



Opera Universitaria di Trento



UNIVERSITÀ  
DI TRENTO

1  
ISEE

# Call for scholarship 2020 | 2021

- ▶ STUDENTS ENROLLING IN THE FIRST YEAR
- ▶ STUDENTS REGISTERED OR TRANSFERRED TO TRENTO STARTING FROM THE A.Y. 2017/2018
- ▶ STUDENTS TRANSFERRING FROM OTHER UNIVERSITIES

FOR THE AWARDING OF A SCHOLARSHIP, THE ASSIGNMENT OF ACCOMMODATION,  
THE EXEMPTION FROM THE PROVINCIAL STUDENT WELFARE TAX AND FROM TUITION FEES

Actions implemented by Opera Universitaria and University of Trento to promote  
the right to education and accommodation

ENGLIS COURTESY TRANSLATION OF THE CALL  
THE OFFICIAL VERSION IS THE ITALIAN ONE

right  
to  
study

STUDENTS ENROLLING IN THE FIRST YEAR IN  
THE 2020/2021 A.Y.,

STUDENTS REGISTERED OR TRANSFERRED TO  
TRENTO STARTING FROM THE AY 2017/2018,

STUDENTS TRANSFERRING FROM  
OTHER UNIVERSITIES

*NOTE - submit your application for scholarship and/or accommodation starting from 27 July 2020, even if you are not yet registered or enrolled!*

## WHEN

## WHAT

## HOW

BY  
18 AUGUST

ACCOMMODATION  
CONFIRMATION, APPLICATION  
FOR SCHOLARSHIP AND TAX  
EXEMPTION

BY  
31 AUGUST

APPLICATION FOR  
SCHOLARSHIP,  
TAX EXEMPTION  
AND ACCOMMODATION

BY  
14 SEPTEMBER

APPLICATION FOR  
SCHOLARSHIP,  
TAX EXEMPTION

FROM  
15 SEPTEMBER  
TO  
15 OCTOBER

SUBMISSION OF A COPY OF THE  
TENANCY AGREEMENT FOR NON-  
RESIDENT STUDENTS  
WHO APPLIED FOR A  
SCHOLARSHIP

BY  
5 NOVEMBER

PROVIDING DETAILS OF  
CURRENT ACCOUNT  
HELD OR JOINTLY HELD  
BY THE STUDENT

If your **household is in Italy**

- Ask a Tax Support Centre (CAF) or any other qualified entity, or use the INPS website to request the Attestazione ISEE per prestazioni agevolate per il diritto allo studio
  - to claim the benefits fill in the ONLINE APPLICATION on the website [www.operauni.tn.it](http://www.operauni.tn.it)
- > see points 9.1 and 10.1, pages 14 and 15

If your **household is abroad**

- make an appointment with the UniTrento qualified CAF and request the ISEE parificato
  - send a copy of the ISEE parificato to [borse@operuni.tn.it](mailto:borse@operuni.tn.it)
  - to claim the benefits fill in the ONLINE APPLICATION on the website [www.operauni.tn.it](http://www.operauni.tn.it)
- > see points 9.2 and 10.1, pages 14 and 15

**NOTE! If there are any omissions / discrepancies in your ISEE certification, you will have to submit a new Dichiarazione sostitutiva unica (DSU) within and no later than 15 October 2020**

Upload your documentation in the ONLINE APPLICATION on the website [www.operauni.tn.it](http://www.operauni.tn.it)

> see point 4.1.3, p. 8

Enter your bank details in the ONLINE APPLICATION on the website [www.operauni.tn.it](http://www.operauni.tn.it)

> see point 4.2, p. 9

**NOTE: carefully read the call for application**

right  
to  
study

# PHD STUDENTS

## WHEN

**BY 30  
NOVEMBER**

## WHAT

**APPLICATION FOR  
SCHOLARSHIP,  
TAX EXEMPTION  
AND ACCOMMODATION**

## HOW

### If your **household is in Italy**

- Ask a Tax Support Centre (CAF) or any other qualified entity, or use the INPS website to request the Attestazione ISEE per prestazioni agevolate per il diritto allo studio
  - to claim the benefits fill in the ONLINE APPLICATION on the website [www.operauni.tn.it](http://www.operauni.tn.it)
- > see points 9.1 and 10.1, pages 14 and 15

### If your **household is abroad**

- make an appointment with the UniTrento qualified CAF and request the ISEE parificato
  - send a copy of the ISEE parificato to [borse@operuni.tn.it](mailto:borse@operuni.tn.it)
  - to claim the benefits fill in the ONLINE APPLICATION on the website [www.operauni.tn.it](http://www.operauni.tn.it)
- > see points 9.2 and 10.1, pages 14 and 15

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# 1. RECIPIENTS

This call for applications is intended for students who are less than 35 years old as at 1 January 2020, who are citizens of European Union countries, of Island, Norway, Liechtenstein, San Marino, Switzerland and Vatican City and for students who are resident in Italy and are nationals of non-EU countries:

- **who intend to register at the University of Trento in the AY 2020/2021 for the FIRST year or who registered or transferred to the University of Trento as of AY 2017/2018 for the following courses:**
  - undergraduate degrees
  - master's degrees
  - 5-year master's degrees
  - PhD programmes, who are not benefiting from other scholarships or other kinds of funds for the PhD programme, nor have been granted a paid leave of absence
- **who intend to register at the Conservatory or other Institute of the University of Trento in AY 2020/2021 for the FIRST year or who registered or transferred to the Conservatory or other University Institute of Trento as of AY 2017/2018 for the following courses:**
  - undergraduate degree from the University Institute for Interpreters and Translators (ISIT) and from the "Trentino Art Academy" Advanced Art Institute and undergraduate degree from the Conservatory of Music of Trento "F.A. Bonporti"
  - master's degree from the Conservatory of Music of Trento "F.A. Bonporti"
  - courses from the Conservatory of Music of Trento "F.A. Bonporti" according to the previous system (higher period) if they have a diploma of completion of secondary education
- **who intend to transfer to the University of Trento, the Conservatory or an University Institute of Trento from another University or Institute.**

The Autonomous Province of Trento has established that the University of Trento, university institutes and higher education university institutes with registered office in the province must issue special calls for scholarship applications intended for students who are resident abroad and are nationals of non-EU countries.

*NOTE - the application for benefits must be submitted irrespective of actual registration in the academic year 2020/2021 for which different deadlines may be envisaged falling after the deadline for submission of this application, including if the student does not know the results of the admission test or has not yet enrolled in the course for which he/she is submitting the application for benefits (for example, a student who is not yet enrolled in a master's degree programme on 14 September 2020 must still submit the application for benefits within the deadlines set out in paragraph 10.2 of this call)*

# 2. STUDENTS FINANCIAL AID

The following are the income and merit-based benefits available for "capable and worthy students regardless of their financial condition" (art. 34 of the Constitution)

1. scholarship
2. accomodation, available in halls of residence and in flats
3. exemption from the provincial student welfare tax **15**
4. total exemption of tuition fees **17**.

Students of the Institute for Interpreters and Translators and the "Trentino Art Academy" Advanced Art Institute are not eligible for the benefit described in point 4.

# 3. REQUIREMENTS

## 3.1 FINANCIAL CONDITION

In accordance with provincial resolution no. 1765 of 7 October 2016, the student's financial situation will be defined based on the ISEE (Equivalent Financial Situation Indicator) **8** issued for university student benefits and the ISPE (Equivalent Asset Indicator) **11**.

The limit of the ISEE **8** for university student benefits in order for a student to qualify for the benefits is €23,000.00 and €50,000.00 for the ISPE **11**.

The above two limits must be met concurrently: if only just one of them is exceeded, the student does not satisfy the financial requirement and is not eligible for the benefit.

## 3.2 MERIT

Merit is based on the number of credits **3** earned and recorded, during the course of studies at university, by the relevant Offices in relation to the year of first enrolment **18** (for clarifications about the meaning of “year of first enrolment” **18**, please carefully read the corresponding entry in the Glossary). Any credits **3** awarded for skills acquired prior to enrolment (CPA and CMPA) will not be considered in the merit calculation.

### 3.2.1 Years following the first year

Students enrolled in years subsequent to the first have to fulfil a merit requirement which is based on the number of credits **3** earned and registered by **5 August 2020** (by **30 September 2020** for students of the Conservatory, part-time degree course in Business Management and master’s degree courses in Civil Engineering, Environmental and Land Engineering and European and International Studies) starting from the year of first enrolment **18**. Tables 1 and 2 in the Appendix show the minimum merit requirement for accessing the benefits with reference to the year of first enrolment **18**.

Students enrolled in previous system (advanced period) courses at the Conservatory of Music have to fulfil a merit requirement based on admission and enrolment in the following year.

More favourable merit requirements may be envisaged for students with special needs as set forth in point 8.

### Bonuses

To reach the minimum merit requirement referred to in Tables 1 and 2 in the Appendix, in addition to credits **3** actually earned, the student may also use a bonus of up to a maximum of 5 credits **3** during the entire study periods. Any bonuses not used to apply for benefits during the current academic year can be used in the next years. If students have already used bonuses in previous years to request benefits (including during a three-year degree programme either at Trento or at another University or University Institute), they will have a number of bonus credits **3** given by the difference between the maximum 5 credits **3** available and the credits already used.

*Example - a student enrolled for the AY 2019/2020 in the first year of the Economics and Management degree programme (40 credits **3** required), has earned 36 credits **3** as at 5 August 2020: to get the scholarship, the student uses 4 bonus credits **3** and will only have one credit left to be used in the following years to reach the minimum merit requirement.*

### Students changing to another programme within the University of Trento

The merit requirement for students switching to another programme is that established for the new programme they intend to enrol in, with reference to the year of first enrolment **18**, as per Tables 1 and 2 in the Appendix.

*Example - a student enrolled for the AY 2019/2020 in the Business Administration degree programme who, for AY 2020/2021 transfers to the Economics and Management degree programme, must have earned 40 credits **3** by 5 August 2020, instead of 35.*

### Students transferring from other Universities

Students transferring from other Universities have to fulfil a merit requirement based on the number of credits **3** earned and recorded by **5 August 2020** at their former University, with reference to the year of first enrolment **18**. Credits **3** not recognized by the University of Trento cannot be used to apply for benefits in subsequent academic years. Tables 1 and 2 in the Appendix show the minimum merit requirement for accessing the benefits with reference to the year of first enrolment **18**.

### 3.2.2 First-year student (first enrolled in A.Y. 2020/2021)

For all first-year students, special merit requirements must be met to obtain payment of the scholarship, as specified in section 4.2.

### 3.2.3 PhD students

Students enrolled in PhD courses must be regularly enrolled for the AY 2020/2021.



## 4. SCHOLARSHIP

### 4.1 AMOUNT

The scholarship amount varies according to the financial situation of the student's household <sup>6</sup>. Students with an ISEE <sup>8</sup> indicator equal to or less than two-thirds of the threshold value set forth in point 3.1, will compete for a scholarship the maximum amount of which is determined by resolution of the Provincial Council no. 1765 of 7 October 2016, subject to any adjustments provided for by ministerial decree No. 63 of 6 May 2020. For students with an ISEE <sup>8</sup> indicator ranging from two-thirds of the threshold value and up to the maximum limit, the scholarship is progressively reduced up to half of the maximum amount.

#### 4.1.1 Resident scholarship

The scholarship amount for students residing in "local" municipalities (as listed in [Tables 3 and 4](#) of the Appendix), ranges from a minimum of €1,300.00 to a maximum of €2,600.00, depending on their financial situation.

#### 4.1.2 Scholarship for commuting students

The scholarship amount for commuting students residing who reside in one of the "commuting" municipalities (as listed in [Tables 3 and 4](#) of the Appendix), ranges from a minimum of €1,450.00 to a maximum of €2,900.00, depending on their financial situation.

#### 4.1.3 Non-resident scholarship

The scholarship amount for students who reside in "non-local" municipalities (as listed in [Tables 3 and 4](#) in the Appendix) and who rent an accommodation near the course location **for at least 10 months during the AY 2020/2021** (5 months for students applying for the scholarship only for the last semester) ranges from a minimum of €2,629.00 to a maximum of €5,258.00, depending on their financial situation.

Students who reside in facilities other than those provided by Opera Universitaria are required to upload to the ONLINE APPLICATION section of the [www.operauni.tn.it](http://www.operauni.tn.it) website (in PDF format only) **from 15 September to 15 October 2020, a copy of the tenancy agreement <sup>16</sup>** registered in their name (or copy of the accommodation assignment if staying in halls of residence) with a minimum term of 10 months during the AY 2020/2021. Students who, in previous years, delivered a multi-year tenancy agreement <sup>16</sup> to Opera Universitaria, must provide evidence that the tenancy agreement <sup>16</sup> is valid for the AY 2020/2021 (see tenancy agreement) by uploading the supporting documentation in the ONLINE APPLICATION from 15 September to 15 October 2020.

**NOTE - for the purpose of awarding non-resident scholarships, tenancy agreements <sup>16</sup> submitted after 15 October 2020 will not be considered for any reason whatsoever. Foreign students whose household <sup>6</sup> resides abroad are also required to upload the tenancy agreement <sup>16</sup> by the same date**

Students enrolling in a master's degree or in a PhD programme after 15 October, may deliver the tenancy agreement <sup>16</sup> (or access the facilities provided by Opera Universitaria) at a later date, obtaining a "non-resident" scholarship for a period proportional to the months of actual tenancy until 31 August 2021.

For students spending time abroad on international mobility programmes or work placements, for which a financial contribution is provided by Opera Universitaria, by the University of Trento or by another Institution, the "non-resident" scholarship will be disbursed only for the months during which the students are staying in Trento, as proved by the tenancy agreement <sup>16</sup>, whereas a "resident" scholarship will be disbursed during the months spent abroad, provided that the overall period spent in Trento and in another Institution must be at least 10 months.

*Example - a student who is awarded a scholarship by Opera Universitaria for AY 2020/2021 and additional financial support pursuant to point 13 granted by the University of Trento or by Opera Universitaria, residing in a "non-local" municipality and spending a period of 6 months abroad on an Erasmus+ programme, will get a resident scholarship for 6 months, and a non-resident scholarship only for the months he/she spends in Trento, if on his/her return he/she submits a tenancy agreement <sup>16</sup> for accommodation in Trento with a duration of at least 4 months.*

Students who participate in internships, traineeships or research thesis, in Italy or abroad, may keep the total amount of the "non-resident" scholarship provided that all the following conditions are met:

- participation in the study project is certified by the University of Trento
- they do not benefit from any other scholarship, grant or remuneration.



- they deliver a copy of the tenancy agreement **16** respectively in Italy or abroad, provided that the overall months covered by the tenancy are at least 10.

The following students will be considered “non-resident” students:

- students participating in the Double Degree project up to a maximum of 2 years.

The following students will be considered “commuting” students:

- students residing in “non-local” municipalities who do not rent accommodations in proximity to the course location or who do not submit a copy of the tenancy agreement **16** by the deadline set by this Call for Applications
- students residing in “non-local” municipalities who are assigned an accommodation and, for any reason, do not directly pay the housing fee as they have been granted free accommodation by Opera Universitaria or benefit from a rent contribution granted by the University of Trento or another Institution.

## 4.2 DISBURSEMENT

The scholarship will be disbursed exclusively by payment to a current account (or credited to a prepaid card enabled for receiving bank transfers) **held or jointly held in the student's name**. When filling out the application, and in any case **no later than 5 November 2020**, the student must indicate his/her IBAN **7** code by clicking on “Accedi ai dati anagrafici e bancari”. On the contrary, the scholarship, if owed, will be credited as of February 2021.

### 4.2.1 Students enrolling the first year

In order for the total amount of the scholarship to be disbursed, the student must meet a certain merit requirement consisting of the number of credits **3** earned and registered by the relevant offices during his/her studies. Any credits **3** awarded for skills acquired prior to enrolment (CPA and CMPA) will not be considered in the merit calculation. More favourable merit requirements may be envisaged for students with special needs as set forth in point 8.

The **first scholarship instalment** will be paid by December 2020 for those enrolling by 31 October 2020; by February 2021 for those enrolling in Master's Degree programmes after 31 October 2020.

The **second scholarship instalment** will be disbursed upon earning, **by 05 August 2021 (by 30 September 2021 for students of the Conservatory, part-time Business Administration degree programme and master's degree courses in Civil Engineering, Engineering for environment and the territory and European and International Studies)**, the number of credits **3** required for students enrolled in AY 2019/2020 as per Tables 1 and 2 in the Appendix.

Students enrolled in the first year of the new courses activated by the University of Trento, as of the AY 2020/2021, must satisfy a merit requirement of 35 credits **3** **by 5 August 2021** in order to obtain payment of the second instalment.

For students who are enrolled in the first year of the “previous system (advanced period) courses of the Conservatory of Music, the second instalment will be disbursed upon verification of their enrolment in the subsequent academic year.

**NOTE - The bonus credits **3** cannot be used to meet the merit requirement for the disbursement of the second scholarship instalment. The second scholarship instalment will be paid automatically, after verification that the merit requirement has been met**

### 4.2.2 Years following the first year

The scholarship may be paid in one go by December 2020. In case of insufficient resources, liquidation will be made in two parts, the first of which will be by December 2020.

### 4.2.3 PhD students

For PhD students the scholarship will be paid in full within 60 days of approval of the ranking, provided that they are regularly enrolled in the AY 2020/2021.

## 5. EXEMPTION FROM TUITION FEES

### 5.1 UNITRENTO STUDENTS

Students eligible for the scholarship under this Call for Applicants and beneficiaries of the Ministry of Foreign Affairs scholarship for the AY 2020-2021 are entitled to total exemption from tuition fees **17** and from the provincial

student welfare tax **15**. Students who will lose the scholarship will have to pay the fees due for A.Y 2020/2021 to the University of Trento, calculated using the ISEE system as detailed on the University website.

### 5.1.1 No exemption

Students who on the date of approval of the ranking are not scholarship-holders and therefore cannot benefit from the exemption, will have to pay the tuition fees **17**. For students of undergraduate, master's degree or five-year master's degree programmes, the tuition fees **17** are calculated using the ISEE system; details on how to make the ISEE **8** calculation and the relevant payment deadlines are available on the University Portal. All amounts due will be shown in the Esse3 **5** (Mytasse) web area reserved for students. In case of payment beyond the due date, the student shall pay a late payment **12** penalty.

### 5.1.2 Exemption first year “fuori corso” (students enrolled in their first year after the normal duration of the course)

Students in master's degree programmes who are eligible for the scholarship, and who enrol for the AY 2020/2021 in their “supplementary year” - i.e. beyond the normal duration of the study programme with reference to the year of first registration - will have to pay the University of Trento, in addition to the stamp duty, an amount equal to half of the tuition fees, **17** calculated with the ISEE system as specified on the University website.

Students who did not request the *Attestazione ISEE per prestazioni agevolate per il diritto allo studio universitario* **2** by the deadline of the tuition fee instalments, will be required to pay an amount equal to half the maximum tuition fees **17**; if the payment is made after the deadline, students will still have to pay a late payment **12** penalty.

The balance due may be viewed in the student reserved Esse3 **5** web area (Mytasse) following approval of the rankings for the awarding of scholarships. If these students obtain their degree within the last graduation session of the AY 2019/2020, they may request to be reimbursed, provided they did not benefit from any services related to the AY 2020/2021.

### 5.1.3 Exemption of students with undergraduate degrees earned after 14 September 2020, who intend to enrol in the first year of a master's degree programme as of 15 September 2020, until the latest deadline set by the individual Departments/Centres

Students who will earn an undergraduate degree after 14 September 2020 and who intend to enrol in the first year of a master's degree programme at UniTrento as of 15 September 2020 until the latest deadline set by the individual Departments/Centres, must apply for scholarship by 14 September 2020. If these students are not awarded a scholarship, upon enrolment to the master's degree programme at UniTrento they will have to pay the first instalment of the tuition fees **17** and any subsequent instalments, calculated using the ISEE system as detailed on the University website. All amounts due will be shown in the Esse3 **5** (Mytasse) web area reserved for students. In case of payment beyond the due date, the student shall pay a late payment **12** penalty.

Please refer to point 8.1 for information about exemption for disabled students.

**NOTE** - the *Dichiarazione sostitutiva unica (DSU)* **4** that is required for the ISEE **8** calculation and for the granting of reduced registration fees at Unitrento for the academic year 2020/2021, must be submitted according to the procedures and timing specified in the University Portal. If the ISEE calculation is requested after the deadlines specified in the University Portal, a late payment **12** fee will be charged. If a student fails to provide the specific *Attestazione ISEE per prestazioni agevolate per il diritto allo studio universitario*, calculated according to the deadlines specified in the University Portal for the academic year 2020/2021, the full tuition fees **17** will be payable

## 5.2 CONSERVATORY

Students eligible for scholarship are entitled to total exemption of tuition fees **17** and provincial student welfare tax. **15** Students who lose the eligibility to receive a scholarship during the academic year will have to pay the provincial student welfare tax **15**, calculated according to the ISEE **8**, in the manner specified by the administrative office of the Conservatory of Music.

Students listed in the ranking who do not qualify for the scholarship, will have to pay the provincial student welfare tax **15** to Opera Universitaria **by 30 November 2020**, calculated according to the ISEE system, as indicated on the website [www.conservatorio.trento.it](http://www.conservatorio.trento.it) (click on “Info studenti” – click on “Iscrizione e immatricolazione”).

### 5.3 ISIT, TRENINO ART ACADEMY AND PHD STUDENTS

Students eligible for scholarship are entitled to exemption from the provincial student welfare tax **15**. Students of the University Institute for Interpreters and Translators, of the “Trentino Art Academy” Advanced Art Institute and PhD students who are not exempt from the provincial student welfare tax **15**, must pay €150.00 **by 30 November 2020**; the payment must be made in accordance with the instructions provided by ISIT or by the Trentino Art Academy, or as specified in the university portal for PhD students.

## 6. ACCOMMODATION

Students who meet the financial situation and merit requirements as per point 3 and reside in a “non-local” municipality, are eligible for accommodation **1** at a reduced rate. The “non-local” municipalities of residence are listed in Tables 3 and 4 in the Appendix.

### 6.1 CONFIRMATION OF ACCOMMODATION

Students who received both the scholarship and accommodation **1** for the AY 2019/2020 can confirm the accommodation **1** for the AY 2020/2021, **by filling in the ONLINE APPLICATION by the deadline referred to in point 10.2**, if the financial situation requirements set out in point 3 are met, as well as the merit requirements set out in Tables 1 and 2 in the Appendix.

### 6.2 NEW ASSIGNMENTS

Opera Universitaria has **190 accommodation places in Trento and 30 in Rovereto**, which will be assigned by the first half of September 2020. The accommodation **1** is assigned automatically and on annual basis. In case we would get additional free accommodation, additional beds may be allocated.

Students applying for accommodation **1** have to indicate the course location where they intend to live (Trento or Rovereto) in their application for benefits and, if they are entitled to accommodation **1** according to the ranking, they have to confirm acceptance **within 3 days from the date of ranking approval**. An e-mail with instructions for accepting the accommodation **1** offered will be sent to the student. If the accommodation is not accepted by the deadline indicated, the offer will be considered as rejected.

In case of withdrawals from previously accepted accommodations or if any accommodations have not been accepted, the eligible students according to their ranking order will be contacted by e-mail. These students will have 3 days to confirm acceptance of the accommodation **1**.

**NOTE - students are recommended to check their e-mail (both private and University e-mail accounts) daily during the assignment period**

Please refer to point 10.2 for the accommodation **1** application deadlines. Information for students with special needs can be found in point 8.

### 6.3 PAYMENT

The monthly housing fee at a reduced rate is as follows:

- twin room €180.00 monthly
- single room €220.00 monthly

In addition to the monthly fees, the student shall also pay a non-interest bearing deposit of € 360.00 and check-out cleaning charge of € 40.00.

The payment methods for the monthly rent and security deposit will be communicated at the time of the accommodation **1** assignment.

Accommodation rents are due as follows:

1. by 30 November 2020, housing fees up to December 2020
2. monthly payments by the last day of the month, from January to June 2021
3. housing fees for the months of July and August 2021, by 31 July 2021.

The cautionary deposit will be refunded at the end of the assignment of the accommodation, in the cases and according with the *Rules and Regulations governing the Use of Opera Universitaria Accommodation Facilities*, which can be found in the website [www.operauni.tn.it](http://www.operauni.tn.it), within 60 days after the departure.

Payment delays and payments in instalments are not allowed. **In the event of non-payment of the due amounts the accommodation 1 will be revoked. Interest and expenses will be charged on the due amounts that will be collected according to the ordinary enforcement procedures (credit recovery through Trentino Riscossioni).**

## 7. DURATION, EXCLUSION AND REVOCATION OF BENEFITS

### 7.1 DURATION OF BENEFITS

The benefits under this Call are awarded as follows:

- for students enrolled in **undergraduate degree programmes**:
  - scholarship and tuition fees 17 exemption (student welfare tax for students of the Institute for Interpreters and Translators and the Trentino Art Academy) for a period corresponding to the standard duration of the respective study programmes, starting from the year of first enrolment 18
  - accommodation, for a period of time corresponding to the standard duration of the study programme, plus one year for those who are eligible to confirm their accommodation 1
- for students enrolled in **master's degree programmes and 5-year master's degree programmes**:
  - scholarship and tuition fees 17 exemption for a period of time corresponding to the standard duration of the study programme plus one semester, starting from the year of first enrolment 18. The amount for the last semester will not be disbursed if the student graduates by October 31st 2020.
  - accommodation 1 for a period corresponding to the standard duration of the respective study programmes, plus one year, starting from the year of first enrolment 18
- for students enrolled in **part-time and PhD programmes**:
  - scholarship, tuition fees 17 exemption and accommodation 1 for a period corresponding to the standard duration of the respective study programmes, starting from the year of first enrolment 18
- for those enrolled in the courses of the **previous system of the Conservatory of Music "F.A. Bonporti"**:
  - scholarship, tuition fees 17 exemption and accommodation 1 for a period equal to the "higher period".

Please refer to point 8 for the duration of benefits for students with special needs. *ono riportate al punto 8.*

### 7.2 EXCLUSION FROM BENEFITS

The following students are excluded from the benefits envisaged herein:

- students enrolling in a study programme of the same level as the degree already obtained
- students enrolling in undergraduate degree programmes, master's degree or five-year master's degree programmes and who have already earned a degree "under the previous system"
- students enrolled at foreign Universities attending the University of Trento as part of international mobility programmes
- students who, in AY 2020/2021, are awarded other financial benefits based on the same criteria
- students who are citizens of Non-EU States and who are not resident in Italy, admitted to study programmes as of AY 2017/2018, regardless of any changes in residence that occurred after the start of their university studies
- students who do not meet the financial condition and/or merit requirements set forth herein
- students who have already been enrolled in a study programme of the same level as that in which they are enrolling for AY 2020/2021, **except** for students who meet all the following requirements:
  - a. who enrolled for the first time in the Italian University system in an undergraduate or 5-year master's degree programme in AY 2019/2020
  - b. who have given up their studies at the end of the first year and intend to enrol for the AY 2020/2021 in a course within a different degree class (or, in case of foreign students, who are transferring to a course within a different degree class, without credit transfer)
  - c. who have returned any benefits received in AY 2019/2020
  - d. who have paid any outstanding amounts due to the University and/or the Student Welfare Body
  - e. who did not obtain any transfer of credits 3 from previous studies
- students who have already been enrolled in a study programme of the same level **except** for students who meet all the following requirements:
  - a. who enrolled for the first time in the Italian University system in an undergraduate or 5-year master's degree programme after AY 2014/2015.
  - b. who have given up their studies at the end of the first year and have enrolled for the next immediate year in a course within a different degree class (or, in case of foreign students, who switched to a course within a different degree class, without credit transfer)
  - c. who have returned any benefits received in the previous courses
  - d. who have paid any outstanding amounts due to the University and/or the Student Welfare Body
  - e. who did not obtain any transfer of credits 3 from previous studies

- students enrolled in inter-university programmes with administrative offices for enrolment other than the University of Trento
- students enrolled in first or second Master's degrees from the Conservatory of Music "F.A. Bonporti" who already hold a diploma awarded at the end of a course of the previous system of the Conservatory
- Students who are 35 years old as at 1 January 2020.

### 7.3 REVOCATION OF BENEFITS

The scholarship and tuition fees **17** exemption will be revoked:

- from students enrolled in the first year who have not earned **at least 20 credits 3** (12 credits for the **part-time Business Management degree programme**) **by 5 August 2021**
- from students enrolled in the first year who transfer to another university or give up their studies without having obtained the aforementioned merit requirements; in case of transfer to another university, students of the University of Trento may obtain clearance to the transfer after returning the benefits received
- from students enrolled in the first year of PhD programmes who give up their studies during the first year or do not enrol in the second year
- students enrolled in years following the first year who abandon their studies by 31 March 2021.

If the scholarship is withdrawn, the sums received will have to be fully returned to Opera Universitaria **by 31 December 2021**, in accordance with the instructions provided by Opera Universitaria. Amounts not returned by that date will be increased by a late payment **12** penalty. As of the month of June 2022, any amounts due, plus interest and expenses, will be collected according to the ordinary enforcement procedures (credit recovery through Trentino Riscossioni).

**Withdrawal of the scholarship benefit also entails the payment of the university fees.**

For information about the payment of taxes, in case of revocation of the scholarship, the student at the University of Trento can write to the email address, [helptassestudenti@unitn.it](mailto:helptassestudenti@unitn.it) while students at the Conservatory of Music can contact their own secretariat.

The benefit of the accommodation **1** will also be revoked in the cases specified in the *Rules and regulations governing the Use of Opera Universitaria Accommodation Facilities* which can be found in the website [www.operauni.tn.it](http://www.operauni.tn.it) in the "Accommodation" section.

## 8. INFORMATION FOR STUDENTS WITH SPECIAL NEEDS

### 8.1 STUDENTS WITH DISABILITIES

Without prejudice to the provisions set forth herein, the following is also specified.

Disabled students, as identified pursuant to article 3, paragraph 1, of Law no. 104 of 5 February 1992 or with a disability equal to or greater than 66% are entitled to total exemption from tuition fees **17** and from the provincial student welfare tax **15** for the entire study programme, regardless of the financial situation of their household **6**. Students have to apply for this benefit upon registration or enrolment at the University.

For students with disability equal to or higher than 66% or with recognized disability according to article 3, paragraph 1, of law no. 104 of 5 February 1992, the term of the scholarships and accommodation granted is as follows:

- nine semesters for undergraduate degree programmes
- seven semesters for master's degree programmes
- fifteen semesters for 5-year master's degree programmes.

Special merit assessments may be requested for the purpose of obtaining the scholarship and the accommodation, that take into account the potential difficulties to be faced during the university studies depending on each student's specific disabilities. Therefore, to obtain these assessments students must contact the Inclusion Service of the University of Trento within the deadlines set by this Call for Applications.

The University Inclusion Service is available for an assessment of merit requirements, to assist in filling out the application for scholarship and/or accommodation as well as for any requests for special services or facilities. Accommodations without architectural barriers are reserved for disabled students, designed for their specific needs. In order to benefit from a reduced housing rate, disabled students must meet the merit and financial condition requirements referred to in point 3.1 and submit their 2020 ISEE Attestation to the Inclusion Service.

## 8.2 CONTACTING THE INCLUSION SERVICE

The University Inclusion Service, located at 6 via Verdi, is open from Monday to Friday by appointment only (Telephone 0461/282128 – email address: [inclusionone.studente@unitn.it](mailto:inclusionone.studente@unitn.it)).

# 9. CERTIFICATION OF FINANCIAL CONDITION

In order to submit the application for benefits, students must obtain the *Attestazione ISEE per prestazioni agevolate per il diritto allo studio universitario* **2** (in the cases specified in section 9.1) or the **ISEE parificato** **10** (in the cases specified in point 9.2). The ISPE **11** value will be computed by Opera Universitaria based on data provided by INPS. The following threshold value applies for accessing the benefits referred to in point 2: ISEE **8** for university student benefits €23,000.00, ISPE **11** €50,000.00.

## 9.1 STUDENTS WHOSE HOUSEHOLD IS IN ITALY

**Before submitting an application for benefits**, in order to request the ISEE Attestation, students must submit the Dichiarazione sostitutiva unica (DSU) **4**, which contains information about the household **6** and the income and assets of each household **6** member, directly on the INPS website ([www.inps.it](http://www.inps.it)) or by contacting a Tax Support Centre (CAF) or other authorized entity.

Obtaining the *Attestazione ISEE per prestazioni agevolate per il diritto allo studio universitario* **2** takes about 10 working days from submission of the Dichiarazione sostitutiva unica (DSU) **4**. Therefore, students are recommended to request the ISEE attestation well ahead of the deadline, in order to complete the application for benefits within the deadlines set out in point 10.2.

**NOTE - we will only accept 2020 ISEE Attestations (requested as of January 2020) that contain the following wording: "this document applies to UNIVERSITY STUDENT BENEFITS" followed by the tax code of the student applying for the benefits. ISEE attestations that are not specific for university student welfare benefits or that are requested after the deadline for submitting the application for benefits referred to in point 10.2 will not be considered**

When two or more students belong to the same household **6**, in order for the application for benefits to be valid, the ISEE Attestation must contain the following wording "this document applies to university student benefits" followed by the tax codes of all the student applying for the benefits.

**If a student makes changes to his/her Dichiarazione sostitutiva unica **4** he/she must immediately notify Opera Universitaria.**

**Students are required to check whether their ISEE Attestation contains any note of omissions/discrepancies and is therefore not compliant. In this case, a new Dichiarazione sostitutiva unica **4**, must be submitted no later than 15 October 2020, which must include the information previously omitted or otherwise stated, informing promptly Opera Universitaria.**

**If the student has requested a ISEE corrente **9**, this must be valid on the date the application is submitted.**

## 9.2 STUDENTS WHOSE HOUSEHOLD IS ABROAD

Students whose household **6** is abroad must submit the documentation described in the following paragraphs **to the CAF affiliated with the University of Trento**, within the time limits specified in point 10.2, in order to obtain the **ISEE parificato** **10**. Once the **ISEE parificato** **10** has been obtained, students should contact [borse@operauni.tn.it](mailto:borse@operauni.tn.it) for instructions on how to send the necessary documentation; this must be done prior to filling out the online application.

### 9.2.1 Students whose household is in an EU country

Students whose household **6** is in a European Union country, must submit the following documentation regarding their household financial condition, translated into Italian: family status and residence certificate; for all household members income for the year 2018, floor area (square meters) of their main dwelling and of other properties, bank deposits in 2018.



## 9.2.2 Students residing in Italy, whose household is in a non-EU country

Students residing in Italy, whose household **6** is in a non-European Union country, must submit the following documentation on their family financial condition:

- in case of students from particularly poor countries **14**, their financial condition will be assessed on the basis of a certificate issued by the Italian diplomatic authorities operating in the respective countries of origin, certifying that the student does not belong to a household **6** known to have a high income and a high social standing. This certificate can be issued by the Italian bodies authorised to issue financial guarantees in compliance with the relevant legal provisions in force concerning the enrolment of foreign students at Italian universities.
- students from other non-EU countries, certificate issued by the relevant authorities in their country of origin translated into Italian and authenticated by the Italian diplomatic authority having jurisdiction (Embassy or Consulate) certifying compliance with the original and documenting the composition of the household **6** and the residence, for all household members income for the year 2018, floor area (square meters) of their main dwelling and of other properties, bank deposits in 2018. For those countries where particular difficulties are encountered in obtaining certificates from a local Italian Embassy, the documents in question can be issued by the foreign competent diplomatic or consular representatives in Italy and legalised by a Prefecture.

All students whose household **6** is abroad are nevertheless obliged to declare the incomes and assets owned in Italy by their household **6**.

The financial condition of stateless students and of students who have obtained recognition of their “international protection” status (political refugees) shall be assessed by taking into account only the income generated and the assets owned in Italy.

# 10. SUBMISSION OF APPLICATION FOR BENEFITS

## 10.1 HOW TO FILL IN THE APPLICATION

The application for benefits can be submitted exclusively online from the Opera Universitaria website [www.operauni.tn.it](http://www.operauni.tn.it) within the deadlines specified in point 10.2, by clicking on “Richiedi i benefice del diritto allo studio – DOMANDA ONLINE” and by following all subsequent instructions.

To access the electronic procedure students of the University of Trento can use the credentials issued by the University; for students of other Institutes, the SPID code is required to access the procedure.

**NOTE - students must choose the latest 2020 ISEE Attestation by clicking “Seleziona” in the “Condizione economica” section of the ONLINE APPLICATION**

When the deadlines set out in point 10.2 are approaching, if the student has not yet obtained the *Attestazione ISEE per prestazioni agevolate per il diritto allo studio universitario* **2** he/she may enter the reference number of the Dichiarazione sostitutiva unica **4** (e.g. CAF000XX-PG0000-2020-N0000000) in the online application. Opera Universitaria will subsequently receive the Attestation by querying the ISEE information system or, in case of impediments, by requesting it to the declarant.

For the awarding of the “non-resident” scholarship, the tenancy agreement **16** referred to in point 4.1.3 must be uploaded in the online wizard, in pdf format, **from 15 September to 15 October 2020**.

**NOTE - only the applications correctly completed in all sections requested by the online procedure, and SUBMITTED ON A FINAL BASIS (“INVIATA IN MANERA DEFINITIVA”) by the deadlines specified in point 10.2, will be accepted. Upon correct submission of the application, a receipt will be issued, which will be sent to the e-mail address specified by the student. The receipt must be kept as proof that the application has been submitted**

Any technical issues that prevent the online submission of the application must be promptly reported by the interested parties to the Opera Universitaria help desk, via e-mail ([borse@operauni.tn.it](mailto:borse@operauni.tn.it)), indicating the student’s surname, name and tax code, in addition to the error/malfunction reported by the application, within the deadlines specified in point 10.2. Reports sent at a subsequent date will not be considered.

## 10.2 WHEN TO SUBMIT THE APPLICATION

Students can submit their application as of 27 July 2020, by the deadlines indicated below.



- **by 18 August 2020** if the applicant also intends to confirm the accommodation **1** currently in use
- **by 31 August 2020** if the applicant is also applying for accommodation **1** (new assignments)
- **by 14 September 2020** for scholarship and tuition fees **17** exemption applications.

PhD students may submit the application for scholarship, for exemption from the provincial student welfare tax **15** and for accommodation **from 27 July to 30 November 2020**.

The application for benefits must be submitted irrespective of actual registration in the academic year 2020/2021 for which different deadlines may be envisaged falling after the deadline for submission of the application, including if the student does not know the results of the admission test or has not yet enrolled in the course for which he/she is submitting the application for benefits (for example, a student who is not yet enrolled in a master's degree programme on 14 September 2020 must still submit the application for benefits within the deadlines set out in paragraph 10.2 of this call)

**NOTE- if there are any omissions/discrepancies in the Attestation, a new Dichiarazione sostitutiva unica (DSU) **4** must be submitted no later than 15 October 2020, which must include the information previously omitted or inconsistently stated, promptly informing Opera Universitaria**

**NOTE - for the purpose of awarding non-resident scholarships, tenancy agreements **16** submitted after 15 October 2020 will not be considered for any reason whatsoever**

## 11. APPROVAZIONE GRADUATORIE E RICORSI

Opera Universitaria will approve the accommodation rankings in the days immediately following the deadline for submitting the applications and, in any case, **no later than 10 September**. The scholarship ranking will be approved by **31 October**. Students can view the outcome of their application by accessing the ONLINE APPLICATION on the website [www.operauni.tn.it](http://www.operauni.tn.it) and clicking on "Visualizza esito": University of Trento students must use the credentials issued by the University, while students from other institutes must use the SPID credentials. The University of Trento will notify the terms and deadlines for paying the tuition fees **17** to students not eligible for scholarship.

- Students may file a written appeal indicating the grounds of the appeal within 30 days from approval of the official ranking to: UNIVERSITÀ DEGLI STUDI DI TRENTO – UFFICIO SVILUPPO SERVIZI ONLINE E SUPPORTO UTENTI VIA VERDI, 8 – 38122 TRENTO, as far as exemption from tuition fees **17** is concerned
- OPERA UNIVERSITARIA – SPORTELLO OPERA UNIVERSITARIA – VIA DELLA MALPENSADA, 140 38123 TRENTO, as far as scholarships and/or accommodation are concerned.

The designated bodies shall take their decisions, within their respective areas of competence, within 30 days from the deadline for submission of the appeal.

## 12. CHANGES TO BE REPORTED

Should any changes occur in the data provided after submission of the application, the student must promptly notify Opera Universitaria Help Desk, particularly in the following circumstances:

- transfer to another degree programme
- transfer to another University
- abandonment of studies
- change in the information stated in the scholarship application (residence, bank details, financial condition, etc.)
- award of another scholarship or other financial aid
- recognition of any examinations during the year (and consequent recalculation of the benefits granted, considering the year of first enrolment **18**)
- award of the degree
- amendment of tenancy agreement **16**.

## 13. OTHER INITIATIVES

### ERASMUS+ PROGRAMME

Students of the Conservatory and of other University Institutes who, for the AY 2020/2021, have been granted

both a scholarship under the Erasmus+ study programme and the Opera Universitaria scholarship, may receive additional financial aid of €200.00 per month during the period of their stay abroad (not including any months of extension), up to a maximum of 10 months and up to the limit of available resources. The amount to which the student is entitled is calculated on a daily basis. To obtain financial support, the student must satisfy the requirements set forth herein, and those relating to the Erasmus+ programme. Opera Universitaria will disburse the grant on the basis of the notice received from the Conservatory and from the other University Institutes. Students enrolled at the University of Trento, who have been granted a scholarship for AY 2020/2021 under the Erasmus+ study programme, may obtain additional financial aid based on the ISEE financial indicator, pursuant to Ministerial Decree 1047/2017. This allowance will be paid by the relevant office of the University of Trento.

## **GRANTS OR OTHER EXTRAORDINARY ALLOWANCES**

In exceptional situations of serious financial hardship, occurring after the time limit envisaged for standard student funding, and in any case taking into account the principles on which this Call for Applications is based or of any objective and documented circumstances preventing the merit requirements from being fulfilled, Opera Universitaria reserves the right to step in by granting special extraordinary grants or an extension of the time limit for fulfilling the required merit. Special situations due to the student's transferring from another university may also be assessed.

The special grant should not be considered as an alternative to the scholarship if the relevant requirements have not been satisfied, or the deadline for submission of the ordinary application has not been met. The student shall provide adequate documentary evidence of his/her hardship. This documentation can also be sent to the certified e-mail address [operauniversitaria@pec.operauni.tn.it](mailto:operauniversitaria@pec.operauni.tn.it).

The request for grants or other extraordinary allowances will be assessed by a special Commission composed of the Members of the Board of Directors.

## **INTERNSHIP ABROAD**

Recipients of Opera Universitaria scholarships who carry out an internship abroad, in a country of which they are not citizens, may receive an additional monthly allowance of €500.00 per month, for a period of up to 4 months, provided they are not recipients of the allowance assigned by the University of Trento under the unified call for applications for internships abroad or of another scholarship or remuneration for the same project.

For students on a Master's degree or 5-year Master's degree programme who are enrolled in their first year beyond the standard duration of the study programme – with reference to the year of first enrolment <sup>18</sup> the allowance will be calculated only for the internship period completed within March 31st, 2021.

Opera Universitaria will disburse the benefit at the end of the internship, once it has been notified by the University of Trento.

## **BILATERAL EXCHANGE PROGRAMMES**

Scholarship holders taking part in a Bilateral Agreements programme organised by the University will receive additional financial support amounting to 30% of the sum disbursed by the University for the project in question.

Opera Universitaria will pay the allowance at the end of the bilateral exchange, on the basis of a notice from the University of Trento.

# **14. ACCURACY OF DECLARATIONS**

Opera Universitaria and the University of Trento carry out checks to verify the accuracy of the statements made by students as of the expiration date for submission of the applications and also after delivery of the benefits, pursuant to art. 71 of Presidential Decree no. 445/2000, art. 10 of Legislative Decree no. 68/2012 and art. 11 of Prime Ministerial Decree 159/2013.

If, based on the checks carried out, the content of the statement submitted by the student is found to be inaccurate, the assigned benefits will be revoked and an administrative penalty equal to three times the amount received will be imposed. The student will also lose his/her right to receive further allowances at any time during his/her study programme.

Opera Universitaria and the University will report the matter to the judicial authority for the application of criminal legislation to facts constituting an offence. We therefore recommend that self-certification forms be drawn up and submitted with the utmost attention and accuracy.

## 15. INFORMATION ON THE PROCESSING OF PERSONAL DATA

INFORMATION ON THE PROCESSING OF PERSONAL DATA pursuant to Article 13 of EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data (hereinafter referred to as “Regulation” or “EU Regulation”).

Opera Universitaria di Trento provides the following information about the processing of your personal data pursuant to Article 13 of European Regulation 679/2016.

### 1. Purpose and methods of data processing

To implement the aims of Opera Universitaria of Trento, as set forth by provincial law no. 9 of 24 May 1991 establishing it, in order to provide the services envisaged by said law, your personal data will be collected and processed:

- a. to verify the requirements for access to student welfare benefits according to the criteria set out in this call for applications and for any other purpose required by law;
- b. for procedures connected with the assignment of scholarships, accommodation places and related services, exemption from provincial student welfare tax 15 and tuition fees 17 and for the other benefits envisaged by this call for applications;
- c. for drawing up statistical qualitative-quantitative reports, also in aggregated form;
- d. subject to your prior explicit consent, pursuant to art. 6.1, a) of EU Regulation, for ancillary purposes such as monitoring the quality of services in order to assess users’ satisfaction with the services offered.

In relation to the aforementioned purposes, the processing of data by Opera Universitaria will be carried out in compliance with the principles of lawfulness, fairness and transparency, protecting your privacy and that of your family members, in compliance with the principles set out in Article 5 of EU Regulation. The processing can be performed manually, using printed documents as well as with the aid of electronic or automated means. The data are collected and processed at the Opera Universitaria’ offices using appropriate document archives/ servers. Opera Universitaria shall take all measures to promptly correct any inaccurate data in relation to the purposes of the processing.

Your personal data are processed using appropriate technical and organizational security measures in accordance with art. 32 of EU Regulation, to guarantee a security level that is appropriate to risk, minimizing the risks of destruction or loss, of unauthorized access or of processing that does not comply with the purpose of the collection. Your personal data are not the subject of any automated decision-making or profiling process.

With reference to the specific data that can reveal your racial or ethnic origin, or your state of health or the state of health of your family members, as per art. 9 paragraph 1 of the EU Regulation, the processing shall be carried out in proportion to the purpose pursued, by also adopting appropriate and specific measures to protect your fundamental rights.

### 2. Obligation to provide the personal data

To achieve the purposes set forth by Provincial Law no. 9 of 24 May 1991 establishing Opera Universitaria, the provision of personal data is mandatory. If you refuse to provide your personal data or do not give your consent to their processing, Opera Universitaria will not be able to achieve the purposes referred to in point 1.

The provision of data for the purposes referred to in paragraph 1 d. is optional and any subsequent withdrawal of consent does not imply any consequence.

### 3. Scope of data dissemination and disclosure

Your personal data will be disclosed to Opera Universitaria employees authorized to process the data, or to natural or legal persons who provide consulting services or cooperate with Opera Universitaria for the purpose of providing the student welfare benefits.

Opera Universitaria may need to disclose your personal data to external parties that it trusts to professional bodies such as public, institutional or professional entities that are authorized by law to request receipt of the data, or to third-party companies or professionals who provide services to Opera Universitaria. These entities and companies shall process the data as independent data controllers or “data processors” duly appointed on the basis of contractual agreements drawn up in compliance with the provisions of article 28 of EU regulation.

The data may be disclosed to other public entities, including the Ministry of Finance, the Guardia di Finanza and the State Police, if this is required by law or regulation, or otherwise, if disclosure is necessary for the performance of the institutional functions of such entity.

#### **4. Storing and transferring your personal data**

Your personal data will be stored at Opera Universitaria di Trento and will not be transferred to a third country or to an international organization. The data you provide shall be kept for the time strictly necessary to ensure access to student welfare benefits and until all legal obligations and/or administrative requirements have been fulfilled. The data may be kept for a longer period if it is necessary for archiving purposes in the public interest or for scientific or historical research purposes or for statistical purposes. In this case, Opera Universitaria ensures respect for the principle of data minimisation as per art. 89, paragraph 1 of the EU Regulation.

#### **5. Rights of the data subject**

We remind you that you are entitled:

- to obtain information in relation to the manner in which your data are processed and any other information required by art. 15 of the Regulation (right of access)
- to obtain the correction of inaccurate personal data pursuant to art. 16 of the Regulation (right to rectification)
- to obtain a restriction on the processing of your personal data pursuant to art. 18 of the Regulation (right to restriction of processing)
- to object to the processing of your personal data in the cases and manners provided for by art. 21 of the Regulation (right to object).

#### **6. Identity and contact details of the Data Controller and of the Data Protection Officer**

The data controller is Opera Universitaria di Trento, with registered office in Trento, via della Malpensada 82/A. The Data Controller may be contacted at the following email address: [operauniversitaria@pec.operauni.tn.it](mailto:operauniversitaria@pec.operauni.tn.it) or at the telephone number 0461/217411, fax 0461/217444.

The updated list of data processors, if requested, is available at Opera Universitaria offices in Trento.

The Privacy Contact Person, whom you can contact or the purpose of exercising the rights provided by EU Regulation which are listed above, can be contacted using the following addresses: Opera Universitaria di Trento, Via della Malpensada, n. 82/A, 38123 Trento - telephone: 0461.217411 - fax; 0461.217444  
PEC: [operauniversitaria@pec.operauni.tn.it](mailto:operauniversitaria@pec.operauni.tn.it) - e-mail: [referenteprivacy@operauni.tn.it](mailto:referenteprivacy@operauni.tn.it)

Please also note that the Data Protection Officer has been appointed and can be contacted at the following email address: [dpo@operauni.tn.it](mailto:dpo@operauni.tn.it).

For more information please see the complete information statement on the Opera Universitaria website at the following link: <https://www.operauni.tn.it/informazioni/privacy>.

## GLOSSARY

### ① ACCOMMODATION

The procedures to access and revoke any accommodation services are set out in the *Rules and Regulations governing the Use of Opera Universitaria Accommodation Facilities*, which can be found on the site, [www.operauni.tn.it](http://www.operauni.tn.it) and are accepted upon completion of the application for benefits.

### ② ATTESTAZIONE ISEE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO

Certification attesting the Equivalent Financial Situation Indicator (ISEE) to apply for student welfare benefits, issued following submission of the Dichiarazione sostitutiva unica containing the personal details, income and asset data of the student's household. The attestation is provided by INPS to the declarant within 10 working days of receipt of the Dichiarazione sostitutiva unica and contains the wording "THIS DOCUMENT APPLIES TO UNIVERSITY STUDENT BENEFITS", followed by the tax code of the students requesting the benefits.

### ③ CREDITS

Credits are a means of measuring the learning activities undertaken by students, as defined in Legislative Decree no. 509/1999. For each study programme, the teaching department in charge at each university assigns a number of credits to the various teaching activities (lectures, practice, traineeships, seminars, theses, etc.).

### ④ DICHIARAZIONE SOSTITUTIVA UNICA

The Dichiarazione sostitutiva unica (DSU), referred to in Prime Ministerial Decree no. 159 of December 2013, as amended, is a document that contains the personal details, income and asset data of the student's household; this document must be filled out to calculate the ISEE for accessing welfare benefits. The data contained in the DSU are partly self-declared and partly obtained from the Italian Inland Revenue and INPS. For the self-declared sections, the declarant assumes responsibility, including under criminal law, for the statements made. The DSU is made up of several modules and sections to be filled out according to the household characteristics and the type of benefit requested: for the ISEE attestation for university student benefits, the DSU must be entirely filled out (DSU "integrale").

### ⑤ ESSE3

Esse3 is the management system used by the University of Trento to record all the events relating to a student's study programme.

### ⑥ HOUSEHOLD

The student's household is composed of the persons officially recorded as family members at the date of submitting the Dichiarazione sostitutiva unica, subject to the provisions of Article 3 of Prime Ministerial Decree No. 159 of 05 December 2013.

In the case of parents who do not co-habit with the applicant student, the said applicant is part of his/her parents' household, unless the student is an orphan or the following requirements are satisfied:

- a) the student has resided outside the original family's dwelling for at least two years prior to the date of first submission of an application for registration in each study programme, living in a housing unit not owned by a household member;
- b) the student's income, as employed worker or similar worker, declared in his/her tax return for at least two years is not less than €6,500 per year.

For further information please refer to Article 8 of Prime Ministerial Decree No. 159 of 05 December 2013.

### ⑦ IBAN

The IBAN (International Bank Account Number) is an international code made up as follows:

- 2 letters representing the Nation (IT for Italy)
- 2 control figures
- the national BBAN code.

	INTERNATIONAL CODE	CONTROL FIGURE	CIN	ABI	CAB	CURRENT ACCOUNT NO.
<b>IBAN</b> EXAMPLE	IT	12	L	12345	12345	123456789012

## ⑧ ISEE

ISEE is the equivalent financial situation indicator, the attestation of which enables access to welfare benefits or utilities under favourable conditions. The ISEE is derived from the ratio of the financial situation indicator (ISE = absolute value given by the sum of income and 20% of movable and immovable assets owned by household members) to the parameter derived from the equivalence scale shown below, including the established increases.

	HOUSEHOLD MEMBERS	PARAMETER
<b>EQUIVALENCE SCALE</b>	1	1,00
	2	1,57
	3	2,04
	4	2,46
	5	2,85

The following increases apply:

- 0.35 for each additional member;

- 0.5 for each member with moderate or severe disability or non-self-sufficient;
- 0.2 if the household includes three children, 0.35 in case of four children, 0.5 in case of at least five children;
- 0.2 for households with minor children, raised to 0.3 if there is at least one child under three years of age, and both parents or the sole parent have carried out working or business activities for at least six months in the year of the declared income. The increase also applies to households exclusively made up of only one non-working parent and minor children. For the sole purpose of the increase, the non-cohabiting parent, who is not married to the other parent, who has recognized the children, is part of the household, unless the specific cases referred to in Article 7, paragraph 1 of Prime Ministerial Decree No. 159 of 05 December 2013 apply.

To determine the parameter of the equivalence scale, the household member who benefits from ongoing residential social and health benefits or is a non-relative co-habiting member of the household and is not considered as an independent household, increases the equivalence scale by 1.

The ISEE indicator differs according to the type of benefit requested; the Certification submitted as of January 2020 refers to the income received in the second calendar year prior to the Dichiarazione sostitutiva unica. Pursuant to art. 7 of Legislative Decree no. 101 of 2019, which amended article 4-sexies of Legislative Decree no. 34 of 2019 (growth decree) converted by law no. 58 of 2019, amending again art. 10, paragraph 4 of the aforementioned Legislative Decree no. 147 of 2017, the amended validity period of the DSU was confirmed by establishing that, as of 1 January 2020, the DSU is valid as of the date of submission until the following 31 December. For the purpose of calculating the ISEE for university student benefits, specific criteria apply to the definition of household (see "Household" definition).

## ⑨ ISEE CORRENTE

The ISEE corrente can be requested when, although you already have a valid ordinary ISEE, there is a change in your work situation or an interruption of social security and welfare benefits and allowances that fall outside your total income (as declared for IRPEF purposes) for one or more family members; or, when there is a more than 25% decrease in the overall income capacity of your household. For more details see art. 10 of Legislative Decree no. 147 of 15 September 2017, as amended (Article 28-bis of Decree Law No. 34 of 30 April 2019, converted with amendments by Law 58 of 28 June 2019).

## ⑩ ISEE PARIFICATO

The ISEE parificato is the household's equivalent financial situation indicator for students whose family is resident abroad (Prime Ministerial Decree No. 159 of 5 December 2013, art. 8, para. 5), as identified by the Memorandum of Understanding signed on 3 June 2015 between the National Association of Student Welfare Bodies (ANDISU) and the CAFs registered in the Register of Tax Support Centres for employees members of the National Council of CAFs.



## **⑪ ISPE**

ISPE is the equivalent asset indicator that is calculated by dividing the asset indicator [(ISP = total real estate assets - deductions and exemptions) + (total assets - deductions and exemption)] of the student's household by the equivalence scale coefficient (see "ISEE"). ISPE refers to the movable and immovable assets of the second calendar year preceding the submission of the Dichiarazione sostitutiva unica.

## **⑫ LATE PAYMENT**

Students who do not meet the minimum merit requirement by 5 August of the academic year following enrolment (e.g. student enrolled in AY 2020/2021 who does not reach 20 credits by 5 August 2021) are required to return the first scholarship instalment by 31 December 2021. Students who do not return the sums due to Opera Universitaria by such date, will have to pay an amount equal to the first scholarship instalment plus a fixed late payment penalty of €50.00.

## **⑬ NON-COMPLIANT ISEE**

Non-compliant ISEE is when INPS identifies any omissions/discrepancies with respect to the party's statements. For more details see art. 11, paragraph 5 of Prime Ministerial Decree no. 159 of 5 December 2013 and Art. 3 of Decree of 7 November 2014.

## **⑭ PARTICULARLY POOR COUNTRIES**

As laid down by Ministerial Decree no. 62 of May 6th, 2020, the following Countries are considered "particularly poor": Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Democratic Republic of Korea, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Southern Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe.

## **⑮ PROVINCIAL STUDENT WELFARE TAX**

The term "provincial student welfare tax" means the tax provided for by article 3, paragraph 20, of Law no. 549 of 28 December 1995 and regulated, for the Autonomous Province of Trento, by Provincial Law no. 1 of 7 January 1997. The tax is payable by students enrolling in study programmes at the University of Trento, as well as at legally recognised universities, university institutes and higher education university institutes, with head office in the province of Trento and that award legally recognised study qualifications. The amount of the tax for A.Y. 2020/2021 is determined by resolution of the Provincial Government no. 333 of 3 March 2017 and no. 341 of 2 March 2018.

## **⑯ TENANCY AGREEMENT**

Tenancy agreements must be signed and registered with the Italian Inland Revenue in the student's name and be valid for at least 10 months during the AY 2020/2021. The copy of the agreement must contain the registration details and must be uploaded in the online wizard in PDF format.

Whenever renewing an agreement or a multi-year agreement, in order to prove the validity of the agreement for AY 2020/2021, students must attach a copy of the F23 tax form (or an electronic receipt) proving payment of the registration tax, or any documents proving that the "flat rate tax" option has been chosen. Students who have entered into a multi-year agreement choosing the "flat rate tax" option and who have already delivered it to Opera Universitaria, only need to provide a self-certification during the term of the agreement, stating that they are still the tenant of the same accommodation; for this purpose, the "Autocertificazione contratto affitto" form, which is available in the Services/Scholarships/Forms section of the website [www.operauni.tn.it](http://www.operauni.tn.it). must be uploaded in the online wizard.

## **⑰ TUITION FEES**

Tuition fees for the University of Trento are the fixed-rate university contributions and the variable contributions (ISEE-calculated) required to the student who enrolls on a study programme. For information on tuitions fees payable to the Conservatory of Music or to other University Institutes please contact the relevant administrative offices.

## **⑱ YEAR OF FIRST ENROLMENT**

The term "year of first enrolment" means the enrolment, for the first time, in the first year of a study programme attended at any University (or Institutes giving academic diplomas), except for students who fulfil the following requirements set out in paragraph a) or b):



a. who enrolled for the first time in the Italian University system in an undergraduate or 5-year master's degree programme in AY 2019/2020; who have given up their studies and intend to enrol for AY 2020/2021 on a degree programme belonging to a different degree class (or, in the case of foreign students, who intend to transfer to a study programme belonging to a different degree class without any credit transfer), who returned any benefits received in AY 2019/2020, and paid any outstanding amounts due to the University and/or the Student Welfare Body;

b. who enrolled for the first time in the Italian University system in an undergraduate or 5-year master's degree programme in AY 2014/2015 or in subsequent academic years, have given up their studies at the end of the first year and have enrolled for the next immediate year in a course within a different degree class (or, in the case of foreign students, who transferred to a study programme belonging to a different degree class without any credit transfer), who returned any benefits received for the previous study programme and paid any outstanding amounts due to the University and/or the Student Welfare Body.

If the student has benefited from a shorter duration of his/her studies and therefore from the recognition of previous examinations, the year in which he/she has enrolled at the University for the first time will be treated as the year of his/her first enrolment.

Any periods of interruption are not taken into consideration when assessing merit if the student has submitted an application for "temporary suspension" of study in specific situations, namely: a) the birth of a child (for female students); b) serious infirmities. Any study activity carried out during the interruption period will automatically deprive the student of his or her right to such benefit.

## MERIT

**TABLE 1**

Minimum merit requirement for accessing the benefits with reference to the year of first enrolment **18** for students in undergraduate (3-year) degree programmes

DEPARTMENT / CENTRE	DEGREE CLASS	DEGREE PROGRAM	2019/2020	2018/2019	2017/2018
TRENTINO ART ACADEMY		Undergraduate degree	35	85	-
C3A - CENTER AGRICULTURE FOOD ENVIRONMENT	L-25	Viticulture and Oenology	35	85	-
CIBIO – DEPARTMENT OF CELLULAR, COMPUTATIONAL AND INTEGRATIVE BIOLOGY	L-2	Biomolecular Science and Technologies	40	90	-
CONSERVATORY OF MUSIC		Undergraduate degree	35 (*)	85 (*)	-
ECONOMICS AND MANAGEMENT	L-18	Law and Business Administration	35	85	-
	L-33, L-18	Economics and Management	40	90	-
	L-18	Business Management	35	85	-
	L-18	Part-time Business Management	20 (*)	52 (*)	100 (*)
FACULTY OF LAW	L-14	Comparative, European and International Legal Studies	35	85	-
PHYSICS	L-30	Physics	35	85	-
CIVIL, ENVIRONMENTAL AND MECHANICAL ENGINEERING	L-7	Civil Engineering	35	85	-
	L-7	Engineering for the environment and the territory	35	85	-
INDUSTRIAL ENGINEERING	L-9	Industrial Engineering	35	85	-
INFORMATION ENGINEERING AND COMPUTER SCIENCE	L-8	Information and Communications Engineering	35	85	-
	L-8	Information Engineering and Business Organisation	-	85	-
	L-8	Computer, Communications and Electronic Engineering	35	-	-
	L-31	Computer science	35	85	-
UNIVERSITY INSTITUTE FOR INTERPRETERS AND TRANSLATORS (ISIT)		Undergraduate degree	35	85	-
HUMANITIES	L-1	Cultural Heritage	35	85	-
	L-5	Philosophy	40	90	-
	L-11, L-12	Modern Languages	40	90	-
	L-10	Historical and Philological Studies	35	85	-
MATHEMATICS	L-35	Mathematics	35	85	-
PSYCHOLOGY AND COGNITIVE SCIENCE	L-20	Interfaces and Communications Technologies	40	90	-
	L-24	Science and Techniques of Cognitive Psychology	35	85	-
SOCIOLOGY AND SOCIAL RESEARCH	L-39	Social Work	40	90	-
	L-40	Sociology	35	85	-
	L-36, L-40	International Studies	40	90	-

(\*) credits earned and recorded by September 30th, 2020

## TABELLA 2

Minimum merit requirement for accessing the benefits with reference to the year of first enrolment **18** for students in master's degree and 5-year Master's degree programmes

DEPARTMENT / CENTRE	DEGREE CLASS	DEGREE PROGRAM	2019/2020	2018/2019	2017/2018	2016/2017	2015/2016
CIBIO – DEPARTMENT OF CELLULAR, COMPUTATIONAL AND INTEGRATIVE BIOLOGY	LM-9	Cellular and Molecular Biotechnology	35	85	-	-	-
	LM-8	Quantitative and Computational Biology	35	85	-	-	-
CIMEC - CENTRE FOR MIND/BRAIN SCIENCES	LM-55	Cognitive science	45	90	-	-	-
CONSERVATORY OF MUSIC		Master's degree	35 (*)	85 (*)	-	-	-
ECONOMICS AND MANAGEMENT	LM-77	Economics and Business Legislation	40	90	-	-	-
	LM-77	Management of Sustainability and Tourism	35	85	-	-	-
	LM-56	Economics	-	95	-	-	-
	LM-56	Behavioural and Applied Economics	45	-	-	-	-
	LM-16	Finance	35	85	-	-	-
	LM-77	Innovation Management	45	95	-	-	-
	LM-77	International Management	45	95	-	-	-
FACULTY OF LAW	LMG/01	Law	35	85	140	195	250
PHYSICS	LM-17	Physics	35	78	-	-	-
CIVIL, ENVIRONMENTAL AND MECHANICAL ENGINEERING	LM-23	Civil Engineering	35 (*)	85 (*)	-	-	-
	LM-35	Engineering for the Environment and the territory	35 (*)	85 (*)	-	-	-
	LM-4 C.U.	Construction Engineering / Architecture	35	85	140	195	250
	LM-30	Energy Engineering	35	85	-	-	-
CIVIL, ENVIRONMENTAL AND MECHANICAL ENGINEERING, C3A - CENTER AGRICULTURE FOOD ENVIRONMENT, PHYSICS	LM-75	Environmental Meteorology	35	85	-	-	-
INFORMATION ENGINEERING AND COMPUTER SCIENCE	LM-27	Information and Communications Engineering	35	85	-	-	-
	LM-18	Computer science	40	90	-	-	-
INDUSTRIAL ENGINEERING	LM-33	Mechatronics Engineering	35	85	-	-	-
	LM-22	Materials and Production Engineering	35	85	-	-	-

HUMANITIES	LM-14	Philology and Literary Criticism	35	85	-	-	-
	LM-78	Philosophy and Languages of Modern Times	35	85	-	-	-
	LM-37	Euro-American Literatures, Translation and Literary Criticism	35	85	-	-	-
	LM-49	Language Mediation, Tourism and Cultures	35	85	-	-	-
	LM-84	Historical sciences	35	85	-	-	-
	LM-89	Art	35	85	-	-	-
MATHEMATICS	LM-40	Mathematics	35	85	-	-	-
MATHEMATICS, PSYCHOLOGY AND COGNITIVE SCIENCE, CIMeC, ECONOMICS AND MANAGEMENT, INFORMATION ENGINEERING AND SCIENCE, INDUSTRIAL ENGINEERING,	LM-91	Data Science	35	85	-	-	-
PSYCHOLOGY AND COGNITIVE SCIENCE	LM-55	Human-Computer Interaction	40	90	-	-	-
	LM-51	Psychology	40	90	-	-	-
SCHOOL OF INTERNATIONAL STUDIES	LM-52	European and International studies Studi europei e internazionali	40(*)	90(*)	-	-	-
	LM-52	International Security Studies	35	85	-	-	-
SOCIOLOGY AND SOCIAL RESEARCH	LM-88	Management of Organizations and of the Territory	35	85	-	-	-
	LM-87	Methodology, Organization and Evaluation of Social Services	35	85	-	-	-
	LM-88	Sociology and social research	35	85	-	-	-

(\*) credits earned and recorded by September 30th, 2020

**NOTA: ONLY CREDITS □ ACTUALLY EARNED AND RECORDED AFTER ENROLMENT IN A MASTER'S DEGREE PROGRAMME WILL BE CONSIDERED (CREDITS □ RECOGNISED FROM PREVIOUS STUDIES WILL NOT BE CONSIDERED)**

### TABLE 3

Classification of the municipalities for students enrolled on study programmes held in Trento

<b>"LOCAL" MUNICIPALITIES</b>	<b>"COMMUTING" MUNICIPALITIES</b>	<b>"NON-LOCAL" MUNICIPALITIES</b>
TRENTO LAVIS	ALA, ALBIANO, ALDENO, ALTOPIANO DELLA VIGOLANA, AVIO, BASELGA DI PINÈ, BEDOLLO, BESENELLO, CALCERANICA AL LAGO, CALDONAZZO, CALLIANO, CAVEDINE, CEMBRA LISIGNAGO, CIMONE, CIVEZZANO, DENNO, DRENA, DRO, FORNACE, FRASSILONGO, GARNIGA, GIOVO, ISERA, LEVICO TERME, LONALASES, MADRUZZO, MEZZOCORONA, MEZZOLOMBARDO, MORI, NOGAREDO, NOMI, PERGINE VALSUGANA, POMAROLO, ROVERÈ DELLA LUNA, ROVERETO, SAN MICHELE ALL'ADIGE, SANT'ORSOLA TERME, TENNA, TERRE D'ADIGE, TON, VALLELAGHI, VILLA LAGARINA, VOLANO  OTHER "COMMUTING" MUNICIPALITIES IN THE PROVINCE OF BOLZANO: BOLZANO, BRNZOLO, CORTACCIA, EGNA, LAIVES, MAGRÈ, ORA, SALORNO, TERMENO	ALL MUNICIPALITIES NOT INCLUDED IN THE "LOCAL" AND "COMMUTING" LISTS

### TABLE 4

Classification of the municipalities for students enrolled on study programmes held in Rovereto

<b>"LOCAL" MUNICIPALITIES</b>	<b>"COMMUTING" MUNICIPALITIES</b>	<b>"NON-LOCAL" MUNICIPALITIES</b>
ISERA MORI NOGAREDO NOMI POMAROLO ROVERETO VILLA LAGARINA VOLANO	ALA, ALDENO, ARCO, AVIO, BESENELLO, BRENTONICO, CALCERANICA AL LAGO, CALDONAZZO, CALLIANO, CIMONE, CIVEZZANO, FOLGARIA, LAVIS, MEZZOCORONA, MEZZOLOMBARDO, NAGO-TORBOLE, PERGINE VALSUGANA, RIVA DEL GARDA, RONZO-CHIENIS, SAN MICHELE ALL'ADIGE, TERRAGNOLO, TERRE D'ADIGE, TRAMBILENO, TRENTO, VALLARSA, VALLELAGHI  OTHER "COMMUTING" MUNICIPALITIES IN THE PROVINCE OF VERONA: S. AMBROGIO DI VALPOLICELLA	ALL MUNICIPALITIES NOT INCLUDED IN THE "LOCAL" AND "COMMUTING" LISTS

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