

Call for application 2024 - 2025

SCHOLARSHIP
ACCOMMODATION
TAX EXEMPTION



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

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From **8 July** 2024
ONLINE APPLICATION
scholarship and/or accommodation

RIGHT TO STUDY

1. request the Attestazione ISEE Università
at CAF or other institution authorized or online on the INPS website - see point 9, p. 15

2. fill the application **ONLINE APPLICATION** on the website www.operauni.tn.it - see point 10,
pag. 17

by
5 AUGUST

**CONFIRMATION OF
ACCOMMODATION**

by
21 AUGUST

**APPLICATION FOR
ACCOMMODATION**

by **9
SEPTEMBER**

**APPLICATION FOR
SCHOLARSHIP AND
FEE EXEMPTION**

3 OCTOBER for first-year students of Professional Education
28 NOVEMBER per PHD

3. provide documentation for the scholarship “non-resident” in the **ONLINE APPLICATION**
see point 4.1.3, pag. 7

by
**10 SEPTEMBER
to 14 OCTOBER**

**UPLOAD
TENANCY
AGREEMENT**

4. enter the bank account data in the application **ONLINE APPLICATION** - see point 4.2, pag. 8

by
31 OCTOBER

**BANK ACCOUNT
HELD OR JOINTLY
HELD**

PLEASE READ THE CALL FOR APPLICATION CAREFULLY!



1. RECIPIENTS

This call for applications is intended for students who are less than 35 years old on 1st January 2024, 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 but are citizens of non-EU countries:

- **who enroll at the University of Trento for the first year or subsequent years in the following courses:**
 - ▶ Undergraduate degrees
 - ▶ Master's degrees
 - ▶ Five- and six-year Master's degrees
 - ▶ PhD programs, who are not benefiting from other scholarships or other kinds of funds for the PhD program, nor have been granted a paid leave of absence
- **who register 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"
- **who intend to transfer to the University of Trento, the Conservatory or a University Institute of Trento from another University or Institute.**

In case of simultaneous enrolment for a.y. 2024-2025 in two courses of study, those who are already enrolled in a course of study in years subsequent to the first, and who have already taken advantage of the benefits for the right to university study, cannot consider the second enrolment as the reference for the purposes of obtaining the same benefits. Only if they have not already taken advantage of the benefits for the right to study, students can request the aforementioned benefits (which they have never requested) for their second course of study.

NOTE: the application for benefits must be submitted irrespective of the actual registration in the a.y. 2024-2025 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 program on 9th September 2024 must still submit the application for benefits within the deadlines set out in paragraph 10.2 of this call).

2. STUDENT AID

The following listed items 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 in collective residences and 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

According with the Resolution by Provincial Council no. 796 of 31st May 2024, the financial situation will be defined based on **ISEE** (Equivalent Financial Situation Indicator) issued for university student benefits and **ISPE** (Equivalent Asset Indicator),

The limit of the **ISEE** for university student benefits for a student to qualify for the benefits is €26,000.00 and €52,000.00 for the **ISPE**.

Students must meet the two limits (ISEE and ISPE) jointly: if just one of the two limit exceeds, 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 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). Opera Universitaria will not consider any **credits** awarded for skills acquired prior to enrolment (CPA and CMPA) in the merit calculation.

3.2.1 Years after the first

Students enrolled in years subsequent to the first have to fulfil a merit requirement based on the number of **credits** earned and registered **by 05th August 2024 (by 30th September 2024** 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**.

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 earned **credits**, the student can also use a bonus of up to a maximum of five (5) **credits** during the entire study periods. If the bonus credits have not been employed to apply for the call during the current academic year, those can be employed during the following 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 employed.

Example - A student enrolled for AY 2023/2024 in the Economics and Management degree programme (40 **credits** required), has earned 36 **credits** by 05th August 2024: 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 choosing a different degree program within the University of Trento

Students choosing a different degree program within the University of Trento must meet the merit requirements of the new degree program referring to the **year of first enrolment**, as per Tables 1 and 2 in the Appendix.

Example - a student enrolled for the AY 2023/2024 in the Business Administration degree programme who, for the AY 2024/2025 transfers to the Economics and Management degree programme, must have earned 40 **credits** by 5th August 2024, instead of 35.



Students from other Universities choosing a degree program at University of Trento

Students transferring from other Universities must fulfil a merit requirement based on the number of **credits** earned and recorded **by 05th August 2024** at their former University, with reference to the **year of first enrolment**. **Credits** not recognized by the University of Trento cannot be employed to apply for benefits in following 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

All first-year students must meet special merit requirements to obtain payment of the scholarship, as specified in section 4.2.1.

3.2.3 PhD

Opera Universitaria requires students enrolled in PhD courses to be regularly registered for the a.y. 2024-2025.

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 whose the maximum amount is determined by resolution of the Provincial Council no. 796 of 31st May 2024, subject to any adjustments provided for by ministerial decree no. 317 of 14th March 2024.

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% (which is not cumulative with the abovementioned 15%).

For those who, starting from a.y. 2022-2023, are enrolled on two courses at the same time, a 20% supplement to the scholarship obtained each year is envisaged, on condition that they maintain the merit requirements indicated in the Ministerial Announcement no. 1320/2021 for the entire duration of the courses, on the second course. Opera Universitaria will pay this supplement in relation to the fulfilment of the relative requirements year by year.

The amount of the scholarship for the last semester corresponds to half of the annual scholarship amount.

The increase in the scholarship amounts for the a.y. 2024-2025 are allocated thanks to the additional resources provided by 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 €1.414,00 to a maximum of €2.828,00, 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 €2.050,00 to a maximum of €4.100,00, 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 2024/2025 (5 months for students applying for the scholarship only for the last semester)**, ranges from a minimum of €3.508,00 to a maximum of €7.016,00, depending on their financial situation.

Students who do not live in facilities provided by Opera Universitaria are required to upload on the ONLINE APPLICATION section of the www.operauni.tn.it website (in PDF format only) **from 10th September 2024 to 14th October 2024** a copy of the **rental agreement** registered in their name (or copy of the **accommodation** assignment if staying in a collective residence) with a minimum term of 10 months during the a.y. 2024-2025 (between September 2024 and August 2025). Students, who, in previous years, delivered a multi-year **rental agreement** to Opera Universitaria, must provide evidence that the **rental agreement** is valid for the a.y. 2024-2025 by uploading the supporting documentation in the ONLINE APPLICATION **from 10th September to 14th October 2024** (see **rental agreement**). If a student signed a **rental agreement** with “cedolare secca” option and he/she has already sent it to Opera Universitaria the previous year, the student can certify autonomously that he/she still lives there by uploading online the form “Rental Agreement Declaration”. You can find it on the website <https://www.operauni.tn.it/en/scholarship/forms-scholarship>.

NOTE: For the purpose of awarding non-resident scholarships, rental agreements submitted after 14th October 2024 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 program or who will enroll in another degree program as a result of the re-selections made by the University of Trento, after 14th October 2024, may upload the **rental agreement** (or access the facilities provided by Opera Universitaria) by 31st December 2024, obtaining a “non-resident” scholarship for a period proportional to the months of actual rental agreement until 31st August 2025.

Non-resident students are also considered students resident in any municipality who pay for the accommodation, and who meet the requirements set out in the regulations to be considered ‘independent’, i.e. with an adequate income capacity from employment or similar (at least € 9,000 per year, for at least two years) and who have not been resident, for at least two years from the date of application, in the family of origin’s accommodation unit or in accommodation owned by a member of the family. These students will have to upload their housing documentation by the deadline of 14th October 2024.

Commuting students are also:

- residents in “non-resident” municipalities who do not rent accommodation in the proximity of the course venue;
- residents in “non-resident” municipalities who do not rent accommodation in the proximity of the course venue and **do not upload in the ON LINE APPLICATION** a copy of the rental agreement by the deadline set out in the Call for application;
- students residing in “non-local” municipalities who obtained an accommodation and, for any reason, do not directly pay the housing fee since they accepted free accommodation offered 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 for internships or international mobility programs, 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 of staying in Trento, as proved by the **rental 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 **rental agreement** of at least 10 months by 14th October 2024 and later participates in the Erasmus+ program, he/she will be required to return part of the non-resident scholarship in the second semester, when the University of Trento confirms the student’s actual departure for foreign countries.

Example 1 - a student who is awarded a scholarship by Opera Universitaria for the a.y. 2024-2025 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+ program in the first semester and who will not upload in the ONLINE APPLICATION a copy of the **rental agreement** by 14th October 2024, 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/she 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 a.y. 2024-2025 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 **rental agreement** of at least 10 months by 14th October 2024 and then will leave for 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 part of the grant already paid.

Students taking part to internships or research thesis, in Italy or abroad, may keep the total amount of the “non-resident” scholarship, if they meet all the following conditions:

- the participation to the study project is certified by the University of Trento;
- they do not benefit from any another scholarship, grant or remuneration;
- they send a copy of the Italian and foreign **rental agreement**, provided that the rental period is of at least 10 months.

Students with disabilities, please refer to point 8.

4.2 DISBURSEMENT

Opera will disburse the scholarship to eligible students exclusively by transfer to current account (or credited to a prepaid card able to receive bank transfers without amount limits) **held or jointly held in the student’s name**. When filling out the application, and in any case **no later than 31st October 2024**, the student must indicate his/her IBAN code by clicking on “Accedi ai dati anagrafici e bancari”. On the contrary, Opera will credit the scholarship, if owed, as of February 2025.

4.2.1 First-year student

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.

Reduced merit requirements may be envisaged for students with disabilities as set forth in point 8.



Students enrolled in **bachelor's degree program and five- and six-year master's degrees program** will receive **20%** of the total amount of the scholarship by 10th November 2024. **30%** of the total amount of the scholarship will be disbursed within December 2024.

Students enrolled in a **master's degree program** by 31st October 2024 will receive 50% of the total amount of the scholarship within December 2024; Students enrolled in a master's degree program after 31st October 2024 will receive **50%** of the total amount of the scholarship within February 2025.

The remaining **50%** of the total amount of the scholarship will be disbursed upon earning **by 5th August 2024 (by 30th September for students of the Conservatory, part-time Business Administration degree program and Master's degree programs 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 a.y. 2023/2024 as per Tables 1 and 2 in the Appendix.

First-year students enrolled in new degree programs activated by the University of Trento in the a.y. 2024-2025 are required to earn **35 credits by 5th August 2025** to reach the merit and so to receive the remaining 50% of the total amount of the scholarship.

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 remaining 50% of the total amount of the scholarship. This scholarship amount will be paid automatically, after verifying that the merit requirement has been met.

4.2.2 Years following the first

The scholarship will be paid depending on the timing of disbursement of the additional resources provided for as part of PNNR: in a lump sum by December 2024, or in two times, the first of which will be paid by December 2024. Concerning the two-trance payment, compatibly with the available resources, it would be possible to pay a lump sum to eligible students with a particularly difficult economic condition.

4.2.3 PhD students

For eligible students enrolled in PhD programs, the scholarship will be paid in a lump sum within 60 days from the ranking approval, provided they are regularly enrolled in the a.y. 2024-2025.

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 a.y. 2024-2025 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 a.y. 2024-2025, 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 required as indicated by INPS and set out in the **Tasse Universitarie** on the University website.

5.1.1 No exemption

Students who are not eligible for a scholarship and, therefore, do not qualify for exemption, will be required to pay the **tuition fees**. After the approval of the ranking indicating the eligibility for the scholarship, the sum due to university will be visible in the personal area **Esse3** (My Tasse).



When the student enrolls in after the ranking approval, he/she must notify the University of Trento that he/she is not eligible for the tax exemption. Tuition fees of bachelor's degree programs, master's degree programs and five- and six-year degree programs will be calculated based on the the compliant version of **ISEE Università**. Details on how to make the **ISEE** calculation and the relevant payment deadlines are available on the informative web area **Tasse Universitarie** on the University website. In case of payment beyond the due date indicated on the notice of payment PagoPa, a **late payment penalty** will be charged.

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

Master's degree and five- and six-year master's degree students eligible for the scholarship, and intending to enroll in in a.y. 2024-2025 for their first year after the normal duration of the course with reference to the year of first enrolment can benefit from partial exemption: those will have to pay to the University of Trento, in addition to the stamp duty, an amount equal to half of the **tuition fees**, calculated with the compliant version of **ISEE Università** as specified on the web page **Tasse Universitarie** on the University website. After the approval of the ranking indicating the eligibility for the scholarship, the sum due to university will be visible in the personal area **Esse3** (My Tasse).

In case of payment beyond the due date indicated on the notice of payment PagoPa, a **late payment penalty** will be charged.

5.1.3 Exemption for students with undergraduate degrees earned after 9th September 2024, who intend to enroll in the first year of a master's degree program from 10th September 2024 until the latest deadline set by each Departments/Centers

Students, who will earn a bachelor's degree after 9th September 2024 and who intend to enroll in the first year of a master's degree program at University of Trento from 10th September 2024 until the latest deadline set by each Departments/Centers, must still submit the application for the scholarship by 9th September 2024.

In case of non-eligibility for the scholarship when enrolling in a degree program at UniTrento, the student must notify the non-eligibility for the scholarship and pay the first instalment of the **tuition fees** and the possible following instalments, which are calculated based on the compliant version of **ISEE Università**, as specified on the web page **Tasse Universitarie** on the University website. All amounts due will be shown in the **Esse3** (MyTasse) personal web area.

In case of payment beyond the due date indicated on the notice of payment PagoPa, a late payment penalty will be charged.

Please refer to point 8 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 enroll in with UniTrento for Academic Year 2024-2024 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 on the web page Tasse Universitarie on the University website.

If a student fails to provide the ISEE Università, calculated according to the deadlines specified on the web page Tasse Universitarie for the academic year 2024-2025, the full tuition fees must be paid.



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 way specified by the administrative office of the Conservatory of Music.

Students non-eligible for the scholarship will have to pay the **provincial student welfare tax** to Opera Universitaria **by 30th November 2024**, calculated according to the ISEE system, as indicated on the website www.conservatorio.tn.it/tasse-contributi/.

5.3 SSML, TRENTO 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 30th November 2024**, according to the procedures that will be notified by SSML or by the Trentino Art Academy or as set out on 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** at a reduced rate. The “non-local” municipalities of residence are listed in Tables 3 and 4 in the Appendix.

6.1 CONFIRMATION OF THE ACCOMMODATION

Students who received both the scholarship and **accommodation** for the a.y. 2023-2024 can confirm the accommodation for the a.y. 2024-2025 **by filling in the ONLINE APPLICATION by 5th August 2024** provided that they have an active assignment record with Opera Universitaria at the time the application is submitted, the financial situation requirements set out in point 3.1 are met, as well as the merit requirements set out in Tables 1 and 2 in the Appendix.

To confirm the accommodation, the assignment record must expire the 31st of August 2024 (31st July 2024 for students living in the Barelli accommodation in Rovereto).

Students enrolled in a bachelor's degree program in a.y. 2021-2022, who received the scholarship for a.y. 2023-2024 and wish to confirm their **accommodation** for a.y. 2024-2025, must have gained and registered at least **140 credits by 5th August 2024 (by 30th September for students attending a course at the Conservatory)**. If a student earns the bachelor's degree by 5th August 2024 can confirm the accommodation for the master's degree, provided that the enrolment happens by the same date (if not the student will have to request a new assignments).

6.2 NEW ASSIGNMENTS

Opera Universitaria has **210 accommodation places in Trento and 20 in Rovereto**, which will be assigned by the first week of September 2024. The **accommodation** is assigned automatically and on annual basis. In case we would get additional **accommodation**, more beds may be allocated.

Students applying for **accommodation** must indicate in their application for benefits where they intend to live (Trento or Rovereto) based on the chosen university program and, if they result eligible for the **accommodation** according to the ranking, they must confirm the acceptance **within 2 days from the date of ranking approval**. Applicant students will receive an e-mail with instructions to accept the **accommodation** offered. If the **accommodation** is not accepted by the deadline indicated, the offer will be considered rejected.

In case of withdrawals from previously accepted **accommodations** or if any accommodations have not been accepted, eligible students, according to their ranking order, will be contacted via e-mail. They will also have **2 days** to confirm the acceptance of the **accommodation**.



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

Please refer to point 10.2 for the **accommodation** application deadlines.

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

6.3 PAYMENT

The monthly housing tuitions at a reduced rate are as follows:

- double room € 190.00 per month
- single room € 230.00 per month

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

The payment methods for the monthly rent and deposit will be communicated jointly with the **accommodation** assignment.

Accommodation tuitions are due as follows:

1. by 30 November 2024 (December 2024 is included in the current tuition);
2. bimonthly payment, to be settled by the end of the first month of the bimonthly period, for the period from January 2025 until August 2025.

The deposit of € 360.00 will be refunded at the end of the assignment of the **accommodation**, in the cases set out in and according with the Regulation governing the use of Opera Universitaria 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 case 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 BENEFIT

The benefits under this Call are awarded as follows:

- for students enrolled in **bachelor's degree programmes**:
 - ▶ scholarship and **tuition fees** exemption (student welfare tax for the Advanced School for Linguistic Mediators SSML and the Trentino Art Academy) for a period corresponding to the standard duration of the respective study programs, starting from the **year of first enrolment**
 - ▶ **accommodation**, for a period corresponding to the standard duration of the study program, plus one year for those who are eligible to confirm their **accommodation**
- for students enrolled in **master's degree programs and five- and six-year master's degrees programs**:
 - ▶ scholarship and **tuition fees** exemption for a period corresponding to the standard duration of the study program plus one semester (the amount of scholarship for the last semester is 50% of the annual scholarship), starting from the year of **first enrolment**. The amount for the last semester will not be disbursed if the student graduates by 31st October 2024.
 - ▶ **accommodation** for a period corresponding to the standard duration of the study program, plus one year starting from the **first year of enrolment**

- for students enrolled on **part-time programmes, PhD programmes:**
 - ▶ scholarship, **tuition fees** exemption and **accommodation** for a period corresponding to the standard duration of the study programs, starting from the **year of first enrolment**.

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 in the Call for application:

- students who are 35 years old as on 1st January 2024.
- students enrolling in a study program of the same level as the degree already obtained
- who gain recognition or equivalence of an academic qualification obtained abroad, of equivalent or higher value than the one they are enrolling in
- students enrolled in at foreign Universities attending the University of Trento as part of international mobility programs
- for a.y. 2024-2025, who benefit from other economic help based on their economic condition and merit
- students who are citizens of Non-EU States and who do not reside in Italy, admitted to study programs offered starting from the a.y. 2018-2019, 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 enrolled in a study program of the same level as that in which they are enrolling in for a.y. 2024-2025, except for students who meet all the following requirements:
 - a. who enrolled for the first time in the Italian University System in a bachelor or five- and six-year master's degrees program in a.y. 2023-2024
 - b. who have given up their studies at the end of the first year and intend to enroll in for the a.y. 2024-2025 in a course within a different degree class
 - c. who have returned any benefits received in a.y. 2023-2024
 - d. who have paid all debts due to the University and/or the Student Welfare Institution
 - e. who did not obtain any transfer of credits from previous studies
- students who enrolled in a study program 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 a bachelor's or five- and six-year master's degree programs in a.y. 2018-2019 or in the following academic years,
 - b. who have given up their studies at the end of the first year and enrolled, for the next immediate year, in a degree program belonging to a different degree class
 - c. who have returned any benefits received in the former degree program period
 - d. who have paid all debts due to the University and/or the Student Welfare Institution
 - 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 who enrolled in a study program of the same level, except for students who meet all the following requirements:
 - f. who enrolled for the first time in the Italian University System in a bachelor's or five- and six-year master's degree programs in a.y. 2018-2019 or in the following academic years
 - g. who have given up their studies at the end of the first year and enrolled, for the next immediate year, in a five- or six-year degree program
 - h. who did not obtain any transfer of credits from previous studies
 - i. claim their benefit starting from the 4th year

- students who enrolled at the same time in two study programs, who intend to apply for benefits on the second course, having already received the same benefits on the first course
- enrolled in inter-university programs, whose administrative seat of enrolment is different from the University of Trento
- students enrolled in a first or second level academic diploma course of the “F.A. Bonporti” Conservatory of Music who have already earned a degree 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 who:

- enrolled in the first year and do not gain at least **20 credits (12 credits for the part-time Business Management program) by 5th August 2025** or who move to another university or abandon his/her studies without having earned the same merit. If moving from the University of Trento to another university, students may obtain the authorization, only after returning the benefits provided;
- enrolled in the first year of PhD programs but are willing to abandon their studies during the first year or do not enroll in the second year
- enrolled in years following the first year who abandon their studies by 31st March 2025.

NOTE - in order to meet the merit requirement for maintaining the first 50% of the total amount of the scholarship, it is not possible to use bonus credits.

In case of withdrawal of the scholarship, the amount received must be returned to Opera Universitaria **by 31st December 2025**, according to the procedures that will be notified by Opera Universitaria (a notice will be sent via email containing all the instructions to make the payment). Failure to return such amount will cause the charging of late payment penalty of €50 and the payment of the due amount, plus interests and expenses, which will be collected according to ordinary enforcement procedures (i.e., debt recovery through Trentino Riscossioni).

Withdrawal of the scholarship benefit entails the payment of the university fees too.

For further information about the payment of taxes, in case of withdrawal of the scholarship, the student at the University of Trento can write to the email address helptassestudenti@unitn.it, while students attending the Conservatory of Music can contact their own secretariat.

The benefit of the **accommodation** will be withdrawn in the cases specified in the Regulation governing the use of Opera Universitaria accommodation facilities, which can be found on 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 specified.

Students with disabilities, as identified pursuant to article 3, paragraph 1, of Law no. 104 of 5th 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 course of study, regardless of the financial situation of their **household**. Students have to apply for this benefit upon registration or enrolment in at the University.

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



- nine semesters for bachelor's degree programs
- seven semesters for master's degree programs
- thirteen semesters for five- and six-year master's degrees programs in Law and Building Engineering-Architecture
- fifteen semesters for five- and six-year master's degree programs in Medicine and Surgery.

The amount of the scholarship can be increased up to a maximum of 40% on the basis of the disability of the student, in order to allow the use of prosthesis and other supports, and all other intervention aimed at facilitating the educational activity and the study.

All students with disabilities, identified in accordance with Article 3, Paragraph 1 of Law No. 104 of 5th February 1992, or with a disability of 66% or more, will be asked the merit requirements reduced by 40%. A merit requirement of 84 **credits** will be required to obtain benefits for the seventh semester on bachelor's 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 University Inclusion Service ("Servizio Inclusione Comunità studentesca") will help to fill the online application for scholarship in as well as be available for any requests for special services or facilities.

Students with disabilities residing in a "non-resident" or "commuter" municipality (as identified in Tables 3 and 4 in the Appendix) and meeting the economic and merit requirements will be guaranteed a place in **accommodation** at a reduced rate; students with disability will be provided with accommodation without architectural barriers, designed for their specific needs but within the limits of their availability. In order to benefit from a reduced housing rate, student with disabilities must meet the merit and financial condition requirements. These needs have to be notified to Opera Universitaria when filling the Call for application form online. Without specific indications the room will be assigned automatically.

The University Inclusion Service ("Servizio Inclusione Comunità studentesca"), 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 need 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 limit values to access the benefits referred to in point 2 are:

ISEE for university student benefits € 26.000,00, **ISPE** € 52.000,00.

9.1 STUDENTS WHOSE HOUSEHOLD IS IN ITALY

Before submitting the application for benefits, 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. This is fundamental to request the Attestazione ISEE.

The scholarship disbursed in the solar year 2022 must be declared when requesting the ISEE.

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 2024 Attestazione ISEE (requested as of January 2024) 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, it must be notified immediately to 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 2024, which must include the information previously omitted or otherwise stated, informing promptly Opera Universitaria.

If the student has requested the 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 deadline specified in point 10.2, in order to obtain the **ISEE PARIFICATO**. To book an appointment, students must fill in the procedure at the informative web area **Tasse Universitarie** on the University website. Once they have obtained the **ISEE parificato**, they will have to send a copy of the **ISEE PARIFICATO** to the e-mail address operauniversitaria@pec.operauni.tn.it and then fill in the online application.

9.2.1 Students with family unit in an EU country

Students whose household is in an EU 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 2022, floor area (square meters) of their main dwelling and of other properties, bank deposits in 2022.

9.2.2 Students residing in Italy with family unit in a non-EU country

Students residing in Italy whose household is in a non-European Union country, must submit the following documentation about 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 their 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 authorized 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 2022, floor area (square meters) of their main dwelling and of other properties, bank deposits in 2022. 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 with their **household** abroad are still obliged to declare any income and assets held 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. SUBMITTING THE APPLICATION FOR BENEFITS

10.1 HOW TO FILL IN THE APPLICATION

The application for benefits must be submitted 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 the instructions.

To access the electronic procedure, students at the University of Trento can use the SPID code, the Electronic Identity Card CIE or the credentials issued by the University; for students at other Institutes, the SPID code or the Electronic Identity Card CIE are required to access the procedure.

NOTE - students must choose the latest 2024 Attestazione ISEE 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 obtained the **Attestazione ISEE per prestazioni agevolate per il diritto allo studio Universitario** yet, he/she may enter the reference number of the **Dichiarazione Sostitutiva Unica** (e.g. CAF000XX-PG0000- 2024-N0000000) in the online application. Then Opera Universitaria will receive the Attestazione by querying the ISEE information system or, in case of hindrance, by requesting it to the declarant.

In order to grant a “non-resident” scholarship, the rental agreement referred under 4.1.3 must be uploaded during the online procedure, in PDF format, **from 10th September 2024 to 14th October 2024** (not after).

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 after the deadline will not be considered.

10.2 WHEN TO SUBMIT THE APPLICATION

Student can submit their online application as of **8th July 2024**, within the following deadlines:

- **by 5th August 2024** if the applicant also intends to confirm the **accommodation** currently in use
- **by 21st August 2024** if the applicant is also applying for **accommodation** (new assignments)
- **by 9th September 2024 (by 3rd October 2024 for those enrolling in the first year of the bachelor's degree program of Professional Education)** only for scholarship and **tuition fees** exemption applications.



→ Students enrolled in PhD courses may apply for the scholarship, exemption from provincial tax for the right to education and **accommodation from 8th July 2024 to 28th November 2024**.

The application for benefits must be submitted irrespective of actual enrolment in the a.y. 2024-2025, 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 program on 9th September 2024 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 Attestazione, a new Dichiarazione Sostitutiva Unica (DSU) must be submitted no later than 15th October 2024 and it 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 14th October 2024 will not be considered for any reason whatsoever. Students residing in "non-resident" municipalities who do not upload their tenancy agreements by the deadline will be considered "commuters".

11. APPROVAL OF RANKINGS AND APPEALS

Opera Universitaria will approve the **accommodation** rankings within the first week of September 2024. The scholarship ranking will be approved **by 31st October 2024**. The ranking of scholarships and **accommodation** for students enrolled in PhD courses will be approved **by 31st December 2024**. The outcome of the submitted application can be checked by accessing the ONLINE APPLICATION on the website at www.operauni.tn.it and clicking on "Application outcome": students from the University of Trento must use the SPID code, the Electronic Identity Card CIE or the credentials issued by the University; for students at other Institutes, the SPID code or the Electronic Identity Card CIE are required to access the procedure.

Opera Universitaria will provide scholarship to eligible students depending on available financial resources.

The University of Trento will notify the terms and deadlines for paying the **tuition fees** to students not eligible for scholarship.

An administrative appeal against the measure approving the ranking list is admissible within 30 days to Opera Universitaria, as provided for by art. 4 c. 1 lett. g) of the Regulation on the "functions of the Board of Directors and administrative management of the Director", in compliance with the provisions of Presidential Decree no. 1199 of 24th November 1971 ("Simplification of procedures concerning administrative appeals"), indicating the following in the subject line of the communication "Ricorso".

The appeal, accompanied by the appellant's identity document, must contain the grounds, any documents in support of the underlying reasons, as well as all the appellant's identifying information, date and signature.

The offices of the Opera Universitaria are available to carry out a preliminary and informal assessment of the admissibility of the appeal. In that case, it is sufficient to contact the Opera by opening a ticket at <https://www.operauni.tn.it/contattaci> and explain the issue, without further formalities.



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 program
- 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 exams during the year (and consequent recalculation of the benefits granted, considering the **year of first enrolment**)
- earning the degree
- amendment of **tenancy agreement**
- participation in an international mobility program (for students who reside in “non-local” municipalities).

13. OTHER INITIATIVES

ERASMUS+ PROGRAMME - MUSIC CONSERVATORY

Students of the Conservatory who, for the a.y. 2024-2025, have been granted both a scholarship under the Erasmus+ study program 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+ program. Opera Universitaria will disburse the grant on the basis of the notice received from the Conservatory.

GRANTS OR OTHER EXTRAORDINARY

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. The commission may assess special situations due to the transfer of the student from another university or grant the scholarship to students already holding a three-year degree in Italy who intend to enrol in a single-cycle degree course or a degree obtained abroad, taking into account the reference principles of this notice and the maximum duration of the benefits envisaged.

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 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 programs who are enrolled in their first year beyond the standard duration of the study program – with reference to the **year of first enrolment** – the allowance will be calculated only for the internship period completed within 31st March 2025.

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 verifies 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 and in conformity with the resolution of the Board of Directors of Opera no. 29 of 8th November 2010.

If the content of the statement submitted by the student is found to be inaccurate after the verification, 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 program.

Opera Universitaria 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. 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;

- a. to process statistical reports in aggregate and anonymous form;
- a. 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 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 circulation and communication

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. Retention and possible transfer of 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 minimization as per art. 89, paragraph 1 of the Regulation.

5. Data subject's rights

We remind you that you are entitled to:

- obtain information in relation to the way your data are processed and any other information required by art. 15 of the Regulation (right of access)
- obtain the correction of inaccurate personal data pursuant to art. 16 of the Regulation (right to rectification)
- obtain a restriction on the processing of your personal data pursuant to art. 18 of the Regulation (right to restriction of processing)
- 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 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 program, 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 2022 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 program.

► 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.

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 2024 refers to the income received in the second calendar year prior to the Dichiarazione 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 scholarship awarded in the year 2022 must be declared for ISEE purposes as tax-exempt income/assistance payments.

Only the amount of any scholarship received in 2022 compared to the corresponding parameter of the equivalence scale will be subtracted from the ISEE value. Other tax-exempt incomes (e.g. remuneration received for student collaborations, mobility supplement...) will not be deducted 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.

► **PARTICULARLY POOR COUNTRIES**

As laid down by Ministerial Decree no. 440 of 13th February 2024, 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, Mauritania, 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 programs 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. 2023/2024 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, Bioengineering for personalized medicine.

► 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 a.y. 2024-2025 (between September 2024 and August 2025). 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 a.y. 2024-2025 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 “cedolare secca” option has been chosen. Students who have entered into a multi-year agreement choosing the “cedolare secca” 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 “Dichiarazione contratto di locazione” 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 program. 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 program 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 program in a.y. 2023-2024 have given up their studies and intend to enroll in for the a.y. 2024-2025 in a course within a different degree class; have re-turned any benefits received in the a.y. 2023-2024 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 program in a.y. 2018-2019 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)**

DIPARTIMENTO/CENTRO	CLASSE DI LAUREA	CORSO DI LAUREA	2023-2024	2022-2023	2021-2022
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	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	-
	L/SNT2	Professional Education	35	85	-
SOCIOLOGY AND SOCIAL RESEARCH	L39	Social Work	40	90	-
	L40	Sociology	35	85	-
	L36	International Studies	40	90	-

(*) credits earned and recorded by 30 September 2024



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	2023 2024	2022 2023	2021 2022	2020 2021	2019 2020
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 (*)	140 (*)	190 (*)	-
AGRICULTURE FOOD ENVIRONMENT CENTER	LM69	Agrifood Innovation Management	35	85	-	-	-
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/Information Engineering	35	85	-	-	-
	LM18	Computer science	40	90	-	-	-
	LM27	Information Engineering	35	-	-	-	-
ENGINEERING AND INFORMATION SCIENCE - CIMeC - INDUSTRIAL ENGINEERING - FACULTY OF LAW	LM32	Artificial Intelligence System	35	85	-	-	-

DIPARTIMENTO/CENTRO	CLASSE DI LAUREA	CORSO DI LAUREA	2023 2024	2022 2023	2021 2022	2020 2021	2019 2020
INDUSTRIAL ENGINEERING	LM31	Management and Industrial Systems Engineering	35	85	-	-	-
	LM33	Mechatronics Engineering	35	85	-	-	-
	LM22	Materials and Production Engineering	-	85	-	-	-
	LM53	Materials 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	-	-	-
	LM89	Art History & Museum Studies	35	85	-	-	-
	LM45	Musicology	35	-	-	-	-
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	85	-	-	-
	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 2024

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).



TABLE 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

TABLE 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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