used in the facilities where the canteen service contracted by ADISU Puglia is carried out.

Students enrolled at the branch offices of the University of Bari and the University of Foggia for which no agreements have been activated or perfected to guarantee the use of the catering service can ask for reimbursement of the meals taken. Fiscal documents (including the name, surname and tax code of the person using the meal/consumations), which students may submit for reimbursement with reference to their own 'Type', may not exceed the number of meals provided for in art. 3 ‘Rates’ - of the Catering Regulations. The maximum amount refundable for each fiscal document is equal to the unit cost of the meal, with the total annual limit of € 746.00. All other students, for this period, may access the food service centres under the conditions set out in the aforementioned regulations.

ART. 17 CONTRIBUTION FOR INTERNATIONAL MOBILITY

Paragraph 1 – Recipients.

Students who are scholarship holders and eligible in the final rankings for scholarships are entitled to a supplement to the international mobility scholarship granted by the University, relating both to programs promoted by the European Union and to non-EU programs that take place during the academic year 2020/2021.

The subsidy is granted only once for each type of course provided that:

a) The student is a scholar or eligible for a scholarship in the academic year in which he or she participates in mobility programs;
b) The period of study yielded CFU within one's course of study in one of the Universities or other Institutes referred to in Article 2, paragraph 2.

Paragraph 2 - Adisu contribution and how to apply for it.

ADISU contribution cannot exceed € 130,00 for each month of stay abroad, up to a maximum of 10 months (fractions of a month less than 15 days are not considered), it being understood that the total monthly contribution from MIUR, European Union and ADISU funds cannot exceed € 750,00.

A contribution is also granted for travel expenses of € 100.00 for European countries and € 500.00 for non-European countries;

The contribution must be requested through a digital application form at the end of the mobility period; no contributions will be paid for any periods of stay abroad beyond those provided for when the mobility grant is awarded (extensions).

The benefits will be paid out in a lump sum after the acquisition of the documentation certifying the period of stay abroad, the self-certification of the validated exams and subject to the actual payment by the relevant University.

Paragraph 3 - Further contribution for accommodation.

ADISU Puglia grants to the beneficiaries of the call for international mobility referred to in this article, a further contribution for accommodation costs incurred for the stay abroad. The accommodation contribution is equal to € 200.00 per month and will be paid upon presentation of the rental contract stipulated with residential facilities or private accommodation for a period equal to the duration of the stay.

ART. 18 - REGIONAL TAX FOR THE RIGHT TO STUDY.

Paragraph 1 - Students required to pay

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

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

- by students enrolled in courses with legal value, started before the application of the Ministerial
Decree 03/11/1999, n. 509, and by those who enrol in degree courses, master's degree and single cycle master's degree, possessing a University Diploma;

- by students enrolled in degree courses and Specialization schools activated pursuant to Law no. 508/99.

**Paragraph 2 - Tax amount**

Pursuant to Article 11 of Regional Law No 45 of 28 December 2012, the amount of the regional tax is redetermined in three bands:

1. The first bracket amounts to € 120.00 for students with an ISEE value for university services less than or equal to € 23,000.00;

2. The second bracket amounts to € 140.00 for students with an ISEE value for university services between € 23,000.01 and € 46,000.00;

3. The third bracket amounts to € 160.00 for students with an ISEE value for university services exceeding € 46,000.00.

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

**Paragraph 3 – Tax refund.**

Winning students and those eligible for this competition for scholarships, for the academic year 2020/2021, have the right to get from ADISU Puglia the reimbursement of the regional tax paid for the same academic year, as shown in art. 21, paragraph 3, within the following terms:

- students enrolled in the first year: by 31 January 2022
- students enrolled in subsequent years: by April 30, 2021.

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

Eligible students who are not scholarship recipients and scholars are entitled to a tuition fee waiver or refund for the current academic year, in accordance with the terms and timescales set forth in the regulations of the University attended.
Students who renounce their studies or who transfer to another University or territorial seat of ADISU Puglia by 31/01/2021, may request reimbursement of the regional fee paid at the time of registration, through an online procedure, by 30/06/2021, under penalty of forfeiture of the right to reimbursement.

**Paragraph 4 - Regional tax exemption.**

Pursuant to Legislative Decree 68/2012, art. 9, paragraph 2, students with disabilities, with recognition of disability pursuant to Article 3, paragraph 1, of Law no. 104 of 5 February 1992, or with a disability equal to or greater than sixty-six percent, are exempt from paying the regional tax.

**TITLE V - RANKINGS**

**ART. 19 - FUND SHARING AND RANKINGS**

**Paragraph 1 – Fund sharing.**

ADISU Puglia, for the academic year 2020/2021 shall select a number of scholarships commensurate with the amount of funds earmarked for the purpose and resulting from:

- revenue from the regional fee that students pay when enrolling in university;
- sums allocated by the Apulia Region for the disbursement of Scholarships;
- share of the National Supplementary Fund allocated to the Apulia Region by the Ministry of Education, University and Research;
- Resources ROP - Puglia ERDF 2014/2020 Action 10.4 in favour of ADISU Puglia;
- ADISU Puglia own resources possibly available.

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

In any case, a scholarship will be guaranteed to students enrolled in subsequent years who are first in the rankings of each year's degree course.
On the basis of the above, there could be the hypothesis that there are eligible students but not grant recipients, due to lack of funds (see D.P.C.M. 9/4/2001).

Additional scholarships may be awarded during the year with funds made available at a later date.

Students participating in the competition will periodically consult the ranking section on ADISU Puglia website: [www.adisupuglia.it](http://www.adisupuglia.it)

All savings resulting from waivers and withdrawals will be included in the funds to be allocated to the 2021/2022 academic year rankings.

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

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

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

Alternatively, priority is given to the youngest student.

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

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

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

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

**B. PhD**

The single ranking will be increasingly ordered according to the overall economic condition of the household. In the event of parity, priority will be given to the youngest student.

**C. Specialization Schools**

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

Paragraph 4 - Legal value of the rankings

The publication of the rankings and lists of excluded students shall serve as notification of the outcome of the application to the interested parties and other interested parties.

ART. 20 PUBLICATION OF RANKINGS AND APPEALS.

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

Provisional rankings will be approved by ADISU Puglia territorial offices and published on the website www.adisupuglia.it, at the link “Graduatorie”, within the dates indicated in the tables below. The data indicated in the provisional rankings may be subject to ex officio correction to be validated with the approval of the final rankings.

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

ADISU Puglia, once examined the appeals, by order of the General Director, will approve and publish the final rankings on the website www.adisupuglia.it, at the link “Graduatorie”, within the dates specified in the tables below.

If the administrative appeal is rejected, students may apply to the T.A.R. (“Tribunale Amministrativo Regionale) for Puglia, within 60 days from the date of publication of the final rankings.

These rankings will also have the value of notifying interested and counter interested students of the outcome of the above mentioned appeals.
Ranking terms

<table>
<thead>
<tr>
<th>Student type</th>
<th>Provisional ranking</th>
<th>Time limit for appeals</th>
<th>Definitive ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in subsequent years</td>
<td>14/9/2020</td>
<td>24/9/2020</td>
<td>12/10/2020</td>
</tr>
<tr>
<td>Freshmen</td>
<td>28/9/2020</td>
<td>9/10/2020</td>
<td>20/10/2020</td>
</tr>
<tr>
<td>Enrolled in Specialisation Schools</td>
<td>20/11/2020</td>
<td>3/12/2020</td>
<td>14/12/2020</td>
</tr>
<tr>
<td>and PhDs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ART. 21 - HOW BENEFITS ARE GRANTED.**

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

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

A. Three-year degree courses, single cycle and Master's degree courses.
   1. Students who have won the scholarship will be awarded the established amount of money in a single payment, upon presentation of self-certification of the acquisition of 20 credits by August 10, 2021. Students who obtain the 20 credits by November 30, 2021 will receive half of the scholarship money amount, while services will be guaranteed for the entire academic year. Credits must be reported by 31 January 2022, otherwise the benefit will be forfeited.
   2. Scholarship recipients and eligible students who are not awarded a scholarship and who do not obtain the merit referred to in point 1. will have their eligibility revoked and will be required to return the entire amount received as canteen service and/or accommodation. The same students will not be entitled to a refund of the regional fee.

Students enrolled in the first year of their Master’s degree cannot use any credits validated by their First Level degree to get a scholarship payment.

B. Specialization Schools and PhDs

Winning students will have the sum of money they are entitled to in a single payment by June 30, 2021.
Paragraph 2 - Students enrolled in subsequent years.

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

winning students will be awarded their scholarship in two instalments:

- the first instalment equal to 50% of the total by 31/12/2020;
- a further 50% by 30/06/2021.

Any further grants awarded subsequently will be settled in two instalments as shown below:

- the first instalment equal to 50% of the total within 45 days of the grant award;
- a further 50% by 30/06/2021.

B. Specialization Schools, Doctorate of Research

Winning students will have the sum of money they are entitled to in a single payment by June 30, 2021.

Paragraph 3 - Provisions for the scholarship award.

The payment of the scholarship will be made exclusively by crediting the student's bank account in the student's name or co-owned by the student or by other electronic payment instruments chosen by the student (excluding post office books, prepaid cards), therefore students who have won the scholarship are obliged to communicate their IBAN code.

In all cases where a deadline is not expressly provided for in this notice, payments will be ordered by the competent offices of the Agency within 90 days of the completion of the relevant requests.

If students do not collect the amounts issued in their favour by 31 December 2022, they will lose all rights to the benefits assigned.

Paragraph 4 - Payments suspension.

Students who have to regularize their position, as well as pending the conclusion of any ongoing assessment procedures, are suspended payment of the scholarship and other money benefits until they produce the required documentation.

ADISU Puglia suspends from the payment of the scholarship, other money benefits and reimbursements, students who:

- have submitted a valid ISEE certificate for the benefits for the right to study with annotations by the Inland Revenue relating to omissions and/or discrepancies;
- have not communicated their IBAN, in accordance with the previous paragraph or have provided an IBAN that differs from the indications in this notice;
- are subject to verification of the truthfulness of the data and information provided through self-certification and, in particular, of income and merit requirements;
- have received a request to supplement the information and/or documentation submitted.

Suspension remains active until one’s position is adjusted. Any payments suspended shall be processed within 90 days of the date of settlement.

**TITLE VI - FINAL PROVISIONS**

**ART. 22 - CHECKS**

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

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

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

ADISU Puglia, with reference to the "Regulation of the control procedures of the substitutive declarations of the general, merit and economic requirements submitted by university students" ("Regolamento delle procedure di controllo delle dichiarazioni sostitutive dei requisiti generali, di merito ed economici presentate dagli studenti universitari") approved by the Board of Directors with resolution no. 21 of 27/04/2017, will carry out an in-depth check on the components declared in the Single Substitutive Declaration (DSU) and on the ISEE certifications with discrepancies and/or omissions directly detected by INPS and/or Inland Revenue ("Agenzia delle Entrate").

Should the operations carried out to ascertain the truthfulness of the replacement declarations reveal discrepancies or omissions affecting the benefit, the Agency will take action:
- to send the person concerned formal notice of the initiation of the investigation procedure, reporting any omissions or irregularities found;
to assess any counterclaims referred to above and, if they are not considered suitable to resolve the discrepancy, the Agency will proceed with an administrative measure to revoke the benefits.

The final revocation order, based on the provisions of the aforementioned Regulations, entails the return of the scholarship, as well as the share in services, unduly received.

The benefits and services provided by this call for proposals, obtained on the basis of declarations that, as a result of the checks carried out by the Agency, are found to be untrue, will be revoked and recovered, as well as sanctioned as provided for in the aforementioned Regulation. The student will lose the right to obtain any benefit from ADISU Puglia for the entire duration of the university career.

ADISU Puglia is required to report the facts to the Judicial Authority (ex art. 76 of Presidential Decree no. 445/2000) competent to verify the possible existence of crimes.

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

**ART. 23 INFORMATION OBLIGATIONS**

Students who, during the academic year:

- are aware of the cancellation of exams or validation at times other than those declared;
- obtain a scholarship from another body, public or private;
- renounce studies;
- graduate or move to another location;
- considered *Non Resident*, change or lose their domicile for payment;

must notify ADISU Puglia within 30 days of the occurrence of the event.

**ART. 24 - PRIVACY REGULATION (EU) 2016/679 (GDPR)**

In accordance with art. 13 of the new Privacy Regulation (EU) 2016/679 (GDPR), consent is required for 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 the same will prevent access to the services provided by ADISU Puglia. In order to ensure transparency and security according to the new rules, the Privacy will be constantly updated on the Agency's website www.adisupuglia.it, at the address:

https://w3.adisupuglia.it/privacy/
which you are advised to read carefully before accepting or refusing.

Such data may be communicated to the Public Administrations in charge of truthfulness and conformity checks, to the competent Universities and Institutes of University degree and to any other subject entitled by law.

**ART. 25 REFERRAL**

For matters not covered by the above provisions, existing national and regional rules on university law will apply.
### ANNEX A – TABLE OF APULIAN MUNICIPALITIES.

#### University town attended: BARI

<table>
<thead>
<tr>
<th><strong>Municipalities of “Resident” students</strong></th>
<th><strong>Municipalities of “Commuter” Students</strong></th>
<th><strong>Municipalities of “Non Resident” students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bari, Carbonara, Palese, Santo Spirito, Ceglie, Loseto, Torre a Mare</td>
<td>The municipalities in the province of Bari not included in the list of &quot;Non Resident&quot;</td>
<td>Students residing in the municipalities of Alberobello, Altamura, Gravina in Puglia, Noci, Poggiorsini, Locorotondo and in the remaining Italian municipalities are considered to be “Non Resident”.</td>
</tr>
</tbody>
</table>

#### University town attended: BRINDISI

<table>
<thead>
<tr>
<th><strong>Municipalities of “Resident” students</strong></th>
<th><strong>Municipalities of “Commuter” Students</strong></th>
<th><strong>Municipalities of &quot; Non Resident&quot; students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brindisi, Cellino San Marco, Mesagne, San Pietro Vernotico, Carovigno, Cisternino, Erchie, Fasano, Francavilla Fontana, Ostuni, Oria, San Michele Salentino, Latiano, Sandonaci, San Pancrazio Salentino, San Vito dei Normanni, Torchiarolo, Torre Santa Susanna</td>
<td>Students residing in the remaining Italian municipalities are considered to be “Non Resident”.</td>
<td></td>
</tr>
</tbody>
</table>

#### University town attended: FOGGIA

<table>
<thead>
<tr>
<th><strong>Municipalities of “Resident” students</strong></th>
<th><strong>Municipalities of “Commuter” Students</strong></th>
<th><strong>Municipalities of &quot; Non Resident&quot; students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foggia</td>
<td>The municipalities in the province of Foggia not included in the list of &quot;Non Resident&quot;</td>
<td>Students living in the municipalities of Accadia, Alberona, Anzano di Puglia, Borgo Tressanti, Bovino, Cagnano Varano, Carlantino, Carpino, Casalnuovo Monterotaro, Casalvecchio di Puglia, Castelluccio Valmaggiore, Castelnuovo della Daunia, Celenza Valfortore, Celle di San Vito, Chieuti, Deliceto, Faeto, Ischitella, Isole Tremiti, Lesina, Mattinata, Montealeone di Puglia, Monte Sant'Angelo, Orsara di Puglia, Panni, Peschici, Poggio Imperiale, Rignano Garganico, Rocchetta Sant'Antonio, Rodi Garganico, Roseto Valfortore, San Giovanni Rotondo, San Marco in Lamis, San Marco la Catola, San Nicandro Garganico, San Paolo di</td>
</tr>
</tbody>
</table>
Civitate, Sant'Agata di Puglia, Serracapriola, Vico del Gargano, Vieste, Volturara Appula, Volturino and in the remaining Italian municipalities are considered “Non Resident”.

<table>
<thead>
<tr>
<th>University town attended: LECCE</th>
<th>Municipalities of “Resident” students</th>
<th>Municipalities of “Commuter” Students</th>
<th>Municipalities of “Non Resident” students</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>University seat attended: TARANTO</th>
<th>Municipalities of “Resident” students</th>
<th>Municipalities of “Commuter” Students</th>
<th>Municipalities of &quot; Non Resident&quot; students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lama, San Vito, Statte, Talsano</td>
<td>All the municipalities of the Province of Taranto</td>
<td>Students residing in the municipalities of Avetrana, Ginosa, Laterza, Maruggio, Manduria and in the remaining Italian municipalities are considered “Non Resident”.</td>
<td></td>
</tr>
</tbody>
</table>

For decentralized University locations, taking into account Article 8, each individual case will be assessed.
ANNEX B - MONTHLY RATES FOR ACCOMMODATION

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Description</th>
</tr>
</thead>
</table>
| 1 | € 160,00 | - Differently abled students with disability equal to or greater than 66%, with ISEE value lower than the income threshold of € 38,000.00 and ISPE lower than € 55,000.00;  
- Students who have not applied for, or have been excluded from the scholarship, with an ISEE and ISPE value below or equal to the thresholds for the scholarship (ISEE 23,000.00 - ISPE 50,000.00). |
| 2 | € 200,00 | - Differently abled students with disability equal to or greater than 66%, with ISEE value between € 38,000.01 and € 56,000.00 and ISPE value between € 55,000.01 and € 90,000.00. |
| 3 | € 240,00 | - Differently abled students with disability equal to or greater than 66%, with ISEE value greater than € 56,000.00 and ISPE value greater than € 90,000.00;  
- Students who have not applied for, or have been excluded from the scholarship, with an ISEE or ISPE value above the thresholds for the scholarship (ISEE 23,000.00 - ISPE 50,000.00). |
| 4 | € 200,00 | PhD students without a scholarship from the Ministry and Specialists (with the exception of those in the medical area pursuant to Legislative Decree no. 368/1999) with an ISEE and ISPE value less than or equal to the threshold provided for the scholarship (ISEE 23,000.00 - ISPE 50,000.00). |
| 5 | € 240,00 | Doctoral students without a Ministry grant and students about to end Specialization schools (with the exception of those in the medical area pursuant to Legislative Decree no. 368/1999) with an ISEE or ISPE value higher than the threshold for the scholarship (ISEE 23,000.00 - ISPE 50,000.00). |
| 6 | € 300,00 | Doctoral students with Ministry scholarship or other kind of scholarship. |