



Finanziato
dall'Unione europea
NextGenerationEU

Call for application 2022-2023

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



UNIVERSITÀ
DI TRENTO

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

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**ATTENTION -
from 11 July 2022,
apply for a grant
and/or
accommodation
even if you are
not yet enrolled!**

RIGHT TO STUDY

**BY
8 AUGUST**

**CONFIRMATION OF
ACCOMMODATION,
APPLICATION FOR
SCHOLARSHIP
AND FEE EXEMPTION**

**BY
24 AUGUST**

**APPLICATION FOR A
SCHOLARSHIP, FEE
EXEMPTION AND
ACCOMMODATION**

**BY
12 SEPTEMBER**

**APPLICATION FOR A
SCHOLARSHIP,
FEE EXEMPTION**

*** OCT. 5 ONLY FOR FIRST-YEAR
STUDENTS OF MEDICINE AND SURGERY,
NOV. 30 ONLY FOR COURSE PHD
SCHOOLS AND SCHOOL OF
SPECIALIZATION FOR
THE LEGAL PROFESSIONS**

**BY
13 SEPTEMBER
TO 17 OCTOBER**

**PRESENTATION
OF A COPY OF THE
TENANCY AGREEMENT
FOR STUDENTS LIVING
IN 'NON-LOCAL'
MUNICIPALITIES
WHO HAVE APPLIED
FOR THE
SCHOLARSHIP**

**BY
5 NOVEMBER**

**COMMUNICATION
OF THE CURRENT
ACCOUNT IN THE NAME
OF AND CO-OWNED BY
THE STUDENT**

1. REQUEST THE **ATTESTAZIONE ISEE PER PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO** FROM A CAF OR OTHER AUTHORIZED INSTITUTION OR ONLINE ON THE INPS WEBSITE
- SEE POINT 9, PAGE 15
2. **FILL IN THE APPLICATION FORM TO REQUEST BENEFITS ON THE WEBSITE WWW.OPERAUNI.TN.IT**
- SEE POINT 10, PAGE 16

ATTENTION!
If your ISEE certificate contains omissions / discrepancies, you must submit a new Dichiarazione Sostitutiva Unica by 15 October 2022 at the latest.

UPLOAD THE DOCUMENTS IN THE ONLINE APPLICATION ON THE WEBSITE WWW.OPERAUNI.TN.IT
- SEE POINT 4.1.3, PAGE 7

ENTER YOUR BANK ACCOUNT NUMBER IN THE ONLINE APPLICATION ON THE WEBSITE WWW.OPERAUNI.TN.IT
- SEE POINT 4.2, PAGE 8

PLEASE READ THE CALL FOR APPLICATION CAREFULLY!

1. RECIPIENTS

This call for applications is intended for students who are less than 35 years old as at 1 January 2022, 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 register at the University of Trento for the FIRST year or subsequent years for the following courses:
 - ▶ Undergraduate degrees
 - ▶ Master's degrees
 - ▶ Five and six 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
 - ▶ Specialization School for Legal Professions (SSPL)
- who register at the Conservatory or other Institute of the University of Trento for the FIRST year or subsequent years for the following courses:
 - ▶ undergraduate degree from the Advanced School for Linguistic Mediators in Trento (SSML) 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.

NOTE: the application for benefits must be submitted irrespective of actual registration in the academic year 2022/2023 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 12 September 2022 must still submit the application for benefits within the deadlines set out in paragraph 10.2 of this call).

2. STUDENT 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):

- a. scholarship
- b. accommodation available in halls of residence and in flats
- c. exemption from the provincial student welfare tax
- d. total exemption from university tuition fees

Students of the Advanced School for Linguistic Mediators in Trento and the *Trentino Art Academy* Advanced Art Institute are not eligible for the benefit described in point d.

3. REQUIREMENTS

3.1 FINANCIAL CONDITION

In accordance with the Resolution of the Provincial Council no. 969 of 27 May 2022, the financial situation will be defined based on the ISEE (Equivalent Financial Situation Indicator) issued for university student benefits and the **ISPE** (Equivalent Asset Indicator),

The limit of the ISEE for university student benefits in order for a student to qualify for the benefits is €23,600.00 and €50,000.00 for the **ISPE**.

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** earned and recorded, during the course of studies at university, by the relevant Offices in relation to the **year of first enrolment** (for clarifications about the meaning of “**year of first enrolment**”, please carefully read the corresponding entry in the Glossary). Any **credits** 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** earned and registered **by 05 August 2022 (by 30 September 2022** for students of the Conservatory, part-time degree course in Business Management and master’s degree courses in Civil Engineering, Environmental and Land Engineering, European and International Studies and the five and six year Master’s degrees course in Medicine and Surgery) starting from the year of first enrolment, Tables 1) and 2) in the Appendix show the minimum merit requirement for accessing the benefits with reference to the **year of first enrolment**.

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

For students with disabilities, please refer to point 8.

Bonuses

To reach the minimum merit requirement referred to in tables 1) and 2) in the Appendix, in addition to **credits** actually earned, the student may also use a bonus of up to a maximum of 5 **credits** 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** given by the difference between the maximum 5 **credits** available and the **credits** already used.

Example - A student enrolled for AY 2021/2022 in the Economics and Management degree programme (40 **credits** required), has earned 36 **credits** by 05 August 2022: to get the scholarship, the student uses 4 bonus **credits** 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**, as per Tables 1 and 2 in the Appendix.

Example - a student enrolled for the AY 2021/2022 in the Business Administration degree programme who, for the AY 2022/2023 transfers to the Economics and Management degree programme, must have earned 40 **credits** by 5 August 2022, 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** earned and recorded **by 05 August 2022** at their former University, with reference to the **year of first enrolment**. **Credits** 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**.

3.2.2 First-year student

For all first-year students, special merit requirements must be met to obtain payment of the scholarship, as specified in section 4.2.1.

3.2.3 PhD and SSPL students

Students enrolled in PhD courses and at the Specialization School for Legal Professions must be regularly enrolled for the AY 2022/2023.

4. SCHOLARSHIP

4.1 AMOUNT

The scholarship amount varies according to the financial situation of the student's **household**, the municipality of residence and the applicant's housing status.

Students with an ISEE 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. 969 of 27 May 2022, subject to any adjustments provided for by ministerial decree no. 1320 of 17 December 2021.

For students with an ISEE indicator exceeding two thirds of the threshold value and up to the maximum limit, the scholarship is progressively reduced up to half of the maximum amount.

For students with an ISEE indicator less than or equal to half the maximum set limit, the amount of the grant due is increased by 15%.

For female students enrolled in **S.T.E.M.** courses the amount of the grant is increased by 20%.

The increases in the scholarship amounts for the academic year 2022/2023 are allocated thanks to the additional resources provided within the framework of the PNRR (National Recovery and Resilience Plan), with funding from the European Union - Next Generation EU and investment 1.7 "Scholarships for access to university" of Mission 4 Component 1.

4.1.1 Resident scholarship

The scholarship amount for students residing in "local" municipalities (as listed in Tables 3 and 4 in 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 students residing in "commuting" municipalities (as listed in Tables 3 and 4 in the Appendix), ranges from a minimum of €1,800.00 to a maximum of €3,600.00, 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 2022/2023 (5 months for students applying for the scholarship only for the last semester)**, ranges from a minimum of €3,079.00 to a maximum of €6,158.00, 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 website (in PDF format only) **from 13 September to 17 October 2022 a copy of the tenancy agreement** 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 2022/2023. Students who, in previous years, delivered a multi-year **tenancy agreement** to Opera Universitaria, must provide evidence that the **tenancy agreement** is valid for the AY 2022/2023 (see **tenancy agreement**) by uploading the supporting documentation in the ONLINE APPLICATION from 13 September to 17 October 2022.

NOTE: For the purpose of awarding non-resident scholarships, tenancy agreements submitted after 17 October 2022 will not be considered for any reason whatsoever, except in the cases provided below.

Students enrolling in a master’s degree or in a PhD programme or at the Specialization School for Legal Professions, or who will enroll in another degree program as a result of the re-selections made by the University of Trento, after 17 October, may upload the **tenancy agreement** (or access the facilities provided by Opera Universitaria) by 31 December 2022, obtaining a “non-resident” scholarship for a period proportional to the months of actual tenancy until 31 August 2023.

However, the following are considered “commuting students”:

- residents in the non-local municipalities who do not rent **accommodation** in the proximity of the course location or who **do not upload in the ON LINE APPLICATION** a copy of the **tenancy agreement** by the deadline provided in the 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.

For students spending time in Italy or abroad on work placements or international mobility programmes, 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**, whereas a “resident” scholarship will be disbursed during the months spent elsewhere, provided that the overall period spent in Trento and in another Institution must be at least 10 months.

If the student submits a **tenancy agreement** of at least 10 months by 17 October and later participates in the Erasmus+ program, he or she will be required to repay a part of the non-resident scholarship in the second semester, when the University of Trento confirms that the student has actually left for abroad.

Example 1 - a student who is awarded a scholarship by Opera Universitaria for the AY 2022/2023 and an 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 in the first semester and who will not upload in the ONLINE APPLICATION a copy of the **tenancy agreement** by October 17, will initially get a commuting student scholarship. If he/she uploads a contract with a duration of at least 4 months upon his return, the scholarship will be recalculated and he will benefit from a resident scholarship for 6 months and a non-resident student scholarship for the months he spends in Trento, obtaining a supplement to the scholarship already paid.

Example 2 - a student who is awarded a scholarship by Opera Universitaria for the AY 2022/2023 and an additional financial support pursuant to point 13 granted by the University of Trento or by Opera Universitaria, resident in an “non-local” municipality, who will upload in the ONLINE APPLICATION a copy of a **tenancy agreement** of at least 10 months by October 17 and will subsequently carry out a 6-month Erasmus+ study mobility, will initially obtain a non-resident student scholarship for the entire year, which will be later recalculated after the University of Trento confirms his/her departure for the mobility period. The student will receive non-resident scholarship for the months she has spent in Trento, a resident -scholarship for 6 months, and will therefore be required, in the second semester, to return a part of the grant already paid.

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 another scholarship, grant or remuneration
- they deliver a copy of the **tenancy agreement** respectively in Italy or abroad, provided that the tenancy is of at least 10 months.

Students with disabilities, please refer to point 8.

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 05 November 2022**, the student must indicate his/her **IBAN** code by clicking on “Accedi ai dati anagrafici e bancari”. On the contrary, the scholarship, if owed, will be credited as of February 2023.

4.2.1 First-year student

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** earned and registered by the relevant offices during his/her studies. Any **credits** 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 2022 for those enrolling by 31 October 2022; by February 2023 for those enrolling in Master's Degree programme after 31 October 2022.

The **second scholarship instalment** will be disbursed upon earning **by 05 August 2023 (by 30 September 2023 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 and the five and six year Master's degrees in Medicine and Surgery)**, the number of **credits** required for students enrolled in AY 2021/2022 as per Tables 1 and 2 in the Appendix.

For students enrolled in the first year of the Master's degree courses in Art history and museum studies, Material Engineering and Professional education run by the University of Trento starting from academic year 2022/2023, the merit required for the payment of the second instalment is **35 credits within 5 August 2023**.

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

Students with disabilities, please refer to point 8.

NOTE - The bonus credits 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 a lump sum **by December 2022**. In case of insufficient resources, liquidation will be made in two parts, the first of which will be by December 2022.

4.2.3 PhD and SSPL students

For students enrolled in PhD courses and in the Specialization School for Legal Professions, the scholarship will be paid in a lump sum within 60 days from the ranking approval, provided they are regularly enrolled in the AY 2022/2023.

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 2022/2023 are entitled to total exemption from **tuition fees** and from the **provincial student welfare tax**. Students who are no longer eligible for a scholarship will be required to pay the University of Trento the fees due for Academic Year 2022/2023. These fees will be calculated according to the specific **ISEE** [Equivalent Financial Situation Indicator] for social security benefits relating to the right to university education (locally known as '**ISEE Università**'), which will be calculated as set out in the Infostudenti online information section dedicated to career on the University website.

5.1.1 No exemption

Students who on the date of approval of the ranking are not eligible for a scholarship and, therefore, do not qualify for exemption, will be required to pay the **tuition fees**. For undergraduate, master's degree or five and six year Master's degrees programmes, the **tuition fees** are calculated using the **ISEE Università**; details on how to make the **ISEE** calculation and the relevant payment deadlines are available on the web area **Infostudenti**, on the University website. All amounts due will be shown in the **Esse3** (Mytasse) web area. In case of payment beyond the due date, the student shall pay a **late payment** 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 of five and six year Master's degrees programme who are eligible for the scholarship, and who are going to enrol for the AY 2022/2023 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**, calculated with the **ISEE Università** as specified on the web area **Infostudenti**, on the University website.

Failure to request calculation of '**ISEE Università**' within the due date of the enrolment fee instalments will cause students to be required to pay an amount equal to half of the highest university fees applicable. In case of payment beyond the due date, the student shall still pay a **late payment** penalty.

The balance of the amount due will be displayed in the **Esse3** (Mytasse) area after the scholarship award rankings have been approved. Students who obtain their degree within the last graduation session of Academic Year 2021/2022 may request a refund of the enrolment fees paid, provided that they have not benefited from any services related to Academic Year 2022/2023.

5.1.3 Exemption of students with undergraduate degrees earned after 12 September 2022, who intend to enrol in the first year of a master's degree programmes as of 13 September 2022 until the latest deadline set by the individual Departments/Centres

Students who will earn an undergraduate degree after 12 September 2022 and who intend to enrol in the first year of a master's degree programme at UniTrento as of 13 September 2022 until the latest deadline set by the individual Departments/Centres, must apply for scholarship by 12 September 2022. If they 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** and any subsequent instalments, calculated using the **ISEE Università** as specified on the web area **Infostudenti**, on the University website. All amounts due will be shown in the **Esse3** (Mytasse) web area. In case of payment beyond the due date, the student shall pay a **late payment** penalty.

Please refer to point 8.1 for information about exemption for students with disabilities.

NOTE - The calculation of 'ISEE Università' required to benefit from for a reduction of the standard fee due to enrol with UniTrento for Academic Year 2022/2023 must be requested to the Istituto Nazionale della Previdenza Sociale (INPS) by submitting the 'Dichiarazione Sostitutiva Unica' (DSU) [Single Substitute Statement] according to the procedures and deadlines set out in the Infostudenti section of the University website.

If calculation of the University ISEE is requested after the deadline set out in the Infostudenti section has expired, then a late payment fee can be charged.

If a student fails to provide the ISEE Università, calculated according to the deadlines specified in the University Portal for the academic year 2022/2023, the full tuition fees will be payable.

5.2 CONSERVATORY

Students eligible for scholarship are entitled to total exemption of university taxes and **provincial student welfare tax**. Students who lose the eligibility to receive a scholarship during the academic year will have to pay the **provincial student welfare tax** to Opera Universitaria calculated according to the **ISEE**, 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** to Opera Universitaria by 30 November 2022, calculated according to the **ISEE** system, as indicated on the website www.conservatorio.tn.it (click on "Info studenti").

5.3 SSML, TRENINO ART ACADEMY AND PHD STUDENTS

Students eligible for scholarship are entitled to exemption from the **provincial student welfare tax**. Students who are not exempt from the provincial tax applicable to the right to education must pay € 150,00 by 30 November 2022, according to the procedures that will be notified by SSML or by the Trentino Art Academy and are set out on the University portal for PhD students.

5.4 SSPL

Students listed in the ranking who do not qualify for the scholarship must pay the **provincial student welfare tax** in the manner specified by the Specialization School for Legal Professions.

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** 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** for the AY 2021/2022 can confirm the **accommodation** for the AY 2022/2023, **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.

Students enrolled in a Bachelor programme in Academic Year 2019/2020, who received a scholarship for Academic Year 2021/2022 and wish to confirm their **accommodation** for Academic Year 2022/2023, must have gained and registered at least **140 credits by 5 August 2022 (30 September for Conservatory courses)**.

6.2 NEW ASSIGNMENTS

Opera Universitaria has **200 accommodation places in Trento and 30 in Rovereto**, which will be assigned by the first half of September 2022. The **accommodation** is assigned automatically and on annual basis. In case we would get additional free **accommodation**, additional beds may be allocated.

Students applying for **accommodation** 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** 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** 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. They will also have **3 days** to confirm acceptance of the **accommodation**.

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** application deadlines.

Information for students with disabilities needs can be found in point 8.

NOTE - Depending on any future national decrees or provincial orders regarding the fight against the Covid-19 pandemic, accommodation availability and accessibility may change during the academic year

6.3 PAYMENT

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

- double 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** assignment.

Accommodation rents are due as follows:

1. by 30 November 2022, rent up to December 2022;
2. bi-monthly payment, to be settled by the end of the first month of the bi-monthly period, for the months spanning January-August 2023.

The cautionary deposit of € 360.00 will be refunded at the end of the assignment of the **accommodation**, in the cases and according with the Rules and regulation governing the use of University Accommodation Facilities available on the website 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 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** exemption (student welfare tax for the Advanced School for Linguistic Mediators 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**
 - ▶ **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**
- for students enrolled in **master's degree programmes and five and six year Master's degrees programmes**:
 - ▶ scholarship and **tuition fees** 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**. The amount for the last semester will not be disbursed if the student graduates by 31 October 2022.
 - ▶ **accommodation** for a period of time corresponding to the standard duration of the study programme, plus one year starting from the first year of enrolment
- for students enrolled on **part-time programmes, PhD programmes and SSPL**:
 - ▶ scholarship, **tuition fees** exemption and **accommodation** for a period corresponding to the standard duration of the study programme, starting from the **year of first enrolment**.
- for those enrolled in the courses of the **previous system of the Conservatory of Music "F.A. Bonporti"**:
 - ▶ scholarship, **tuition fees** exemption and **accommodation** for a period equal to the "higher period".

Please refer to point 8 for the duration of benefits for students with disabilities.

7.2 EXCLUSION FROM BENEFITS

The following students are excluded from the benefits envisaged herein:

- students who are 35 years old as at 1 January 2022.
- students enrolling in a study programme of the same level as the degree already obtained
- students enrolled at foreign Universities attending the University of Trento as part of international mobility programmes
- who, in AY 2022/2023, 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 offered starting from the 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 2022/2023, **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 five and six year Master's degrees programme in AY 2021/2022
 - b. who have given up their studies at the end of the first year and intend to enrol for the AY 2022/2023 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 2021/2022
 - 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** 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 five and six year Master's degrees programme in AY 2016/2017 or in subsequent academic years,
 - b. who abandoned their studies at the end of the first year and enrolled, for the next immediate year, in a study programme belonging to a different degree class (or, in the case of foreign students, who switched to a study programme belonging to a different degree class, without any 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** from previous studies
- students enrolled in inter-university programmes with administrative offices for enrolment other than the University of Trento
- students enrolled in a first or second level academic diploma course of the "F.A. Bonporti" Conservatory of Music who already hold a diploma issued at the end of a course under the previous Conservatory's system.

7.3 REVOCATION OF BENEFITS

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

- from students enrolled in the first year who do not gain at least **20 credits (12 credits for the part-time Business Management course) by 5 August 2023** or who move to another university or give up their education without having earned the same merit. Students moving from the University of Trento to another university may seek authorisation to do so, subject to returning any benefits received
- from students enrolled in the first year of PhD programmes and of the School of Specialization for Legal Professions 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 2023.

NOTE - in order to meet the merit requirement for maintaining the first scholarship instalment, it is not possible to use bonus **credits.**

In the event that the scholarship is withdrawn, the amounts received must be returned to Opera Universitaria **by 31 December 2023**, according to the procedures that will be notified by Opera Universitaria (a notice will be sent to the mailbox containing all the information to make the payment). Failure to return such amounts will cause them to be collected according to ordinary enforcement procedures (i.e., debt 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, while students of the Conservatory of Music can contact their own secretariat.

The benefit of the **accommodation** will also be revoked in the cases specified in the *Rules governing the Use of University Accommodation Facilities* which can be found in the website www.operauni.tn.it in the “**accommodation**” section.

8. INFORMATION FOR 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** and from the **provincial student welfare tax** for the entire study programme, regardless of the financial situation of their **household**. Students have to apply for this benefit upon registration or enrolment at the University.

The duration of scholarships and **accommodation** for students with disabilities equal to or greater than 66% or with disabilities identified pursuant to Article 3(1) of Law No. 104 dated 5 February 1992, will be as follows:

- nine semesters for undergraduate degree programmes
- seven semesters for master’s degree programmes
- thirteen semesters for five and six year Master’s degrees programmes.

All students with disabilities, identified in accordance with Article 3, Paragraph 1 of Law No. 104 of February 5, 1992, or with a disability of 66% or more, will be asked the merit requirements reduced by 40 percent. A merit requirement of 84 **credits** will be required to obtain benefits for the seventh semester on undergraduate degree programs. For the last semester, students will be required to register at least an additional 6 **credits** above the merit requirement for the previous semester (in addition to any educational obligations if stipulated upon admission to the courses).

The Servizio Inclusione Comunità studentesca is available to assist in filling out the on line application for scholarship 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. The amount of the scholarship may be increased to a maximum of 40% depending on the student’s disability, in order to allow for the use of prostheses and supports, as well as all interventions that facilitate the enjoyment of educational activities and study.

The Servizio Inclusione Comunità studentesca (University Inclusion Service), located at via Tommaso Gar 16/2, is open from Monday to Friday by appointment only (telephone 0461/282128 – e-mail: inclusione.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** (in the cases specified in section 9.1) or the **ISEE parificato** (in the cases specified in point 9.2). The **ISPE** 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** for university student benefits €23,600.00, **ISPE** €50,000.00.

9.1 STUDENTS WHOSE HOUSEHOLD IS IN ITALY

Before submitting an application for benefits, in order to request the Attestazione ISEE, students must submit the **Dichiarazione Sostitutiva Unica** (DSU), which contains information about the **household** and the income and assets of each **household** member, directly on the INPS website (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** takes about 10 working days from submission of the **Dichiarazione Sostitutiva Unica** (DSU). Therefore, students are recommended to request the attestazione ISEE 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 2022 Attestazione ISEE (requested as of January 2022) that contain the following wording: "this document applies to PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO" [UNIVERSITY STUDENT BENEFITS] followed by the tax code of the student applying for the benefits.

Attestazione ISEE 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, in order for the application for benefits to be valid, the Attestazione ISEE must contain the following wording "this document applies to PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO" [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** he/she must immediately notify Opera Universitaria.

Students are required to check whether their Attestazione ISEE contains any note of omissions/discrepancies and is therefore not compliant, In this case, a new Dichiarazione Sostitutiva Unica must be submitted no later than 15 October 2022, which must include the information previously omitted or otherwise stated, informing promptly Opera Universitaria.

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

9.2 STUDENTS WHOSE HOUSEHOLD IS ABROAD

Students whose **household** 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**. To make appointment students must fill in the procedure at the link <https://infostudenti.unitn.it/it/isee-parificato-22-23>. Once they have obtained the **ISEE parificato**, they will have to send a copy of the **ISEE PARIFICATO** to the address operauniversitaria@pec.operauni.tn.it and to proceed with completing the online application.

9.2.1 Students whose household is in an EU country

Students whose **household** 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 2020, floor area (square meters) of their main dwelling and of other properties, bank deposits in 2020.

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

Students residing in Italy, whose **household** 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**, 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** 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** and the residence, for all **household** members income for the year 2020, floor area (square meters) of their main dwelling and of other properties, bank deposits in 2020. 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** is abroad are nevertheless obliged to declare the incomes and assets owned in Italy by their **household**,

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 within the deadlines specified in point 10.2, by clicking on “**Online application**” and by following all subsequent instructions.

To access the electronic procedure students of the University of Trento can use the SPID code or 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 2022 Attestazione ISEE by clicking “Seleziona” in the “Condizione economica” section of the ONLINE APPLICATION (DOMANDA ON LINE)

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**, he/she may enter the reference number of the **Dichiarazione Sostitutiva Unica** (e.g. CAF000XX-PG0000-2021-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.

In order that a “non-resident” scholarship may be granted, the rental agreement referred under 4.1.3 must be uploaded during the online procedure, in PDF format, **from 13 September to 17 October 2022**.

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. 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 to the Opera Universitaria help desk, via e-mail (operauniversitaria@pec.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 **11 July 2022**, by the deadlines indicated below.

- **by 8 August 2022** if the applicant also intends to confirm the **accommodation** currently in use
- **by 24 August 2022** if the applicant is also applying for **accommodation** (new assignments)
- **by 12 September 2022 (by 5 October 2022 for those attending the first year of and the five and six year Master's degrees in Medicine and Surgery)** only for scholarship and **tuition fees** exemption applications.

Students enrolled in PhD courses and with the Specialization School for Legal Professions may apply for a scholarship, exemption from provincial tax for the right to education and **accommodation from 11 July to 30 November 2022**.

The application for benefits must be submitted irrespective of actual registration in the academic year 2022/2023 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 they are submitting the application for benefits (for example, a student who is not yet enrolled in a master's degree programme on 12 September 2022 must still submit the application for benefits within the deadlines set out in paragraph 10.2)

NOTE - if there are any omissions/discrepancies in the Attestation, a new Dichiarazione Sostitutiva Unica (DSU) must be submitted no later than 15 October 2022 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 submitted after 17 October 2022 will not be considered for any reason whatsoever.

11. APPROVAL OF RANKINGS AND APPEALS

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**. The ranking of scholarships and **accommodation** for students enrolled in PhD courses and with the Specialization School for Legal Professions will be approved **by 31 December**. The outcome of the submitted application may be viewed by accessing the ONLINE APPLICATION on the website at www.operauni.tn.it and clicking on "Result of the application": students from the University of Trento must use the SPID code or credentials issued by the University, while students from other institutions must use their own SPID credentials.

The University of Trento will notify the terms and deadlines for paying the **tuition fees** 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 TRENTO – UFFICIO SVILUPPO SERVIZI ONLINE E SUPPORTO UTENTI – VIA TOMMASO GAR, 16 – 38122 TRENTO, as far as exemption from **tuition fees** is concerned
- OPERA UNIVERSITARIA - OU DESK – 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 Sportello Opera Universitaria (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**)
- award of the degree
- amendment of **tenancy agreement**
- participation in an international mobility programme (for students who reside in “non-local” municipalities).

13. OTHER INITIATIVES

ERASMUS+ PROGRAMME - CONSERVATORY OF MUSIC

Students of the Conservatory who, for the AY 2022/2023, 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.

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 operauniversitaria@pec.operauni.tn.it, the certified e-mail address.

The application for grants or other special allowances will be assessed by a Panel composed of 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 €600.00 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 five and six year Master's degrees programme who are enrolled in their first year beyond the standard duration of the study programme – with reference to the **year of first enrolment** – the allowance will be calculated only for the internship period completed within 31 March 2023.

Opera Universitaria will disburse the benefit at the end of the internship, once it has been notified by 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 2016/679.

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** and **tuition fees** and for the other benefits envisaged by this call for applications;
- c. to process statistical reports in aggregate and anonymous 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. Refusal to provide personal data will make it impossible for Opera Universitaria to pursue the purposes as under 1(a), (b), (c).

While providing the data for the purposes under 1(d) is optional, failure to do so will make it impossible to pursue the purposes stated thereunder.

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 or 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 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 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 for 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, 82/A, 38123 Trento; Telephone number: 0461/217411 - fax: 0461/217444 – PEC (Certified email address): operauniversitaria@pec.operauni.tn.it - e-mail: 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.

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

GLOSSARY

▶ 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 and are accepted upon completion of the application for benefits.

▶ 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 "si applica alle PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO" (THIS DOCUMENT APPLIES TO UNIVERSITY STUDENT BENEFITS), followed by the tax code of the students requesting the benefits.

▶ CREDITS

Credits are a means of measuring the learning activities, 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.).

▶ DICHIARAZIONE SOSTITUTIVA UNICA

The Dichiarazione sostitutiva unica (DSU), referred to in Prime Ministerial Decree no. 159 of 5 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 person filling out the DSU (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 attestazione ISEE for university student benefits, the DSU must be entirely filled out (DSU "integrale").

The scholarship received in the year 2020 must also be declared as tax-exempt income.

▶ ESSE3

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

▶ 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 he/she is an orphan or both of 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 submission of the Dichiarazione Sostitutiva Unica pursuant to Art. 10 of Prime Ministerial Decree/2013, 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 €9.000 per year.

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

► 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 (BRANCH CODE)	CURRENT ACCOUNT
IT	12	L	12345	12345	123456789012

► 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.

	NUMBER OF HOUSEHOLD MEMBERS	PARAMETER
EQUIVALENCE SCALE	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 and is valid from the date of submission of the Dichiarazione Sostitutiva Unica until 31 December. The Certification submitted as of January 2022 refers to the income received in the second calendar year prior to the Dichia-

razione Sostitutiva Unica.

For the purpose of calculating the ISEE for university student benefits, specific criteria apply to the definition of household (see “Household” definition).

The amount of the scholarship that may have been received in 2020 (declared in the Dichiarazione Sostitutiva Unica among tax-exempt incomes), compared to the corresponding parameter of the equivalence scale, will be subtracted from the ISEE value.

► **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).

► **ISEE PARIFICATO**

The ISEE parificato is the indicator of the equivalent financial situation of a student's household residing abroad (Article 8(5) of Prime Minister's Decree No. 159 dated 5 December 2013), as identified under the Memorandum of Understanding entered into on 3 June 2015 between the National Association of Bodies for the Right to University Education (ANDISU) and the Tax Support Centres (CAFs) enrolled in the Register of CAFs for employees who are members of the National Council.

► **ISPE**

ISPE is the equivalent asset indicator that is calculated by dividing the asset indicator (ISP = total real estate assets - deductions and exemptions) + (total movable assets - deductions and exemption) of the applicant'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.

► **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.

► **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 2022/2023 who does not reach 20 credits by 05 August 2023) are required to return the first scholarship instalment by 31 December 2023. 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.

► **PARTICULARLY POOR COUNTRIES**

As laid down by Ministerial Decree no. 344 of 8 April 2022, the following Countries are considered “particularly poor”: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Maurita-

nia, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia.

► **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. 2022/2023 is determined by resolution of the Provincial Government no. 333 of 3 March 2017 and no. 341 of 2 March 2018.

► **S.T.E.M.**

Set of the scientific-technological disciplines that comprises the following courses offered at the University of Trento:

- bachelor’s degree courses in Physics, Computer Science, Industrial Engineering, Computer Engineering of Communications and Electronics Engineering, Biomolecular Science and Technology, Mathematics, Civil Engineering, Engineering for the Environment and the Territory;
- Five and six year Master’s degrees in Construction Engineering/Architecture;
- master’s degree courses in: Cellular and Molecular Biotechnology, Quantitative and Computational Biology, Physics, Mathematics, Computer Science, Artificial Intelligence Systems, Information and Communications Engineering, Materials Engineering, Mechatronics Engineering, Management and Industrial Systems Engineering, Civil Engineering, Energy Engineering, Engineering for the Environment and the Territory, Environmental Meteorology, Data Science.

► **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 2022/2023. The copy of the agreement must contain the registration details and must be uploaded in the online wizard in PDF format.

Whenever an agreement or a multi-year agreement is renewed, in order to prove agreement validity for AY 2022/2023 it is necessary to submit either 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 Scholarships/Forms section of the website www.operauni.tn.it must be uploaded in the online application.

► **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.

► 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 five and six year Master’s degrees programme in AY 2021/2022, have given up their studies and intend to enrol for the AY 2022/23 in a course within a different degree class; have returned any benefits received in the AY 2021/2022 and have 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 five and six year Master’s degrees programme in AY 2016/2017 or in subsequent academic years, have given up their studies at the end of the first year and enrolled for the next academic year in a course within a different degree class (or, in case of foreign students, have transferred to a course within a different degree class, without credit transfer); have returned any benefits received in the previous course and have 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.

Appendix

TABLE 1

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

DEPARTMENT/CENTRE	CLASS	DEGREE PROGRAMME	2021/2022	2020/2021	2019/2020
TRENTINO ART ACADEMY		Undergraduate degree	35	85	-
CENTER AGRICULTURE FOOD ENVIRONMENT	L25	Viticulture and Oenology	35	85	-
CELL, COMPUTATIONAL AND INTEGRATIVE BIOLOGY	L2	Biomolecular Science and Technologies	40	90	-
CONSERVATORY		Undergraduate degree	35 (*)	85 (*)	-
ECONOMICS AND MANAGEMENT	L18	Accounting and Law	35	85	-
	L33, L18	Economics and Management	40	90	-
	L18	Business Management	35	85	-
	L18	Business Management, part-time	20 (*)	52 (*)	100 (*)
FACULTY OF LAW	L14	Comparative, European and International Legal Studies	35	85	-
PHYSICS	L30	Physics	35	85	-
CIVIL, ENVIRONMENTAL AND MECHANICAL ENGINEERING	L7	Civil Engineering	35	85	-
	L7	Environmental and Land Engineering	35	85	-
INDUSTRIAL ENGINEERING	L9	Industrial Engineering	35	85	-
INFORMATION ENGINEERING AND COMPUTER SCIENCE	L8	Computer, Communication and Electronic Engineering	35	85	-
	L31	Computer science	35	85	-
ADVANCED SCHOOL FOR LINGUISTIC MEDIATORS (SSML)	L12	Undergraduate degree	35	85	-
HUMANITIES	L1	Cultural heritage	35	85	-
	L5	Philosophy	40	90	-
	L11, L12	Modern Languages	40	90	-
	L10	Historical and Philological Studies	35	85	-
MATHEMATICS	L35	Mathematics	35	85	-
PSYCHOLOGY AND COGNITIVE SCIENCE	L20	Interfaces and Communications Technologies	40	90	-
	L24	Science and Techniques of Cognitive Psychology	35	85	-
SOCIOLOGY AND SOCIAL RESEARCH	L39	Social Work	40	90	-
	L40	Sociology	35	85	-
	L36, L40	International Studies	40	90	-

(*) credits earned and recorded by 30 September 2022

TABLE 2

Minimum merit requirement with respect to the year of first enrolment for students in **master's degree and five and six year Master's degrees programmes**

DIPARTIMENTO/CENTRO	CLASSE DI LAUREA	CORSO DI LAUREA	2021 2022	2020 2021	2019 2020	2018 2019	2017 2018
CELL, COMPUTATIONAL AND INTEGRATIVE BIOLOGY	LM9	Cellular and Molecular Biotechnology	35	85	-	-	-
	LM8	Quantitative and Computational Biology	35	85	-	-	-
	LM41	Medicine and Surgery	35 (*)	85 (*)	-	-	-
AGRICULTURE FOOD ENVIRONMENT CENTER	LM69	Agrifood Innovation Management	35	-	-	-	-
CIMeC	LM55	Cognitive science	45	90	-	-	-
CONSERVATORY		Master's degree	35 (*)	85 (*)	-	-	-
ECONOMICS AND MANAGEMENT LEGISLATION	LM77	Economics and Business	40	90	-	-	-
	LM77	Sustainability Management and Tourism	35	85	-	-	-
	LM56	Behavioural and Applied Economics	45	95	-	-	-
	LM16	Finance	35	85	-	-	-
	LM77	Innovation Management - Management dell'innovazione	45	95	-	-	-
	LM77	International Management - Management internazionale	45	95	-	-	-
	LM77	Management	35	85	-	-	-
FACULTY OF LAW	LMG/01	Law	35	85	140	195	250
PHYSICS	LM17	Physics	35	78	-	-	-
CIVIL, ENVIRONMENTAL AND MECHANICAL ENGINEERING	LM23	Civil Engineering	35 (*)	85 (*)	-	-	-
	LM35	Environmental and Land Engineering	35 (*)	85 (*)	-	-	-
	LM4 C.U.	Construction Engineering / Architecture	35	85	140	195	250
	LM30	Energy Engineering	35	85			
	LM75	Environmental Meteorology	35	85	-	-	-
INFORMATION ENGINEERING AND COMPUTER SCIENCE	LM27	Information and Communications Engineering	35	85	-	-	-
	LM18	Computer science	40	90	-	-	-
ENGINEERING AND INFORMATION SCIENCE - CIMeC - INDUSTRIAL ENGINEERING - FACULTY OF LAW	LM32	Artificial Intelligence System	35	85	-	-	-

INDUSTRIAL ENGINEERING	LM31	Management and Industrial Systems Engineering	35	-	-	-	-
	LM33	Mechatronics Engineering	35	85	-	-	-
	LM22	Materials and Production Engineering	35	85	-	-	-
HUMANITIES	LM14	Philology and Literary Criticism	35	85	-	-	-
	LM78	Philosophy and Languages of Modern Times	35	85	-	-	-
	LM37	Euro-American Literatures, Translation and Literary Criticism	35	85	-	-	-
	LM49	Language Mediation, Tourism and Cultures	35	85	-	-	-
	LM84	Historical sciences	35	85	-	-	-
	LM89	Art	35	85	-	-	-
MATHEMATICS	LM40	Mathematics	35	85	-	-	-
MATHEMATICS, PSYCHOLOGY AND COGNITIVE SCIENCE, CIMeC, ECONOMICS AND MANAGEMENT, INFORMATION ENGINEERING AND SCIENCE, INDUSTRIAL ENGINEERING SOCIOLOGY AND SOCIAL RESEARCH	LM91	Data Science	35	85	-	-	-
PSYCHOLOGY AND COGNITIVE SCIENCE	LM55	Human - Computer Interaction	40	90	-	-	-
	LM51	Psychology	40	90	-	-	-
SCHOOL OF INTERNATIONAL STUDIES	LM52	European and International studies	40 (*)	90 (*)	-	-	-
	LM52	International Security Studies	35	85	-	-	-
SOCIOLOGY AND SOCIAL RESEARCH	LM88	Organization, Society and Technology	35	-	-	-	-
	LM88	Management of Organizations and of the Territory	35	85	-	-	-
	LM62	Global and local studies	35	85	-	-	-
	LM87	Methodology, Organization and Evaluation of Social Services	35	85	-	-	-
	LM88	Sociology and Social Research	35	85	-	-	-

(*) **credits** earned and recorded by 30 September 2022

Note: only **credits** actually earned and recorded after enrolment in a master's degree programme will be considered (**credits** recognized from previous studies will not be considered).

TABELLA 3Classification of the municipalities for students enrolled on study programmes held in **Trento**

"LOCAL" MUNICIPALITIES	"COMMUTING" MUNICIPALITIES	"NON-LOCAL" MUNICIPALITIES
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 TERME, GIOVO, ISERA, LEVICO TERME, LONA-LASES, 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 MUNICIPALITIES" AND "COMMUTING MUNICIPALITIES" LISTS

TABELLA 4Classification of the municipalities for students enrolled on study programmes held in **Rovereto**

"LOCAL" MUNICIPALITIES	"COMMUTING" MUNICIPALITIES	"NON-LOCAL" MUNICIPALITIES
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 MUNICIPALITIES" AND "COMMUTING MUNICIPALITIES" LISTS



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