

Announcement of competition

For the **allocation of
scholarship,**

Other contributions and services,

for the right to university study

Of the ERSU Palermo

Academic year **2018 / 19**



IT- Traduzione del bando di concorso per l'attribuzione di borse, altri contributi e servizi, per il diritto allo studio Universitario dell'ERSU Palermo per l'anno accademico 2018/2019.

Per tutti gli effetti giuridici rimane valida solo ed esclusivamente la stesura in lingua italiana.

EN- English translation of the announcement of competition for allocation of scholarship, others contributions and services of the ERSU Palermo for the right to university study, academic year 2018/2019.

Shall be valid only and exclusively the Italian drafting for all legal effect.

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URP – Public Relation Office

Viale delle Scienze ed. 1 - 90128 Palermo

Tel. **091.654 6050/6**

Open to public:

website urp@ersupalermo.gov.it

from Monday to Friday from 9:00 to 13:00

Wednesday from 15:00 to 17:00

Competition and Benefits Office

Viale delle Scienze ed. 1 - 90128 Palermo

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Monday, Wednesday and Friday from 9:00 to 13:00

Wednesday from 15:00 to 17:00.

Catering office

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Tel.091.654 5929

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Open to public:

Monday, Wednesday and Friday from 9:00 to 13:00

Wednesday from 15:00 to 17:00.

Office of residences and guesthouses

Viale delle Scienze ed. 1 - 90128 Palermo

Tel.091.654 6146

website residenze@ersupalermo.gov.it

Open to public:

Monday, Wednesday and Friday from 9:00 to 13:00

Wednesday from 15:00 to 17:00.

Office of Agrigento

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Open to public:

from Monday to Friday from 9:00 to 13:00

Sunday and Wednesday from 15:00 to 17:00

Reminders

20 July 2018 Publication of announcement

10 September 2018 Deadline for completion of the application for participation in the Competition

13 September 2018 Deadline for uploading the application for participation in the competition, printed and signed, together with the valid identity document and any additional documentation
Ore 14:00

2 October, 2018 Publication of the rankings scholarship and residenceservices

From 3 October, 2018 Period of on-line lodging module to rectification/integration to data declared in the request to participate in competition.

12 October 2018
ore 14:00

18 October 2018 Publication of the rankings Housing Services- First year

26 October 2018 Deadline of the transfer of requests from other institutions with the exception of the first-year student housing service

Not later than 31 October 2018 Publication of rankings Scholarship
Publication of rankings Residence services-Second year and next years

**From November, 1
2018 To January, 10
2019 ore 14:00**

On line Submission period “Declaration of location”

**From November, 1
2018 to 31
December 2018 ore
14:00**

Period of presentation on-line to request of contributions for international mobility

**Not later than 31
December, 2018**

Publication of rankings with designation recipient Scholarship

**Not later than 31
May, 2019**

Publication of rankings awarded scholarship second year and next year

Publication of rankings awarded scholarship first year

**Not later than 31
March, 2020**



For all other deadlines, recommended careful reading of the announcement of competition

Scholarship and services provided from the ERSU Palermo

Economic contribute

- **Normal study grants**

- **Reserved study grants**
 - Study grants reserved to disabled students;
 - Study grants reserved to international students from non-EU countries or foreign political refugee students who are entitled to international protection
 - Study grants reserved to students orphans of job victims ;
 - Study grants reserved to international students child of Sicilian foreign emigrant;
 - Study grants reserved to student orphans or victims for mafia's reasons;
 - Study grants reserved to students who are victims of usury or students who are children of usury victim;
 - Study grants reserved for students who are residence in a small islands that fall within the territory of the Sicilian region;
 - Study grants reserved to an orphaned student who demonstrates their guest or have been guest in a reception centre, public or private.

- **Other contributions:**
 - Contributions for international mobility
 - Contributions for disabled students with a disability equal to or higher than 66% or in conditions of seriousness as per article 3, paragraph 3 of Law 104/92
 - Contributions for exceptional causes

- **Integration of the study grants for graduate students in progress (degree award)**

Services

- **Guest House Services;**
- **Catering Services/**

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Announcement of competition for allocation of the study grants, other contributes and service, for the right to study - academic year 2018/19

First Part| *General competition*

Art. 1 – Reference legislation

The competition announcement for the allocation of study grants, other contributions and services for the right to study for the A.A. 2018/19, approved by the Chairman of the Board of Directors of the ERSU of Palermo N ° xx of the xx / xx / 2018, is drawn up taking into account the educational offer academic year 2018/19 of the university institutions belonging to ERSU Palermo, as per the tab. 1 in the appendix and in accordance with the following legislation:

- Art. 21 of the law n. 390 del 2.12.1991 not abrogate;
- Regional Law n. 10 of 27.04.1999 “*Measures of regional finances and law of programming subject, accounting and control. Various provisions with reflections of a financial nature*”;
- Ministerial Decree n. 509/99 laying down provisions of the new educational regulation of universities which providing for: bachelor’s degrees, master’s degree, master’s degree of single cycle, residency, PhD and the introduction of academic credits;
- Law 21.12.1999, n. 508 “*Revision of the musical conservatories*”;
- Prime Minister’s Decree 9 April 2001 laying down provision uniformity of treatment on the right of university studies;
- Regional Law n. 20 del 25.11.2002 on the right of university studies in Sicily;
- Law off 22.12.2011 n. 214 laying down urgent measures for growth, fairness/equity and fiscal consolidation;
- Legislative Decree. n. 68 del 29.03.2012 laying down in the area of revise the law principle in the field of right to study and valorisation of university legally recognised;
- Prime Minister’s Decree n. 159 of 5.12.2013 and of del Ministry of Labour and Social Policy Decree of 7.11.2014 adopted by common agreement between/ with the Head of Financial Department of the Ministry of economic affairs and finance, published on the official journal of 17.11.2014;
- Ministerial Decree 10.08.2017 n. 616 concerned with/ having as its object “*Initial training/basic training and inclusion in the teacher function for teacher of secondary school*”;
- Interministerial Decree n. 798 of 11.10.2017 “*Decree financing regional requirements*”;

- Ministerial Decree 15.03.2018 n. 218 “Update of the minimum amounts/rates of the study grants academic year 2018/2019”;
- Ministerial Decree 15.03.2018 n. 248 “Update thresholds/ limits ISEE and ISPE academic year 2018/2019”;
- Ministerial Decree n. 351 del 3.5.2018 concerned with/ having as its “Definition of developing countries, for the purpose of Art. 13, paragraph 5 of the prime ministerial Decree 9.4.2001”.

Art. 2 – Purpose

This announcement sets out the rules for participation for the granting of benefits payable/ be paid in the form of study grants, service and financial contribution for the 2018/2019 academic year.

Scholarship be financing by funds:

- Revenue from regional taxes paid for the right to education;
- Resource of Institution;
- Share of supplementary State fund (FIS) for study grants available from/ by MIUR;
- Anyother resource of Institution.

The ERSU reserves to assign and provide of the above, depending on the funds available in cash.

On above financing will be made (passive) the following reservation,

3, 5% of all study grants awarded will be reserved to the following categories:

- 38%, up to a maximum of 40, study grants reserved for disabled students with a disability equal to or higher than 66% or in conditions of seriousness as per article 3, paragraph 3 of Law 104/92;
- 29%, to a maximum of 30, grants reserved to foreign students from outside European community presented in table/provided in table 7 in appendix, or to foreign students political refugee, having right to international protection;
- 9%, to a maximum of 10, grants reserved to students to orphan students of job victims ;
- 3%, to a maximum of 3, grants reserved to foreign students children of Sicilian migrants overseas/ abroad;
- 2%, to a maximum of 2, grants reserved to orphan students victims for reasons of mafia;
- 5%, to a maximum of, grants reserved to students victims of usury and/ or student who are children of usury victims;
- 9%, to a maximum of 10, study grants reserved to students for at least five years in the smaller islands falling within in/ under Sicilian territory;
- 5%, to a maximum of 5, study grants reserved to orphan students that show to have been

guest in a public or private host structure.

The 8,0 % of funds will be reserved in form of the other economics contributes, determined of art. 25:

- 15%, to a maximum of 40, contribution for exceptional causes/ reasons;
- 35%, to a maximum of 140, contributions for graduate (degree award);
- 50%, to a maximum of 100, contributions for international mobility.

Students that are suitable, recipients of study grants, **with a recognized disability equal or greater than 66% or condition of seriousness provided to in 3 paragraph 3 of Law 104/92** will receive an amount equal to twice of the minimum study grants, distinguish between students: “in office”, “commuter” and “off place/ off-site”.

One third or 1/3 of amounts, excluding reserves, will be used for the allocation of study grants to first year student/ students that are entered in the first year.

The remaining sum will be proportionally distributed among all the degree classes and within these, for years of course in relation to the number of scholarship applications received within the deadlines set by present announcement.

A student grant for each year of study will be guaranteed for all degree programs.

The announcement of competition will be available on the website:

www.ersupalermo.gov.it

Art. 3 – Method of participation and deadlines



Student must follow a procedure whereby the request of study grants will be valid.

The Participant will have to:

1. Register at the university’s portal;
2. Accessing in the application of institution in the website with credentials **www.ersupalermo.gov.it**, with credential granted from by the university;
3. Fill in the request to benefits not later than **14:00 of 10 September 2018**;
4. Print and sign the request of participation to benefits (self-declaration/ certification);
5. Upload a single PDF file and a maximum size of 2 Megabyte, the self-certification printed and signed with the copy of valid identity document and any additional documentation not later than **14:00 of 13 September 2018**.

Technical assistance and the answer sent will be granting not later than **13:00 of 10 September 2018**

The request to participate in the competition must contain all personal data, data on merit and the academic and / or university career, the data on the economic conditions of the student's family that result from the ISEE Certification for benefits for the right to university study, issued by the CAF with in new criteria provided by the Regulation on how to determine the new ISEE, approved with the DPCM December 5th 2013.

The request to participation will contain all personal data, data of merit and high school diploma and/ or university degree , data of economic condition of student's family that resultfrom **ISEE** document awarded by CAF with new criteria provided by the regulation on how to determine the new ISEE, approved with the Prime Minister's Decree 5 December 2013.



*Application for upload of the request, printed and signed, together copy of valid identify document and any additional documentation referred to art.10 o announcement, **will be deactivated at 14.00 (local time/ Italian time) of the 14 September 2018. (See page 3).***

Applications submitted by means other than the specially prepared online procedure described above will be excluded from the competition.

After upload and within the following 24 hours, student will receive, on the mail indicated on the registration, the receipt of registration (**protocol**)

If the student wanted to modify the data of an application already submitted, he must cancel and to repeat the entire process (forward internet and send the application).

The last application submitted will be the one considered valid for the purposes of the competition.



*The student who wants to request the **transfer of the scholarship** application presented to other institutions for the right to study, must submit an application to the Entity that must be sent exclusively to PEC, to the following e-mail address protocollo@pec.ersupalermo.gov.it, the application and documentation supplied by October 26, 2018 under penalty of exclusion with object "Transfer request for benefits AA 2018/19 ", provided that the original application was presented within the deadline set by this call for applications on 10 September 2018.*

ERSU Palermo declines every responsibility if the documentation were arrived after deadline.

The student, who wants to request the "outgoing" transfer of the scholarship application presented to the ERSU Palermo, must submit an application to the ERSU Palermo using a special online application available on the personal page of the "ersuonline" services of the student portal.

The ERSU of Palermo will provides to the transmission, of the same, on institutions of destination declining every responsibility if had not be approved.

All students must communicate to the competitions and benefits office for any change occurring after the date of application, relating to their university career, the change of residence, delivery address or mobile phone, change or termination of contract of location. Etc. etc....

Scholarships will be paid on the base of self-certification (with the exception of medical document).

Art. 4 – Incompatibility

Study grants/ scholarship allocated from ERSU are incompatible with other grants give from other institutions public or private and with university collaboration (activity of part-time or tutoring) published for academic year 2018/2019.

Assigns of scholarship that had develop this activity; however will have the right to balance between the amount of scholarship and that received by the university institution. Therefore, student will presented the request for balance indication the hours of activity and renounce of the activity part-time.

Art. 5 – Recipients

All students who are enrolled or intend to register for academic year 2018/2019 can participate in the competition year 2018/2019 at the university institutions operating on the competence territory (see table. 1) for the following courses:

- a. Courses of triennial degree, master's degree of single cycle and master's biannual (new order), that have economic requirements and of merit/credit specified in articles 8 and 9;
- b. Courses of research doctorates (PhD) (activated from/ by university under article. 4 of Law 03/07/98 n. 210) as long as don't retributive;
- c. Course of specialisation (except medical courses and except medical under of Legislative Decree 17 August 1999 n. 368) as long as don't retributive;
- d. Course of high artistic formation and high musical, which is entered only with possession of high school diploma/ title.

Students that have effected a renouncement of study or have lapsed can participate to announcement if pay the university taxes and return to ERSU the amounts relating to economic and non-economic benefits (for example scholarship) of the academic year 2018/2019.

Students that will graduate not later than extraordinary session of the academic year 2017/2018 (March-April 2019) and that registered for academic year 2018/2019 can be participate to announcement as undergrad students, anyway, for attribution of the the year of course, anyway should be considered art.8.

The recipients belonging to this category, including the reserved scholarships, are considered to be assigned with reserve, as they will be paid only if, in the case of non-degree, they will enrol for the A.A. 2018/19.

Students graduating before the extraordinary session (March-April 2019) are not eligible for scholarship for academic year 2018/2019, however they can use sets bed if in advanced pay the tuition for sets bed on the basis of their income under article.33)

Students that at the same time teach on the learning process under Decree Ministerial 606/2017, and that have economic and merit requisite, the course of study is increased of six months (reference also benefits to right to study)

Art. 6 - Duration of concession of benefits

The benefits will be granted if there are economic requirements and merit requirements provided for the periods indicated:

- Old order: courses of triennial degree (including those four-year/quadrennial of high artistic and musical formation) not later than first year out course for all benefits, and not later than second years out course for housing service
- New order: courses of triennial degree, master's degree of 2 years and master's of single cycle (including the triennial degree and empirical of the high artistic and musical formation); the duration of concession of benefits is 7 semester for triennial degree, five semesters for master's degree of 2 years and master's of single cycle:
 - 9 semesters if the duration is to 4 years
 - 11 semesters if the duration of course is to 5 years
 - 13 semesters if the duration of course is to 6 years

Equivalent at the first semester of 1 years out course for all benefits (except university residence) with right to granting, for first years out-course, an amount halved (1 semester).

- New order (student with disability): courses of triennial degree, master's degree of biennial/ 2 years and master's of single cycle (including the triennial degree and empirical of the high artistic and musical formation), the duration of concession of benefits is 9 semester for triennial degree, 7 semesters for master's degree of 2 years and master's of single cycle:
 - 11 semesters if the duration is to 4 years
 - 13 semesters if the duration is to 5 years
 - 15 semesters if the duration is to 6 years

Equivalent at the first semester of 2 °years out course for all benefits (except university residence) with right to granting, for second years out-course, an amount halved (1 semester).

Art. 7 – Reasons of exclusion

Students who are in possession of the expected economic and merit requisites will be excluded from the competition:

1. They hold a degree (even if obtained abroad, provided they are recognized by the University Institution) at or above the enrolment course and for which they require benefits, namely:
 - a. Enrolled or intending to enrol in a first level degree course, in possession of a university degree (pre-reform courses for university courses);
 - b. Enrolled or intending to enrol in a first level degree course, with a first level degree;
 - c. Enrolled or intending to enrol in a single-level master's, master's or master's degree program, with a single-cycle master's degree or master's degree;
 - d. Enrolled or intending to enrol in a single-cycle master's degree program, with a Bachelor's or Master's degree or specialist degree;
 - e. Enrolled or intending to enrol in a first-level degree course, single-cycle master's or master's degree program, with an old degree (DM 509/99);
 1. Registered to part-time in the academic year for the benefit announcement of competition;
 2. Registered for short course in the academic year for the benefit announcement of competition;
 3. Attend single courses;
 4. Don't have an economics and merit requirements laid down in announcement of competition;
 5. Have already used benefits for the same year of study
 6. They have sent the on-line request without one or more documents
 7. They have not edited, within the period provided for the ~~presentation~~ submission of correction form, the irregularity detected from/ by the office and published on the list of participants in the competition;
 8. having self-certified data that are different from what can be found in the attached documents and database;
 9. They have presented attestation/ certificate ISEE (expired, not valid for the preferential benefits facilitated for the right to study, with notes related to omission or inconsistencies and that haven't edited within a planned period for the submission of module to rectify, irregularity made by/ found by/from office and publishing on list of participant at announcement (**see note 13 in appendix**);
 10. students that have been repeal benefits for previous academic year and that have not refund the amounts received (scholarship/ study grants and other monetary benefits).

Art. 8 – Requirements’ of merit

The student **will be evaluated after the date of their registration or re-registration**, for the determination of the years of course and of the merit requested.

In the case of a student who has been denied or has failed from studies at any University or Institution of a university degree, the validated credits cannot be considered useful for the purpose of assessing the merit.

a. Students enrolled in the first year

The requirements of merit, for student of first year, will be valued later, in the moment of granting of scholarship/ study grants, under art. 22 and summary in tab.3 on the appendix.

The requirements of merit, for students registered on the first year of specialization courses and PhD, is that provided from education system

b. Students enrolled following the first year

Students enrolled in years following the first are required a minimum number of credits (university credits) CFU at the time the application is submitted. **Credits** be obtained not later than 10 August 2018, **under art.5 paragraph 2 of MIUR Decree of the 3 November 1999 and summarised in the table 4 and 4bis in appendix**



*The student, in the online request to participation of competition, must declare to be in possession of merit requirement, indicating/ including the total amount of CFU(achieved, validated)**registered on the study plan as of date 10 August 2018.***



GUIDELINES for the correct determination of merit

- *In calculating the credits required, all those acquired must be considered, also deriving from tests passed with judgment or suitability, provided that the tests will be recorded on the study plan, by the Student Offices, with date no later than 10 August 2018;*
- *For degree courses or specialization courses, whose educational system includes closed modules and/ or integrated courses, only credits from closed modules and/ or complete integrated courses that will be registered on the study plan, from the Secretariats, must be taken into consideration, **with date not later than 10 August 2018;***
- *The training and training activities will be considered valid only **if registered on study pale with data not later than 10 August 2018;***
- *University credit are valid only if they are recognised/approved for the course of*

study to which the student requires benefits, therefore student who have graduated before 2018/2019 cannot include credits from invalidated test in the calculation of merit.

- *For those enrolled in master's degree courses for the purpose of obtaining the necessary merit to maintain or access the benefits, any credits validated or dispensed by the university institution relating to the previous university career will not be taken into consideration.*
- *Credits from subjects supported in single courses will not be taken into consideration, even if validated and uploaded to the study plan;*
- *The students that are registered with formative debit can participate, if only, over and above the minimum number of credit request, they must have passes, not later than of 10 August 2018, also include relating to formative debts;*
- *The credit obtained in other countries, in the academic year A.A. 2017/18 of the under within the programs of international mobility, are taken as valid, only if obtained not later than 10 August 2018 although they will be validated with a later date.*

The ERSU revalue the number of CFU required by tables 4 and 4bis applying the same proportion according to art.6 paragraph 4 of the DPCM of April 9, 2001 (see table 5 in the appendix to the announcement)

The minimum number of credits is rounded using the arithmetic criterion.



The requirement of merit revalue following the communications of university institution, for UNIPA students of years following the first, is made available during the on line compilation of request/ demand to participation to announcement.

The requirement of merit, for student registered to academic years following first of advanced degree and PhD, is that provided in their education system.

Who will effect for academic year 2018/2019 the transfer of university institution, degree course or system, the requirement of merit for access to the benefits, are those resultant from the career of origin: the student will must therefore declare, in the request of benefits, the degree course from where it comes from.

c. Students that have triennial degree who enrol in a single-cycle master's degree and are admitted to the fourth year.

these students can use the benefits for 2 years plus the second semester of the fourth year (For 5 year single-cycle master's degree) or use the benefits for 3 years plus the second semester of the fourth year (master's degree to single cycle of 6 years), provided that two-year master's degree has been abolished for the course in question. They will be able to take advantage of the additional semester provided they have not already used it in the three-year degree.

The students should indicate in the on-line procedure that is “**continuation/prosecution**”

The participant will be included in the list and rankings separate with criteria established of the next art.17.

The student that who enrolled the fourth year will be assessed according to what is as provided for to the point a) while the student that will enroll of the fifth year will be valued as provided for the point b).

d. Bonus

If the student, registered of the triennial degree and master's degree of single cycle, has not achieved the minimum number of credits required for participate to competition, for the achievement of merit requirement, he may use, in addition to the credits already obtained, a **bonus**, as follows:

- Up to **5 credits** if used for the first time for the achievement of benefits for the second academic year;
- Up to **12 credits** if used for the first time for the achievement of benefits for the third academic year;
- Up to **15 credits** if used for the first time for the achievement of benefits for the years next first.

The bonus can be used only once and not be combined (for example. The student registered on the third year is entitled to 12 credits of bonus and not 17 credits). If it is used only in part, the unused part in the academic year reference can be used in the following years.

The students enrolled of biennial (2 years) master's degree, for the achievement of merit requirement provided in the table 2 or 2a can use the total bonus (15 credit) if he/she has never used it, or has not been used in the previous degree course (triennial degree).

The bonus cannot be used by students enrolled to the PhD or advanced degree.

To participate in the scholarship, students enrolled in years following the first must have passed by 10 August 2019 the number of ECTS reported in tables 4bis or 5 in appendix reduced by 40%.

The scholarship is assigned to students according to the provisions of Article 6; the housing service is granted for a further semester.

If the student, enrolled in degree courses or single-cycle master's degree, has not achieved the number of credits required to take part in the competition, in order to achieve the merit

requirements, he can use, in addition to the credits actually earned, a " bonus "(equal to 40% less than those indicated in point d) accrued in the following ways:

- up to 3 credits if used for the first time to obtain the benefits for the second academic year;
- up to 7 credits if used for the first time to obtain the benefits for the third academic year;
- up to 9 credits if used for the first time for the achievement of benefits for subsequent academic years.

The bonus can only be used once and cannot be combined. If only part of the bonus available is used, the part not used in the relevant academic year can be used in subsequent years.

The student enrolled in master's degree courses, for the purposes of achieving the required merit requirements, can use the full bonus if he has never used it, or the share of bonuses that he has not used in the previous degree course (Bachelor's Degree)).

The bonus cannot be used by students enrolled in specialization courses and

Students with disability equal or greater to the 66% or in conditions of seriousness referred to in **art.3 clause 3 in accordance with Law 104/92.**

The criterion for the allocation of the benefits and services differ for the maximum provided for 40%, in order to account of the different of the productive time in a specific disability, of the possible absence, in a time of realization of the curriculum or the other organizational difficulties:-

The merit of requirements for student enrolled in the first year will be valued in accordance with table 3 in appendix.

The students enrolled in the years following the first, for participating in the announcement, must have passed, not later than 10 August 2019 the number of CFU indicated in the table 4bis or 5 in appendix, reduced by 40%.

The scholarship to students under art.6; the housing services is granted for another semester.

If the student, enrolled in the triennial degree or master's degree to single cycle, has not achieved the number of CFU planned for participated to the announcement, for achieving of merit requirements, will be able to use, in addition to credits obtained, a "bonus"(equal to 40% less than those specified in point d)explained as follows:

- Up to **3 credits** if used for the first time to obtain the benefits for the second academic year;
- Up to **7 credits** if used for the first time to obtain the benefits for the third academic year;
- Up to **9 credits** if used for the first time to obtain the benefits for the year next the first.

The bonus can be used only once and not be combined. If using only part of bonus, the part, which is not used in the relevant academic year, may be used in the next year.

The student enrolled in the master's degree, for the achievement of merit requirements, can be used the full bonus, if he never used, or the part of bonus which never used in the triennial degree.

The students who enrolled in the advanced degree or PhD cannot use the bonus.

The economic conditions of the student are identified, in accordance to the ISEE and ISPE under regulation of the new ISEE referred to in the Prime Minister's Decree 5 December 2013 with **specific reference to the benefits for the right to university study.**

Those who make use of the ISEE Certification benefits requesting the notation of discrepancies, must present suitable documentation, issued by the intermediary (Bank, Poste Italiane, other) that has communicated the financial reports to the Revenue Agency, to prove the completeness and truthfulness of the data indicated in the declaration (see note 13 in the appendix).



*The students who have the valid **ISEE with specific reference to the benefits for the right to university study** can participate in the competition.*

Students who make use of the ISEE, for the request of benefits, of the ISEE containing the notation of not-conformity, must presented valid documentation, issued by the intermediary (bank, Italian post, other) which has informed the financial reports to the revenue agency to prove completeness and veracity of the data indicated in the declaration (see note 13 in appendix)

The student who have an ISEE and/ or ISPE which exceeds the limits set out in table 6 in the appendix, are excluded from the benefits provided in the announcement



***DSU** for the calculation of the ISEE for benefits for the right to university study, will be presented to the INPS only electronically (to the web site www.inps.it through computer stations self-service located in the INPS), to the municipalities, to the Fiscal Assistance Central (CAF) or to the 'ERSU Palermo (institution which provides the social facilitated performance) parties to National Committee and signatory of the memorandum of understanding with ANDISU–National Association of organisation for the right to study signed on 3 June 2015 (see in appendix the list of CAF).*

The ISEE(Financial Situation Index) shall be granted without cost for the student.

If the student, although they requested the ISEE for the right to university study, they

aren't in possession at the time of request, **five days before** the deadline for participate to announcement, can indicate in the online request **the details of receipt (sender protocol/ CAF protocol), issued by CAF, confirming the presentation of DSU for the issue of the ISEE**, but must notify the institution, not later than the deadline laid down in the announcement (during the period of submission of the ratification/integration), under penalty of exclusion from competition, the DSU protocol of the ISEE.

The student who will not have provided to integrate the information during the period of ratification, **will be excluded from the competition for the impossibility of value the possession of economic conditions laid down in the announcement.**

The student must verified the veracity and the fairness of the date entered in the DSU..

The Prime Minister's Decree n. 159/2013 provides the opportunity to submit the **actually ISEE** if the student intend to point out to changes of the family and financial conditions in order to the stone of ISEE of the his households.

The new ISEE and ISPE should be below the limits provided for participate to announcement of competition.

Art. 10 – Definition of family unit for ISEE

The student's family is composed of the student requesting the benefits and everyone who found included in the family status on the date of submission of the request, even if not related by family ties, as well as components accepted to IRPEF although not cohabiting with the family of origin.

Therefore, the student who resides with families outside the conventional family unit (for example grandparents, uncles, and/or other) but he is dependent on his parents, should integrate, for the purpose of ISEE, his family status also parents and declare revenue produced in the year 2016, with whom he/she lives and by his parents.

The student's family in cases of separation or divorce, is integrate with that of the parent who receives the alimony check of the student, if the parents belong a two different groups, in the absence of separation or divorce, the student's family is integrate with those of both parents.

PhD, the claimant of benefits shall be entitled to declare a family nucleus "restricted" composed by himself, husband and children (Prime Minister's Decree n. 159/2013)

The independent student, whose family unit does not take into account the members of the family of origin, is recognized if they possess both the following requirements:

- a) Residence outside of the family housing units for at least 2 years relating the date of presentation of the request, in accommodation not owned of a member;

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- b) Income from employment or assimilated fiscally declared, for at least 2 years, not less than €6.500,00 with reference of the household composed by one person.

In the absence of even just one of the aforementioned requirements, the student must indicate in the ISEE certificate the income received from the members of the family of origin.

The **married student and or that have children**, haven't the economic condition order to be considered as "independent student" (limited to point b, compensation of employment or assimilated financial declared, at least 2 year, not less than to € 6.500,00 even if produced by husband) in order the access to benefits for the right to university study, must be included in the household of the origin family without husband and or children.

The foreign student is required to submit the calculation of the ISEEU / ISPEU equal (contact the CAF for the determination). Depending on the country in which the income is produced and the assets of the family of origin are available, the documentation issued by the competent authorities of the country, translated into Italian and legalized, must be attached to the request for a scholarship. expected. The foreign student is always obliged to declare also the income and assets possibly held in Italy by his family. Foreign students residing in Italy, without income and assets abroad, being considered equivalent to Italian students, must be in possession of the ISEE Certification for the benefits for the right to university study. If the interested parties, although they have requested the calculation of the ISEEU / ISPEU equal, are not in possession of the same when completing the application, they can attach the aforementioned documentation to the scholarship application. The Body will provide the calculation of the economic and financial performance indicators for the right to education

Depending on the country in which the income is produced and the assets of the family of origin are available, the documentation issued by the competent authorities of the country, translated into Italian and legalized, must be attached to the request for a scholarship. expected. The foreign student is always obliged to declare also the income and assets possibly held in Italy by his family.

The foreign student resident in Italy, without revenue and heritage overseas, being considered equal to the Italian student, shall have the ISEE for the performance for the right to university study; if the student, although requested the calculation of ISEEU/ISPEU, not be in possession of the same during the compilation of request, will be able to attach the documentation at the request of scholarship. The institution will provide the the calculation of the economic and financial performance indicators for the right to education.



For the correct determination of the family unit, reference should be made to the provisions of current legislation.

Art.11 -Documentation requested for participate in the competition

All students, at the time of apply for the benefits must upload a single PDF file with the maximum size of 2 Megabyte, the self-certification printed and signed and the copy of the valid identity document.

Some categories of students, in order to request for the benefits is considered valid, must upload a single PDF file and a maximum size of 2 Megabyte , as referred to in Article 2, the addition document:

- **Disabled students**– Medical certificate, granted by administration certifying, attesting the level of (not less than 66%)or in conditions of seriousness as per article 3, paragraph 3 of Law 104/92;
- **foreign students from outside European** copy of valid residence permit(or copy of payment for renewal) and equal ISEE/ISPEU;
- **Foreign student for poor countries (see tab.7)** copy of valid residence permit(or copy of payment for renewal) and Certification of Italian Representative in the country of origin, doesn't belong to a rich family and to high social level;
- **Stateless students** – Certificate issued by the civil court;
- **Foreign students political refugee**, having right to international protection - Certificate issued by the Internal Ministerial.
- **Foreign students children of Sicilian migrants overseas**– Certificate of residence overseas own ad of his family and possible ISEE/ISPEU;
- **Students to orphan students of job victims**–Certificate issued by INAIL;
- **Students victims for reasons of mafia**–Certificate issued by competent Prefect;
- **Students victims of usury and/ or student who are children of usury victims**- Documentation issued by competent authority;
- **Orphan students that show to have been guest in a public or private host structure** – Documentation issued by competent structure;

Documents to be submitted after the request of benefits

The students “not residence”, who are awarded or suitable of scholarship, are required to submit, from **1 November 2018 to 10 January 2019**, the **Declaration of lease** for the transition from status “commuter” to status “not residence”, under the art.20. The students must use the appropriate procedure

on their personal page of the "[ersuonline](#)" services of the student portal and, after entering the required data, print, sign and upload (upload) the declaration form in the manner provided by the 'art. 3.

The document produced from foreign students, issued by competent authority of country and issued in foreign language, should be translate to Italian language and legalised as referred in accordance with current legislation.

Art. 12 – Data processing

The students should consult the privacy policy, before the compilation and the presentation of the online request of benefits (self-certification), provided for in Art.13 of the Legislative Decree 196/2003 and laid down in Regulation European Union (General Data Protection Regulation) n.2016/679.

By signing the same, students declare to have read the content, and in particular that:

- Personal data provided, as well as those contained in the documentation produced, will be processed, without their express consent, for institutional purpose (activities relating to manage of the competition for scholarship, other contributes and services for the right to university study, attributable to intervention of important aims of public interest under art.68 of the Privacy Code), to fulfil the obligations laid down in relevant law and for the statistical activities per;
- The particular categories of personal data (information that...detected racial origin or ethnic, the political opinion, general data etc. etc....) possibly collected, will be found, registered, stored and later processed, will be relevant, complete and not excessive in relation to the purpose listed above
- The data transfer is obligatory, under penalty of excluding from the competition.

The personal data will not be disclosed; in the rankings, the names of participants will be replaced from the number of submitted applications (ID Web).

The person who protect the data provided are indicated on the request of benefits.

Art. 13 – Checks

The ERSU will carry out to self-certificate, under the Law. 127/1997 as amended and addition, with the following forms and means laid down under the legislation in force.

L'ERSU may take to students information which refers back to self-certification, even after the award of benefits and will carry out of veracity of declaration and of the documents submitted, making use of the collaboration:

- Revenue Agency;
- Municipally;
- National Social Insurance Agency;
- University of Palermo and other university institutions;
- Financial Police or municipal police of the municipality of residence if the student is Italian;
- Consulates, when it comes to foreign students of the students whose their familiar living abroad;
- Of data held of the information system of the Financial Ministerial of the financial statements and of the Economic Planning, as well as of the System of trade information, developed by the Revenue Agency on current accounts of the contributors;

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- Of the Information System of National Social Insurance Agency.

The ERSU will send to National Social Insurance Agency, the list of the recipients of scholarship, as provided by Decree 8 March 2013 related to “defining of the modalities to strengthen of the control of the ISEE”

Art. 14 – Withdrawal of benefits

Shall be withdrawal all benefits to students in one or more of the following instances:

- ✓ Come from another university and without having regularised the enrolment within the time allowed;
- ✓ Have not been registered for the academic year 2018/2019 (except, for the housing service, the grad students see art.5) not later than the data of publication of the final ranking, under the art.16 (not later than 31 May 2019), exception provided by the university institution when the student should result enrolled (as benefits requested)
- ✓ Renounced to studies during the year 2018/2019 earlier to 30 April 2019;
- ✓ They have a heritage that exceeds the value referred to in art.8 of the announcement of competition. Have not the merit provided in tab,4, 4bis,5bis and 5ter;
- ✓ Non have declared an addition renounce to studies;
- ✓ Student of the first year that not later than the planes dates indicated in tab. 3, have not obtained the credit, advance of the dates indicated in the table 3, have not obtained the credit laid down;
- ✓ Are beneficiary of the scholarship or another benefits granted in the academic year 2018/2019, as referred as art.4, except the power to action laid down in the announcement;
- ✓ Graduating before the extraordinary session of 2017/2018, even if was made the payment for the taxes for the academic year 2018/2019;
- ✓ The student that do not present additional documents within the deadline laid down in the personal communications receipt;
- ✓ The students that are in the guess under the art.7 or of which the ERSU is after made aware.

The refusal revocation entail an obligation to repay of the money benefits and of the services consumed (scholarship, housing services plus 10% and meals based the revenue bracket, except few cases described in the art.15.

Can be granted the return of amounts in several instalments for economic difficulties of the students, within 10 month of the withdrawal.

The students is forced to deliver, to the office of the ERSU, the copy of the receipt proving that payment has been made among the treasury of the institution.

Art. 15 – False declaration. Exclusion from benefits and penalties.

The recipients of benefits that were to submit false declaration will have revoked the benefits attributed and are to be cited to the judicial authority about crimes of:

- Falsification made from the private in a public document(art.438 of the Penal Code);
- False attestation of an police officer about identity or about his personal quality or someone's o (art. 495 of the Penal Code);
- Fraud against the State or other public body (Article 640 of the Criminal Code and s.m.i.). In application of Article 10 of Legislative Decree No. 29/03/2012 No. 68, anyone who submits untrue statements, their own or members of the family unit, in order to receive the relevant interventions, is subject to an administrative penalty consisting of payment of a sum of three times the amount received, or the value of services improperly used, and loses the right to obtain other payments for the duration of the course of studies, without prejudice to the application of the sanctions referred to in 38, paragraph 3, of the Decree-Law of 31 May 2010, n. 78, converted, with amendments, by the law of 30 July 2010, n. 122, as well as the criminal provisions for the facts constituting the crime.

Pursuant to art. 2946 C.C. (ordinary prescription), the Administration can also collectively recover all sums owed by students within ten years from the date of collection of the related payment order.

Art. 16 – Publication of rankings of participants

The lists of all the contestants and the subsequent rankings will be published, within the dates listed in the "Reminder" on p. 3, on the institution site of the ERSU of Palermo and on the personal page ERSU services of the student portal.

The data declared by the students in the on-line self-certification are verified by:

- request of merit data to the University Institutions;
- request income data to the INPS archives;
- bonus request, waivers and qualifications of other universities.

Participants should pay particular attention to the notes published in the lists next to the provisional suspension or rejection results.

 **The publication of the lists and the rankings on the ERSU website of Palermo and on the personal page ERSU services of the student portal constitutes notification to the interested party** (article 32 paragraph 1 law n ° 69 dated 18/06/2009).

Art. 16bis – Rectification and or additions to data declared

All declared data in the request of participation to announcement, may be subject to a corrections and or additions, for example, personal data, statements made...

The rectified or additions may be made by submitting to the "Competitions and Benefits" Office of the Entity, during the period indicated in the "Reminder" on p. 3, the "Data correction / integration form", available on the personal page of the "ersuonline" services of the student portal.

In the event of postponement of the publication date, the deadline for submitting the "Data correction and or integration form" is set at 10 consecutive days starting from the day which lists are published.

see note 13 in the appendix for the ISEE attestation bearing the annotation of omissions or discrepancies.

Art. 17 – Rankings

The results of the competition is defined through the compilation of the following types of rankings, in chronological order:

- a. Rankings;**
- b. Rankings with assignee designation;**
- c. Rankings set.**

a. Rankings

The Rankings are completed after the closing of the terms of the competition.

At the end of this elaboration students can be:

- 1. Eligible:** students in possession of the requisites foreseen by the announcement to the articles. 8 and 9;
- 2. Rejected:** students belonging to the cases referred to in art. 7;
- 3. Suspended Eligible:** students who may have all the requisites to be considered suitable, but for at least one of them further verification is required; therefore, it is not yet possible to declare either eligibility or exclusion from the competition.

b. Rankings with assignee designation

In this phase, the allocation of the funds available for the competition is carried out, with the consequent designation of the assignees.

At the end of this elaboration students can be:

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1. **Appropriate assignees:** students in possession of the requisites provided for by the announcement to the articles 8 and 9 and for which the scholarship was awarded;
 2. **Unaccompanied students:** students in possession of the requisites envisaged by the announcement to the articles. 8 and 9 and for which the scholarship was not awarded due to the depletion of available resources;
 3. **Rejected:** students included in the cases referred to in art. 7;
 4. **Suspended Eligible:** students who may have all the requisites to be considered suitable, but for at least one of them further verification is required; therefore, it is not yet possible to declare either eligibility or exclusion from the competition.

c. Rankings set

The rankings established are completed at the end of the university career verification operations, also in order to remove the different hypotheses of suspension referred to in the previous points.

At the end of this elaboration students can be:

1. Appropriate assignees: students in possession of the requisites provided for by the announcement to the articles 8 and 9 and for which the scholarship was awarded;
2. Unaccompanied students: students in possession of the requisites envisaged by the announcement to the articles. 8 and 9 and for which the scholarship was not awarded due to the depletion of available resources;
3. Rejected: students included in the cases referred to in art. 7.

There are not suspended students in the staged rankings, with the exception of students who have participated in ERASMUS programs and who have not yet defined the registration of exams taken.

The rankings will be published in the same way as the "list of participants" by the dates indicated in the "Reminder of pag. 3".



With the publication of the rankings on the ERSU website of Palermo on the personal page ERSU services of the student portal, it means fulfilled and satisfied every informative fulfilment regarding the aforementioned result of the competition and consequently not other reference communication will be made to the interested parties.

For any communication contextual to the publication or subsequent will be adopted systems and procedures suitable for the protection of the confidentiality of personal data.

For the reserved scholarships, students must inquire at the Competitions and Benefits Office.

For the protection of privacy, the names of the students will be replaced by the code of the submitted application (Web ID).

Art. 17bis – Appeals against the rankings

Subsequent to the date of publication, appeals against the non-allocation of benefits, being the provision of a definitive nature, will be possible to the Regional Administrative Court within 60 days from the publication of the ranking.

Art. 18 – Criterion for formulation the rankings

The scholarships are financed by the following funds:

- revenue deriving from the regional tax for the right to education;
- own resources of the organization;
- share of the State Integral Fund (FIS) for scholarships, made available by MIUR;
- any other resources assigned to the Body.

These funds will be divided according to the quality of the users, as indicated below:

- 1/3 students enrolled for the first time in triennial degree courses, single-cycle master's degree, biennial master's degree, specialization and research doctorate;
- 2/3 for students enrolled in the second and subsequent years of the triennial degree courses, single-cycle master's degree, biennial master's degree, specialization and research doctorate.

The sums available will be divided among the students enrolled in years following the first, in relation to the number of students who are eligible in the rankings of the scholarship for the A.A. 2018/19, ensuring for each year of degree program at least one scholarship.

The rankings will be formulated such as follows:

All benefits, for the **students of the first year**, are allocated on the basis of a single ranking (for each benefits) without any different for course of study, arranged in increasing order of score based on ISEE; for the same ISEE, the location in the ranking is determined in increasing order of the ISPE and, after, digressive to age.

Will be used the following expression:

$$100 * (1 - \text{ISEE declared} / \text{ISEE limit})$$

The rankings of the scholarship and housing services, for **students enrol in the year after the first of the new order**, shall be defined in ascending order of score, on the basis of criteria that, taking into account the number of credit and vote, allow to make comparable the parameters of merit.

The position in the rankings, where the same of merit, is determined with regard to the value increasing of the ISEE; for some university institutions (Conservatory Scontrino of Trapani, Conservatory Bellini of Palermo, Institution Toscanini of Ribera, Academic BB.AA Kandinskij of Trapani, Academic ABADIR of S.Martinodelle Scale and Academic Michelangelo of Agrigento) the rankings are merged for year of course without differentiation of degree course; if the Isee is equal, prevails the age.

Will be use the following express (**max.n.4 praise**):

$$70*(n. cfu passed/n. cfu request)+28*(arithmetic mean of vote/30)+0.5*n. praises$$

“cfu request” means 60 credits for those enrolling in the second year, 120 cfu for who enrolling in the third year, etc etc.

In the rankings, the bonus, if required, will be applied to the extent necessary to achieve eligibility for participation while the score will be calculated on the basis of the credits actually obtained, without taking into account the bonus awarded.

The course for which will not be possible establish the criteria of merit, the benefits will be allocated under the economic criteria as provided for in the point a).

The recipients students will suspended in both rankings list that after for various reasons which will come in the note.

Students assigned the benefits may be suspended both in the ranking list and subsequently for various reasons that will be reported in the published notes.

The scholarships suspended and related services will be paid only after they have cancelled the reason or the reasons for which the suspension was ordered, confirming the right to remain in the ranking of lodging.

Second part | Scholarship Request

Art. 19 – Criteria of distribution

During the distribution, as provided for art.18, will be taken into account of the reserve scholarship listed in the art.2, always considering the economics and merit requirements specified in the arts. 8 and 9, regulated in:

- **to a maximum of 40, scholarship reserved for disabled students with a disability equal to or higher than 66% or in conditions of seriousness as per article 3, paragraph 3 of Law 104/92;**
- **to a maximum of 30, scholarship reserved to foreign students from outside European community presented in table/provided in table 7 in appendix, or to foreign students political refugee, having right to international**
- **to a maximum of 10, scholarship reserved to students to orphan students of job victims**– the scholarship is reserved to students who are in possession of the INAIL documentation , at the date of presentation of the announcement,attesting that the parent is died for reason of job.
- **to a maximum of 3, scholarship reserved to foreign students children of Sicilian migrants overseas/ abroad**- the scholarship is reserved to students who are resident, on the date 10/08/2019, for at least 5 years overseas with all the household.
- **to a maximum of 2, scholarship reserved to orphan students victims for reasons of mafia**– the scholarship is reserved to orphan students victims for reasons of mafia who have the appropriate attestation issued by Prefecture responsible .
The scholarship is incompatible with benefits thereof.
- **to a maximum of 5 , scholarship reserved to students victims of usury and/ or student who are children of usury victims** – the scholarship is reserved to students victims of usury who have the appropriate attestation issued by Prefecture responsible
- **to a maximum of 10, scholarship reserved to students for at least five years in the smaller islands falling within in/ under Sicilian territory**– the scholarship is reserved to students who resulting, on the data 10/08/2019, resident for at least 5 years in the smaller islands falling under Sicilian territory.

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- **To a maximum of 5, scholarship reserved to orphan students that show to have been guest in a public or private host structure-** the scholarship is reserved to orphan students who show to have been guest in a public or private host structure.

The scholarship reserved will be assigned, within the limits laid down in the art.2 and of the economic resource availability, according to a rankings made as follows:

- a. The benefits, for **students enrolled of the first year**, will be allocated on the basis of a single rankings (for each reserve), without differentiation for degree course, in a digressive ordered of score in accordance to ISEE; if the score is equal, the position in the rankings is determined in increasing order of the ISEE. The score will determined using the expression under the art.18;
- b. The benefits, for the student enrolled in the second year and next year, will be allocated on the basis of a single rankings (for each reserve), without differentiation for degree course, in a digressive order of score in accordance of criteria that, considering the number and vote of CFU, will enable to compare the parameters of merit of the students.; if the score is equal, the position in the rankings is determined in increasing order of the ISPE and, after, digressive of the age.
- c. The score will determined using the expression under the art.18;

Art. 20 –Determination criteria for amounts

The amounts of scholarship and the other benefits granted to recipients , will be determinate in the basis of ISEE and to the residence of the student (see tab.8 in appendix)

The amounts granted to student enrolled in the first year off course, will be paid an amounts halved (one semester) for all scholarship include the scholarship reserved.

The amounts granted to disabled students with a disability equal to or higher than 66%or in conditions of seriousness as per article 3, paragraph 3 of Law 104/92,enrolled in the second years off course, will be paid an amounts halved for all scholarship include the scholarship reserved.

The amounts of scholarship of the students enrolled in one of the university seat posted, where isn't present the housing services, will take into account of an economic contribute the amounts of which will depended on residence of the student(see art.27).

The amount of scholarship granted in services (catering services and housing services) cannot be able to assigned a price and, in the event of failure, will not give the right to make any refund.

Art. 21 – Residence of students

The students are considered, for the allocation of the scholarship, with regard to their residence and centre didactic frequented, such as:

- Students “resident”;
- Students “commuter”;
- Students “not-resident”.

Generally, under art.4, paragraph 8, of the Prime Minister’s Decree of the 09/04/2001, is considered:

a) RESIDENT, the student resident in a municipally or in the surrounding area of the degree course (see tab.10 in appendix);

b) COMMUTER, the student resident in a place that allows the transfer everyday at the seats of the degree course (see tab.10 in appendix);

c) NOT-RESIDENT, the student resident in a place far away to the seats of the degree course and therefore is staying in a university residence administered by the Institution or shows to take housing near of this seat, for a period of not less than 10 months, using the public residential structure or other private residential structure. This status, must be documented as specified under the arts. 11 and 22.

The foreign students whose the household is resident in Italy, shall be submitted to the same rules applied to Italian student, of points a) b) and c).

The foreign students whose the household isn’t resident in Italy, will be considered NOT RESIDENT, unless have not to requested or obtained te housing service or unless have not submitted declaration of renting; with the provision of the amount equal to:

ISEE less than or equal to 2/3 of limits	ISEE including between the 2/3 and the limits
€ 2.675,00 + 2 free meals every day	€ 1.783,00 + 2 free meals every day

Art. 22 – Declaration of renting

The students recipient/suitable who wants to obtain the status of “not-resident”, shall be required to submit the **declaration of renting**, with the exclusion of the students “resident” and “commuter” resident in one of municipally indicated in tab.10 and 10bis in appendix and of the recipients of the housing services.

The declaration of renting should refer to a renting contract registered that interest a period of at least 10 months between 1 September 2018 to 31 October 2019.

The declaration of renting shall be completed and sent only on line, **from 1 November 2018 to 10 January 2019 not later than 14:00**, follows the procedure indicated in the art.3, through the personal page “services ERSU online” of the student portal UNIPA, accessible by the website of the Institution www.ersupalermo.gov.it, with the appropriate credentials made by University of Palermo (should be registered to student portal UNIPA).

If the student is domiciled into a building of which isn't account holder's renting contract, will have to submit, over the copy of contract:

- Declaration made by the account holder certifying the time spent including the start and finish of contract and the share paid for monthly;
- Declaration made by proprietary, with the identity document, to knowing that the student live of the building of owned



The student must communicate to the ERSU any modification of contract (early termination or elements included in the contract) pain of the additional part of the benefits.

Art. 23 – Modality of distribution of scholarship

The money of scholarship will be allocated, compatibility to the economic resources, in two instalments (deposit and balance) as follows:

Provision of the deposit (1° instalment)

Student enrolled in the first year

The first instalment of the scholarship given to student “resident” or “commuter”, will be paid, considering the economic availability of the Institution, on 50% because didn't in possession of the minimal credit requested, **not later than 31 December 2018** or after the regularisation of the request suspended and however only after the registration to University in the academic year 2018/2019.

Students enrolled in the year next first

The first instalment of the scholarship given to student “resident” or “commuter”, will be paid, considering the economic availability of the Institution, at 50%, **not later than 31 December 2018**, or after the regularisation of the request suspended and however only after the enrolled to University in the academic year 2018/2019.

The students “not-residence” will receive temporally the status “commuter”, with the consequent payment of the first instalment of the scholarship under the amount laid down for this status (see tab.8); after the presentation of the declaration of renting (see tab.22) or the acceptance of housing services, the student will gain the status “not-resident” and therefore the right to receive the balance in according to this status.

Provision of the balance (2° instalment)

Students enrolled in the first year

- a) –the students recipients, including the students enrolled in the biennial master’s degree, will receive the balance on 50% of the scholarship ,following the achieved of a minimal of 15 credit on the data 10 August 2018, and to achieve of 20 credits (for example 15+5) university credits not later than 30 November 2019 (Art.6 paragraphs 1 and 3 of the Prime Minister’s Decree 09/04/2001);
 - if the student has acquired only 20 credit not later than 30 November 2019 and not 15 credit not later than 10 August 2019, maintained the benefits grant (first instalment of scholarship and meals taken) but will not allocated the balance;
 - if the student did not obtained even 20 credit not later than 30 November 2019, will be withdraw the benefits, the student will have to return the scholarship, the housing service and of the catering services.
- b) The disabled students, including the students enrolled in the biennial master’s degree, will receive the balance on 50% of the scholarship ,following the achieved of a minimal of 9 credit on the data 10 August 2018, and to achieve of 12 credits (for example 12+3) university credits not later than 30 November 2019 (Art.6 paragraphs 1 and 3 of the Prime Minister’s Decree 09/04/2001); whose will be integrated an additional part of the scholarship under the art.2;
 - if the disabled student has acquired only 12 credit not later than 30 November 2019 and not 9 credit not later than 10 August 2019, maintained the benefits grant (first instalment of scholarship and meals taken) but will not allocated the balance and even the additional part;
 - if the student did not obtained even 12 credit not later than 30 November 2019, will be withdraw the benefits, the student will have to return the scholarship, the housing service and of the catering services.

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- c) The students recipients, enrolled in the first year of advance degree and PhD, the balance of scholarship will be paid following the achievement of the merit that will be determinate by parameters of the didactic system, considering the deadlines under the art.8.

The presumed period for the provision of balance, compatible with the economic availability , is the 31 March 2020.

Students enrolled in the year next the first

- a) The students recipients who, after the verification by the Institution, will resulted to have achieve the merit under the tab,4,4bis,5bis and 5ter, considering the economics availability, will receive the balance **not later than 30 June 2019**.
The others students, received the balance after and however not later than 31 December 2019, as a long as all credits is verbalized and registered;
- b) The disabled students recipients who, after the verification by the Institution, resulted to have achieve the merit under the tab,4,4bis,5bis and 5ter, considering the economics availability, will receive the balance, including the integrative part, **not later than 30 June 2019**.
The others students, received the balance after and however not later than 31 December 2019, as a long as all credits is verbalized and registered;
- c) The students who have participate in this announcement as grad student and graduates before the extraordinary session for the academic year 2018/2019, will not received some monetary benefit, therefore will lapse from the scholarship possibly attributed with reserve;
- d) The students who have participated in this announcement as grad student and not graduates before the extraordinary session of the academic year 2018/2019, will be paid only after the registration in the academic year 2019/2020 (see art.5).

Art. 24 – Modality of payment

The modality of payment of the all monetary consist:

- In the crediting on current/account intestate or jointly held to student;
- In the crediting on prepaid card with code IBAN intestate or jointly held to student;
- Payment mandate receivable with direct payment among the teller of the Institution **only for sums that fail the amount of 999,99**.



Make sure that the prepaid card or others credit instruments allow the transfer of the amounts under the announcement of competition.

The student who have a difficult in the recovery of the benefits on his behalf, must notify with written report or with email.

The payment of the student recipient who must rectify his position, will be suspended.

The students recipients, if not later than 12 month from the allocation of benefits, will not communicated to ERSU the code IBAN necessary for the payment, will have revoked the benefits.

The students will be able to view the status of payment in the personal page services ERSU of the student portal.



The amounts shall lapse after 12 months from the issue of the payment mandate.

Art. 25 – Refund of regional tax for the right to study

The students suitable or recipients of the scholarship in the ranking of competition, **will received the refund of the regional tax for the right to study**; this amounts will be paid, to suitable and recipients, compatible with the economic availability, with appropriate payment:

Not later than 31.03.2020, for the students of the first year;

Not later than 30.06.2019 for the students of the year next the first.

The students will be able to view the status of payment in the personal page, services ERSU, of the student portal.



The ERSU does not provided, at the resident, any warning of the refund of regional tax. The publication of the personal page, services ERSU, of the student portal, is a notice to the personal concerned art.32 paragraph 1 Law n.69 of the 18/06/2009).

The revocation of the suitability of the status “recipient”, determined by the competition and benefit office, takes away to the student the right to refund of the regional tax.



Remember of all students that the competence of exception and/or refund of the university taxes (exclusion th regional tax) it is up to University Institution with which shall be enrolled (UNIPA,LUMSA.Institution AFAM, etc, etc...)

Third part | Request “other contributions”

Art. 26 – Request of “other contributions”

“Other contributes” are intended:

- ✓ contributes for exceptional causes;
- ✓ contributes for international mobility;
- ✓ integration of the scholarship for grad students (award degree).

The request of contribute for exceptional causes, academic year 2018/2019, will be presented **not later than 30 June 2019**, while the request of the contribute for international mobility will be presented from **1° November 2018 to 31 December 2018**.

The students who request this benefits will have to produce the appropriate documentation for any benefit requested.

The contributes under this article are not incompatible with other benefits, they will be assigned, within the limits laid down in art.2 and of the economic availability.

1. Contributes for exceptional causes

The contribute for exceptional cause is reserved to students recipients or suitable of the scholarship in the academic year 2018/2019, who showing a particular need exclusively for this reasons:

- serious condition of student;
- death of a parent cohabitant;
- serious condition that cancel or limited the ability to work decreasing the income, of a parent cohabitant and who produce the income (as a long as doesn't result from pension)

The request of the contribute will be presented not later than **14:00 of the 30 June 2019**, in the modality under this announcement(the request completed and submitted through appropriate application available in the personal page of the services ERSU (of the UNIPA student portal).

Every motivation shall be documented and verified from **1 July 2018 to 30 June 2019**.

The contribute will be allocated after the verification, of the exceptional conditions declared, by the competitions and benefits office.

The amount is determined as follows:

-
- € 1.500,00 if the value of ISEE is less than 1/3 of the maximum limit;
 - € 1.250,00 if the value of ISEE is included between 1/3 and the maximum limit.

The contribute is allocated only one time during all university career and is incompatible with equal benefits.

The contributes for exceptional causes will be allocated, within the limits laid down in art.1 and of the economic availability, on the basis of the chronological criteria of acquiring by the protocol of the Institution of the request “other contributes” or of the documentation in support.

2. Contributes for international mobility

The contribute for international mobility is addressed to students who in the academic year, is recipient of the scholarship concerning the study programmes (Erasmus, Tempus...) or programmes non-EU

Can require this benefits:

- a. students who are recipient or suitable of the scholarship (ERSU PA) in the academic year 2017/2018;
- b. students who didn't participate to competition but who have the requirements laid down by this announcement (art.9), as long that are winner of the scholarship provided by university, Institution of high education artistic or musical, for amount not less than €125,00 to month + the contribute provided by EU or other Institution not even European.
- c. students involved in mobility project under the programme Leonardo, who result graduate for not more than one year from the start of training and who are suitable for the scholarship (ERSU) in the last year of study.



It's essential that the period of study and/or overseas trainings is recognised exams or that is prepared to final testing.

Students of the first year will be subject to verified of merit: if they reach 15 CFU not later than 10 August 2019 and 20 CFU not later than 30 November 2019, will have the right to full amount, if they reach merit of the 20 CFU not later than 30/11/2019 will have to right of the halved amount.

The contribute for international mobility is concerned only one time during the university career for each type of course, except for the student enrolled in the Institution of high education artistic or musical of which is concerned only one time in the all career.

Amounts

The amount of the benefits is determined in accordance to residence period:

- **€ 750,00** for each month of the stay abroad and for a maximum of ten months for the students recipient or available for the scholarship (ERSU)
- **€ 200,00** for each month of the stay abroad and for a maximum of ten months for the students who didn't participate at the competition for the scholarship but that fall under the economic and merit requirements provided by the announcement and for the students who have the merit requirements (art.8 announcement) and whole the income don't exceed the 40% the limits provided by the announcement (art.9) if the university contribution exceeding € 125,00 to month.

The travel cost will be refunded for an amount of max € 100,00 for the EU country and for the amount of the € 500,00 for the not-EU.

Documents to verify and provision of contribute

The request of this contribute will be presented from 1 November 2018 and not later than 31 December 2018 in the modality provided under this announcement.

Students will indicated the elements for find the information and or the data relating to international mobility.

The students who requested the international mobility, will have to submit also, **not later than 14:00 of the 21/10/2019**, any additional documentation (copy of tickets flight...) for the definition of the request.

Criteria for allocation

The contribute for international mobility will be assigned within the limits laid down by art.2 and economic resource availability,in accordance with the following:

Priority will be given to student recipient of scholarship

If the request will exceed the number of contributed of the announcement, allocation of the contribution will be following as:

- a) **For students enrolled in the first year**, contribute is allocated in accordance of single rankings, without distinction for courses, in a digressive order score of ISEE, if the ISEE is equal, the position in the ranking is determined in increasing order of ISPE and, after, digressive of the age (see art.18);

-
- b) **For students enrolled in the year after the first (new order)**, contribute is allocated in accordance of single rankings, without distinction for courses, in a digressive order score (see criteria provided in art.18),if the ISEE is equal, the position in the ranking is determined in increasing order of ISPE and, after, digressive of the age.

Will follow the students suitable of scholarship

If the request exceed the number of benefits laid down by announcement, shall proceed to the allocation under the modality indicated in the point past; will follow the students provided by the point b) and c) beginning art.2 in a single rankings, the position in ranking is determined with respect to increasing value of ISEE, if the ISEE is equal, the position in the ranking is determined in increasing order of ISPE and, after, digressive of the age.

Students provided by the point 2b) can't use the bonus for the attainment of the requirements of merit.

The payment of amount will be after academic recognised of the course of the exam.

The contribute, anyway, will be pay after the period of mobility, after checking of the results refereed above, data self-certified ad of the documentation presented.

3.Award of graduation

If there were to be economic availability, may be granted to supplement of scholarship, an award of graduation, that is reserved to student recipients of scholarship (academic year 2018/2019) who achieve the title of triennial degree, master's degree, not later than the data provided by the educational system.

The contribute may be granted only one time, therefore the student who has already taken of this benefits to achieve of the triennial degree, can't ask again to achieve of the master's degree.

The request of contribute will be presented not later than **31 May 2020** under modality laid down by announcement (request completed and sent through appropriate application)

The amounts of benefits are indicated on tab.9 in the appendix.

Benefits will be paid only after the verification of the title obtained, within the limits of the % of reserve under art.2 and also considering the economic availability.

The rankings for the award of graduation is made in digressive order than the vote of graduation and, if the score is equal, in increasing order of ISEE 0.50 point is allocated to praise, if the parameters above mentioned is equal, are considered, the value of ISPE and the age, both in increasing order.

Fourth part | Request of housing service

Art. 27 – Characteristic of benefit

Shall be excluded from the benefits “housing service”:

- Students “residence” (see tab.10);
- Students “commuter” (see tab.10bis);
- Students enrolled in the university where there isn’t the catering service.

Art. 28 – Criterion of distribution

The lodgings are **732** in **Palermo** and **25** in **Caltanissetta**, for students who have the degree course in Palermo and Caltanissetta, will be distributed like that:

Palermo

- n. **9** to disabled students, enrolled in the first year;
- n. **9** to disabled students enrolled in the year after the first;
- n. **10** to foreign students from countries overseas (see tab.7 in appendix) or foreign student children of the political refugee;
- n. **2** to students who are residence in a small islands that fall within the territory of the Sicilian region;
- n. **210** to students enrolled in the first year;
- n. **492** to students enrolled in the year after the first;

Caltanissetta

- n. **1** to disabled student, enrolled in the first year;
- n. **7** to student enrolled in the first year;
- n. **17** to students enrolled in the year after the first;

Art. 29 – Fruition of lodging

Recipient of lodging can use the benefits from the time of acceptance and not later than 16 October; except the following periods:

From 22/12/2018 to 06/01/2019 (Christmas period)

From 27/07/2019 to 08/09/2019 (summer closed)

When the students return, after summer, can't enter in the housing in absence of request for the next year; therefore, will considered finished the permanence of student on the data 26/07/2019.

Students recipient of housing services in the academic year 2017/2018, who will result suitable and not recipient, must leave the lodging not later than 5 days from the publication of the final rankings, on pain of revocation of the all benefits and services granted by ERSU.

Students recipient who graduating must leave the lodging not later than 5 days from the data of graduation.



The benefits, to recipient of lodging indicated as “suspended” in the final ranking, will be paid only after that will healed the suspension.

Art. 30 – Assignment of lodging

The lodging will be assigned from the competent office for optimize the use of university residence, ERSU reserves the right to transfer from one residence to other residence for justified reasons; preference of university residence, expressed in the moment of participation, is just indicative and any claim may be made from students.

Art. 31 – Deadline to reception of lodging

Student enrolled in the first year and in the next year after the first, recipient of login, not guest in the university residence, will be will have to acceptance of benefits **not later than 10 days from the data of publication of lodging granting, penalty the revocation of benefit**, with publication is absolved other communication of reference.

Acceptance should be made not later than 16/11/2018, penalty the revocation of benefit.

Students who justified grounds, can be cannot do acceptance , **before the deadline dates abovementioned, will have to sent** to the email residenze@ersupalermo.gov.it appropriate communication before deadline.

After the publication of ranking, the student recipient will not be able to renounce of this benefit and change with the declaration of renting (see also art,22 of announcement)

The delivery of declaration of renting can be presented from student suitable of lodging.

Art. 32 – Modality to reception lodging

The acceptance of login shall be performed to awarding, at the office of the U.O.B.2 residence office, located on the half floor in the University residence “S.Romano” VialedelleScienze, edifice 1-90128 Palermo, the following documents:

- a) Acceptance of lodging, signed by student, with commitment to respect the regulation of the university residence, available on the website:www.ersupalermo.gov.it/amministrazionetrasparente/?wpfb_dl=13540 ;
- b) Medical certificate issued by family doctor (an account with S.S.N.) or by other ASP (ex ASL) in data not earlier than 3 month, attesting that the student not have any disease that undermine the coexistent;
- c) Receipt of relating to payment of the housing service(2018/19), if due (see art. 34);
- d) Recently colour photo;
- e) Copy of residence permit for the foreign student or copy of receipt of relating to payment for the renewal.

At the same time, student will be able to present the original identity document, should be to inserted in the request of participation.

The responsible of university residence will be able to provide accessonly after obtaining the all documentation provided by announcement.

Art. 33 – Manifestation of interest of lodging

All student resulting suitable in the ranking of lodging, will have to express their interest to to the allocation of the lodging compiling the appropriate module availability in the website www.ersupalermo.gov.it in the student portal (UNIPA) not later than 14:00 of the 23/11/2018, penalty the revocation of the benefits.

If after the deadline remain seats availability , there's the possibility that the ERSU reserve the possibility to allocated to the student suitable who have show their interest of lodging. The new list of students recipients will be announced only with website; acceptance of lodging will have to be made not later than 14: of the tenth day from the publication , penalty the revocation of benefit, with the procedure laid down by art.32.

Completed all procedure of acceptance, ERSU reserve the possibility to allocated the lodging for disabled student residence in one of the municipally described in the tab.10bis (excluded the student resident) only for purpose of study.

The student will produced a document of request, sending to residence office.

The additional request will communicated through notice in the website, this convocation for all effect than notice.

Art. 34 – Boarding cost of fruition of lodging

Don't pay the tuition:

- ✓ Students suitable of scholarship or students recipients or lodging;
- ✓ Disabled students

Pay the tuition :

- ✓ Recipients of lodging who have not requested scholarship;
- ✓ Students suitable of scholarship and recipients of lodging registered in the first year out courses (new order), must pay earlier the tuition , in the part of 50% than foreseen under the revenue;
- ✓ Students suitable of scholarship and recipients of lodging don't enrolled in the academic year 2018/2019, because grad students, that will pay the tuition earlier, in the part of 50% than foreseen under the revenue.

Will have to pay tuition in the part of 50% than foreseen, student enrolled in the first year, suitable of scholarship and recipients of lodging who achieve only 20 CFU not later than 30/11/2019.

Amounts of tuition and modality of payment

The amounts of tuitions are defined in the tab.11 in appendix and are commensurate to the period on which the Institution will provide housing service.

Tuition payment will shall be made through transfer into postal c/c n.235903 registered to ERSU of Palermo – ResidenzaUniversitariaSanti Romano, VialedelleScienze, edificio 1 – 90128 Palermo, with causative “versamentoretta A.A. 2018/19” and the identity of students recipients, including identification number, academic year and degree course.

Students must deliver, during the acceptance of lodging, a receipt of payment to office U.O.B.2 residence office site in half floor of the university residence “S.Romano” VialedelleScienze, edifice 1-90128 Palermo.

If the payment of tuition is later than 15 days from the terms under the announcement, will be suspended the benefits granted.

If the payment is later than 30 days, will be revoked the benefits.

Art. 35 – Decline of lodging

Shall declined from the housing service, the students recipients who:

- Don't show up for the allocation of lodging within the time limit set out by Institution;
- Fail or shall submit incomplete documentation requested for the for acceptance the lodging;
- Graduating;
- Shall waive of the lodging with a written request addressed to office U.O.B.1 benefits office;
- Violate the points 1, 3, 5, 8, 9 e 10 of the residence university regulation (ERSU PA);
- Are move among the other university;
- Are not in order to payment of tuition (see art.34).

The points above mentioned in the regulation “*students recipients of lodging*”:

-
- 1. can't give the use of the lodging to outsiders, on pain the revocation of lodging;**
 - 3. must give written communication about absence over the 15 days and give keys, on pain the revocation of benefit;**
 - 5. must pay the tuition as provided by the announcement and deliver the receipt of payment at the management of the residence;**
 - 8. allow cleansing and the maintenance ordinary and extraordinary;**
 - 9. in residence, where there is the kitchen, has the obligation of clean and reorder;**
 - 10. can't have animals, flammable material, can't tamper with the electrical system, can't use stoves and kitchen into room.**

Students, fallen for this motivation, will pay the tuition increase of 10% as provided by art.14.

Fifty part | Request catering service

Art. 36 – Request of access to catering service

The request of access to catering service will have to be made through application on line in the website www.ersupalermo.gov.it, with credentials issued by Institution.



Request will be send from the 1° November 2018 to 30 June 2019 (see reminder of pag.3) and in any event after the adoption of catering regulation 2018/2019.

The request, compiled online, will have printed, signed and upload in a single file of PDF format, in the max. dimension of 2 Megabyte, with copy of valid document.

Modality of access to catering service:

- Student enrolled to University of Palermo will be able to use the catering service through the **Smart Card** issued by University or the **health card (CNS)**; student enrolled in other Institution relating ERSU will be able to use catering service through health card.

This documents are personal and shall not be sold to other; if the document shall be sold, ERSU will apply the follows penalties:

- Suspension to access of catering service for 30 days, for the first time;
- permanent withdrawal to access of catering services, if the offence shall be verified for the second time, the student will have to return the meals consumed.



The Smart card, In the case of students enrolled in the University of Palermo, will be enabled automatically for those who participate at the announcement and require the scholarship and/ or others benefits.

The health card (CNS), in the case of student enrolled in other Institution relating ERSU, will be enabled automatically, for those who participate at the announcement and require the scholarship and/ or others benefits.

Students will be able to use of the catering service from the data of the set up the Smart Card or Health Card (CNS), not later than 31 October 2019.

If the student graduation within the extraordinary session of the academic year 2017/2018, in the period February/March 2018, the Smart Card or Health Card will be able use up to fifty days after the data of achievement of title.

In the event of loss or theft of the Smart Card, the students will be able to require a copy in the library of their course.

In the event of loss or theft of the Health Card, the students will be able to require a copy in the website www.agenziaentrate.gov.it, to ASP or in other office of the revenue agency.

The students who study overseas, for participate in the programme of international mobility, must notify to catering office, written or by e-mail: ristorazione@ersupalermo.gov.it, who will suspended, temporarily, the validity of the Smart Card and of the Health Card.

Although it may not be expressly to mentioned in this announcement, is referred the catering regulation.

Art. 37 – Conferment of favoured range based on ISEE

Students “not resident”, suitable or recipient of scholarship, enrolled in the years after the first, and the students “commuter”, recipients of scholarship, enrolled in the first year, have a right to a number of meals equal to 360, consumed before the academic year.

Students who are also recipients of lodging, have a right to a number of meal equal to 410, consumed before the academic year.

Students “resident” and “commuter”, suitable or recipients of scholarship, enrolled in the years after the first and the student of the first year, “resident” or “commuter” have a right to number of meal equal to 180, consumed before the academic year; to the achievement of number of meal, students pay the service to whole price.

Students enrolled in the first year that in the rankings will result suitable, will have attributed the facilitate range (laid down in the catering regulation)

Students that have applied for benefits and who are in possession of the ID university, therefore **show to be enrolled in the academic year 2018/2019**, in the provisional list, will be able to obtain the activation of the catering service with the attribution of the range relating to ISEE declaring, under the catering regulation.

Recipients of scholarship, enrolled didactic district to Trapani, Caltanissetta and Agrigento will be enjoy of the meals in a local approved.

Recipients of scholarship, enrolled in the didactic district which is not present catering service, will have the scholarship increased, equal to:

- € **600,00** for students “residence” and “commuter”;
- € **1.200,00** for students “not-residence”.

Palermo, 19-07-2018

Special Commissioner

F.to Arch. Giuseppe Amodei

Appendix

Tab. 1 – List of the university Institution relating the ERSU Palermo

University of Palermo

LUMSA of Palermo

Academic of BB.AA. of Palermo

Academic of BB.AA. “Kandinskij” of Trapani

Academic of BB.AA. and of Renovation “Abadir” of San Martino delle Scale

Academic of BB.AA. “Michelangelo” di Agrigento

Music Conservatory “Bellini” of Palermo

Music Conservatory “Scontrino” of Trapani

Musical Institution “Toscanini” of Ribera

Tab. 2– Funding rates to be assigned the scholarship and others contribute

3, 5% of all study grants awarded will be reserved to the following categories:

- 38%, up to a maximum of 40, study grants reserved for disabled students with a disability equal to or higher than 66% or in conditions of seriousness as under article 3, paragraph 3 of Law 104/92;
- 29%, to a maximum of 30, grants reserved to foreign students from outside European community presented in table/provided in table 7 in appendix, or to foreign students political refugee, having right to international protection;
- 9%, to a maximum of 10, grants reserved to orphan students of job victims ;
- 3%, to a maximum of 3, grants reserved to foreign students children of Sicilian migrants overseas/ abroad;
- 2%, to a maximum of 2, grants reserved to orphan students victims for reasons of mafia;
- 5%, to a maximum of, grants reserved to students victims of usury and/ or student who are children of usury victims;
- 9%, to a maximum of 10, study grants reserved to students for at least five years in the smaller islands falling within in/ under Sicilian territory;
- 5%, to a maximum of 5, study grants reserved to orphan students that show to have been guest in a public or private host structure.

The 8,0 % of funds will be reserved in form of the other economics contributes, determined of art. 25:

- 15%, to a maximum of 40, contribution for exceptional reasons;
 - 35%, to a maximum of 140, contributions for graduate (degree award);
 - 50%, to a maximum of 100, contributions for international mobility.
-

TABELLA 3 | Modality of allocated of scholarship, student enrolled in the first year

Students enrolled of the first year (new order) RECIPIENTS of scholarship

Optional A →	If achieve 15 CFU not later than 10 ago 2019 And 20cfu not later than 30nov2019	→have the right to the second instalment and at the refund of the regional taxes
Optional B →	If achieve only 20 CFU not later than 30nov2019	→Keep the benefits granted (first instalment and meals consumed and the right to refund of regional taxes, but lose the right to the second instalment and will have to pay the half amount of lodging attributed
Optional C →	If don't fall within the optional A and B	→Will have to return the first instalment of scholarship more the meal consumed under the range of ISEE and will have to pay the lodging assigned

Students enrolled in the first year (new order) SUITABLE of scholarship

Optional D →	If achieve 15 CFU not later than 10 ago 2019 and20cfu not later than 30nov2019	→Keep the suitability of the benefits and the right to refund of the regional taxes
Optional E →	If achieve only 20 CFU not later than 30nov2019	→Keep the suitability of benefits granted(meals consumed) and the right to refund of the regional taxes, but will have to pay half of lodging concerned.
Optional F →	If don't fall within the optional D and E	→will have to pay the lodging and the meal eventually consumed in basis the range of ISEE

Disabled students enrolled in the first year **RECIPIENTS** of scholarship

Optional G →	If achieve 9 CFU not later than 10 August 2019 and 12cfu not later than 30 November 2019	→have a right to refund of the second instalment of scholarship and of the regional taxes
Optional H →	If achieve only 12 CFU not later than 30nov2019	→Keep the benefits granted (first instalment of scholarship and lodging) and the right to relief of the regional taxes, but lost the right to second instalment
Optional I →	If don't fall within the optional G and H	→Keep the benefits granted (meal consumed and lodging assigned) and the right to relief of regional taxes, but will have to return the first instalment of scholarship

Disabled students enrolled in the first year **SUITABLE** of scholarship

Optional L →	If achieve 9 CFU not later than 10 August 2019 e 12cfu not later than 30 November 2019	→Keep the suitability of the benefits granted (meal consumed and lodging eventually assigned) and the right to relief of the regional taxes
Optional M →	If achieve only 12 CFU not later than 30nov2019	→keep the suitability of benefits granted (meal consumed and lodging assigned) and the right to relief of regional taxes
Optional N →	If don't fall within the optional L and M	→keep the suitability of the benefits granted (meal consumed and lodging assigned) and the right to relief the regional taxes

TABLE 4 | Requirements of merit be achieved not later than 10 August 2018
Minimum number of credit required

Year of registration						
TYPE OF COURSES	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
TRIENNIAL DEGREE	25	80	135			
MASTER'S DEGREE (2 YEARS)	30	80				
MASTER'S DEGREE (5 YEARS)	25	80	135	190	245	300

TABELLA 4bis | Requirement of merit be achieved not later than 10 August 2018
Minimal number of credit require for the disabled students

Year of registration							
TYPE PF COURSES	2017/18	2016/17	2015/16	2014/15	2013/14	2012/11	2011/10
TRIENNIAL DEGREE	15	48	81	114			
MASTER'S DEGREE (2 YEARS)	18	48	81				
MASTER'S DEGREE (5 YEARS)	15	48	81	114	147	180	213

TABLE 5 | requirement of merit revealed be achieved not later than 10 August 2018
Minimum number of credits for the students UNIPA enrolled in the degree course that providing the distribution of credits different than the MIUR

Minimum credits provided for the student enrolled **in the academic year 2017/2018**
TRIENNIAL DEGREE or MASTER'S DEGREE (5 YEARS)= **25 * credits provided from study plan in the first/ 60**

Minimum credits provided for the student enrolled **in the academic year 2017/2018**
BIENNIAL = **30 * credits provided from the study plan in the first/60**

Minimum credits provided for the student enrolled **in the academic year 2016/2017**
TRIENNIAL DEGREE or MASTER'S DEGREE (5 YEARS)= **80 * summation of credits provided from the study plan in the first and second years/120**

Minimum credits provided for the student enrolled **in the academic year 2015/2016**
TRIENNIAL DEGREE or MASTER'S DEGREE (5 YEARS)= **135 * summation of credits provided from the study plan in the first, second and third years/180**

Minimum credits provided for the student enrolled **in the academic year 2014/2015**
MASTER'S DEGREE (5 YEARS) = **190 * summary of credits provided in the study plane in the first,second, third and fourth years/240**

Minimum credits provided for the student enrolled **in the academic year 2013/2014** in
MASTER'S DEGREE (5 YEARS) = **245 * summary of credits provided from the study plane in the first, second, third, fourth and fifth years/ 300**

Minimum credits provided for the student enrolled **in the academic year 2013/2014** in
MASTER'S DEGREE (5 YEARS)= **300 * summary of credits provided from the study plane in the first, second, third, fourth, fifth and sixth years/ 360**

N.B.:

1. the minimum of credits is rounded use the arithmetical criteria;
2. for the disabled students who frequent degree courses that providing a distribution of credits different from which established from MIUR, the requirement of merit determinate in the modality under the tab.5 is reduced of the 40%.

TABLE 5bis | Requirement of merit be achieve not later than 10 August 2018
Minimal number of credits required for the students enrolled to LUMSA

Year of registration						
TYPE OF COURSES	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
TRIENNIAL DEGREE						
<i>Economic and trade</i>	26	80	135			
DEGREE 5 YEARS						
<i>Jurisprudence</i>	24	80	131	197	245	

TABLE tir | Requirement of merit be achieve not later than 10 August 2018
Minimal number of credits required for the disabled strudents enrolled to LUMSA

Year of registration							
TYPE OF COURSES	2017/18	2016/17	2015/16	2014/15	2013/14	2012/11	2011/10
TRIENNIAL DEGREE							
<i>Economic and trade</i>	16	48	81	114			
DEGREE 5 YEARS							
<i>Jurisprudence</i>	14	48	78	118	147	180	

Tab. 6 –Economic requirements

ISEE –indicator of the equivalent economic situation	€ 23.253,00
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ISPE – Indicator of the equivalent patrimonial situation	€ 50.550,00
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TABLE 7 |List of poor countries under the Ministerial Decree n. 351 del 3 May 2018

Afganista	Djibouti	Madagascar	Solomon Islands
Angola	Eritrea	Malawi	Somalia
Bangladesh	Ethiopia	Mali	South Sudan
Benin	Gambia	Mauritania	Sudan
Bhutan	Guinea	Mozambico	Tanzania
Burkina Faso	Guinea Bissau	Myanmar	Timor-Leste
Burundi	Haiti	Nepal	Togo
Cambogia	Kiribati	Niger	Tuvalu
Central African Rep.	Korea Dem. Rep.	Rwanda	Uganda
Chad	Laos	Sao Tome & Principe	Vanuatu
Comoros	People’s Democratic Republic	Senegal	Yemen
Congo Dem. Rep.	Lesotho	Sierra Leone	Zambia
	Liberia		Zimbabwe

TABLE 8 | Amounts of scholarship

TYPE	ISEE	
	Less than or equal to 2/3 of limit	Between to 2/3 and limit
Students “not-residence”	€ 3975,00 + 2 free meals (max 360 meals)	€ 2650,00 + free meals(max 360 meals)
	€ 2675,00 + 2 free meals (max 410 meals) if recipients of scholarship	Free meals (max 410 meals) If recipients of lodging
Students “commuter”	€ 2253,00 + 1 free meals (max 180)	€ 1502,00 + 1 free meals(max 180)
Students “resident”	€ 1950,00 + 1 free meals (max 180)i	€ 1300,00 + 1 free meals(max 180)

**TABLE 8bis | Amounts of addition contribute of the scholarship
for recipients disabled students**

TIPE	Amounts
Students “not-residence”	€ 1.783.00
Students “commuter”	€ 1.502.00
Students “residence”	€ 1.300.00

TABLE 9 | Amounts of award degree

TYPE	ISEE	
	Less than or equal to 2/3 of limit	Between to 2/3 and the limit
Students “not-residence”	€ 1.337,00	€ 892,00
Students “commuter”	€ 1.126,00	€ 751,00
Students “residence”	€ 975,00	€ 650,00

Table 10 | Students “residence”

SEAT OF THE COURSE	MUNICIPALLY OF RESIDENCE
PALERMO	Palermo, Altofonte, Bagheria, Capaci, Casteldaccia, Ficarazzi, Isola delle Femmine, Monreale, S. Flavia, Villabate
AGRIGENTO	Agrigento, Aragona, Favara, Joppolo Giancaxio, Porto Empedocle
CALTANISSETTA	Caltanissetta, San Cataldo
MARSALA	Marsala, Petrosino/Strasatti
RIBERA	Ribera, Calamonaci, Caltabellotta, Lucca Sicula, Villafranca Sicula
TRAPANI	Trapani, Erice, Paceco, Valderice

Table 10bis | Students “commuter”

SEAT OF THE COURSES	MUNICIPALLY OD RESIDENCE
PALERMO	Altavilla, Balestrate, Belmonte Mezzagno, Bolognetta, Borgetto, Carini, Cefalù, Cinisi, Giardinello, Marineo, Misilmeri, Montelepre, Partinico, Piana degli Albanesi, Pioppo, San Cipirello, Santa Cristina Gela, San Giuseppe Jato, San Nicola, Termini Imerese, Terrasini, Torretta, Trabia, Trappeto, Villafrati.
AGRIGENTO	Camastra, Castrofilippo, Comitini. Grotte, Licata, Montallegro, Naro, Palma di Montechiaro, Racalmuto, Raffadali, Realmonte, Sant’Angelo Muxaro, Santa Elisabetta, Siculiana
CALTANISSETTA	Barrafranca, Bompensiere, Canicattì, Delia, Marianopoli, Montedoro, Pietraperzia, S. Caterina Villarmosa, Serradifalco, Sommatino, Villarosa,
MARSALA	Campobello di Mazara, Mazara del Vallo, Paceco, Trapani
RIBERA	Alessandria della Rocca, Bisacchino, Bivona, Burgio, Cattolica Eraclea, Chiusa Sclafani, Cianciana, Giuliana, Menfi, Montallegro, Sambuca di Sicilia, Sant’Angelo Muxaro, Santo Stefano Quisquina, Sciacca.
TRAPANI	Alcamo, Buseto Palizzolo, Calatafimi/Segesta, Castellamare del Golfo, Custonaci, Gibellina Nuova, Marsala, Mazara del Vallo, Petrosino, Salemi, San Vito lo Capo

TABLE 11 | Amounts of the tuition of lodging

ISEE between € 0,00 and € 7.666,66	ISEE between € 7.666,67 and € 15.333,33	ISEE between € 15.333,34 and the limit
€ 540,00	€ 720,00	€ 1.200,00

TABLE 12 | Catering Service

Students enrolled in the first year		
TYPE	“not-residence”	“commuter” – “residence”
Recipients of Scholarship	2 free meals (max 360)	1 free meals (max 180)
Suitable	2 meals with contribution under catering regulation	1 meal with contribution un under catering regulationcontributo secondo regolamento di ristorazione

Students enrolled in the years after the first		
TYPE	“not-residence”	“commuter” – “residence”
Recipients of scholarship	2 free meals (max 360)	1 free meal (max 180)
suitable	2 free meals (max 360)	1 free meal (max 180)

Note n. 13 – DSU with omission/not-conformity

Remember to all users that:

In relation of the data self-declaring in DSU, the Revenue Agency makes appropriate control to verify if there is correspondence between what is described from the student in the movables patrimonial section and the information submit in the relation (art. 11, paragraph 3, Prime Minister's Decree n.159/2013); if there are omission or not-conformity, the Revenue Agencies becomes availability to INPS this anomalies showing in notes of the ISEE, the specific of the omission or not-conformity, the data on which it happened the control, the protocol of DSU and the social security numbers of component of the household to which it refers.

If one of component failed one or more financial relations, in above relations will be taken the list complete of all financial reports refer that component.

In the event of omission or not-conformity, under the legislation in force (comma 5, art11), the requester has two option:

- 1) submit new DSU;
- 2) submit request for the submission using the same ISEE with the annotation of omission or not-conformity and attaching valid documentation to prove the completeness and veracity of the data referred in the reporting; the documentation must be required exclusively from the user broker (bank, Poste Italiane...) that informed financial relations to Revenue agency.

Nota n. 14 – list CAFapproved

- ✓ CONSORZIO NAZIONALE CAF CGIL > www.cafcgil.it
- ✓ CAF CISL SRL > www.caafcisl.it
- ✓ CAF UIL SPA > www.cafuil.it
- ✓ CAF CONFISAL SRL > www.cafconfisal.it
- ✓ CAF U.G.L. SRL > www.cafugl.it
- ✓ CAF CNA SRL > www.cafcna.it
- ✓ C.A.A.F. F.A.B.I. SRL > www.caaffabi.it
- ✓ CAF CONFAGRICOLTURA PENSIONATI SRL > www.cafconfagricoltura.it
- ✓ CAF PENSIONATI E DIPENDENTI C.I.A. SRL > www.caf-cia.it
- ✓ CAF CISAL SRL > www.cafcisal.it
- ✓ CAF COLDIRETTI SRL > www.cafcoldiretti.it
- ✓ ASSOCAAFF SPA > www.assocaaf.it
- ✓ CAF 50 & PIU' SRL > www.50epiu.it
- ✓ CAF M.C.L. SRL > www.mcl.it
- ✓ CAF ACLI SRL > www.acli.it
- ✓ CAF DELL'INDUSTRIA DELL'EMILIA CENTRALE SPA > www.cafindustria.it
- ✓ C.A.F. – U.C.I. SRL > www.cafuci.it
- ✓ CAF SICUREZZA FISCALE SRL > www.caafconfesercenti.it
- ✓ CAF CONFARTIGIANATO PENSIONATI E DIPENDENTI SRL > www.confartigianato.it
- ✓ CAF E.N.P.T.A. SRL > www.uglcoltivatori.it
- ✓ CAF ACAI DIPENDENTI E PENSIONATI SRL > www.acai.it
- ✓ TUTELA FISCALE DEL CONTRIBUENTE SRL > www.tutelafiscale.it
- ✓ CENTRODI ASSISTENZA FISCALE NAZIONALE DOTTORI COMMERCIALISTI SPA > www.cafdoc.it
- ✓ CENTRO AUTORIZZATO DI ASSISTENZA FISCALE ASSOCINTRIBUENTI SRL > www.cafassocontribuenti.it
- ✓ CAF SERVIZI FISCALI SRL > www.cafservizifiscali.it

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- ✓ CAF DIPENDENTI E PENSIONATI U.S.P.P.I.D.A.P. SRL > www.cafusppidap.it
 - ✓ CAF FE.NA.PI. SRL > www.fenapi.it
 - ✓ CAF C.A.S.A. DIPENDENTI E PENSIONATI SRL > www.casartigiani.org
 - ✓ CENTRI DI ASSISTENZA FISCALE U.S.A.E. SRL > www.cafusae.it
 - ✓ CAF DIPENDENTI E PENSIONATI A.I.C. SRL > www.aicnazionale.com
 - ✓ SILCED ZEROCARTA CAF SRL UNIPERSONALE > www.zerocartacaf.it
 - ✓ CAF SICAF > www.cafsicaf.it
 - ✓ C.A.F. CNAI SRL – CENTRO DI ASSISTENZA FISCALE CNAI SRL > www.cnai.it
 - ✓ ASPPI CAF SRL > www.asppicaf.it
 - ✓ EUROCAF SRL > www.eurocaf.it
 - ✓ CAF CISAS SRL > www.cafcisas.it
 - ✓ CENTRO ASSISTENZA FISCALE – AEUROPEAN SRL > www.cafauropean.it
 - ✓ CAF ITALIA SRL > www.cafitalia.org
 - ✓ CENTRO DI ASSISTENZA FISCALE NAZIONALE CONSULENTI DEL LAVORO SRL > www.consulentidellavoro.it
 - ✓ CAF CNDL SPA – CAF NAZIONALE DEL LAVORO SPA > www.cndl.it
 - ✓ CAF CONFLAVORATORI SRL
 - ✓ CAF FENALCA DIPENDENTI E PENSIONATI SRL > www.caffenalca.it
 - ✓ CAF CGN SPA > www.cgn.it
 - ✓ CAF FIAP > www.caffiap.it
 - ✓ CAF UNIMPRESA SRL > www.cafunimpresa.innovare24.com
 - ✓ CAF PROFESSIONE FISCO SRL > www.cafpf.it
 - ✓ CAF – LAVORO E FISCO SRL > www.caflavoroefisco.it
 - ✓ CAF UNSIC SRL > www.unsic.it
 - ✓ CAF SIALS SRL > www.cafsials.it
 - ✓ CENTRO DI ASSISTENZA SERVIZI DI BASE SRL > www.cafsdb.it
 - ✓ CAF LABOR > www.caflabor.it
 - ✓ C.A.F. CONF.A.S.I. SRL > www.cafconfasi.it
 - ✓ CAF EUROPEO SRL > www.cafeuropeo.eu
 - ✓ CAF ANMIL SRL > www.caf.anmil.it
 - ✓ CAF OFFICINA DEL CONTRIBUENTE SRL > www.odcservizi.it
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Informative as referred to art.13 in the legislative decree n.196/2003 and of the European Union regulation n.679/2016 regarding the processing of the personal data

The online service section of ERSU Palermo, called “ersuonline”, is attainable through registration in the student portal UNIPA.

The access of benefits granted from the institution (scholarship, other contributions and services for the right to university study), is subject to the integration of personal data.

Recommended careful reading of this informative issued in accordance of the art.13 of the legislative decree 196/2003(in a row CODE”) and of the European Union Regulation n.679/2016(in a row “GDPR), before to give the personal data required for the use of the services granted from Institution; it may be subject of changes and/or integration, which will be indicated to user, mainly due to regulatory changes or the management processes of the services offered, ensuring, in any case, the timely update. The user is however invited to consult it periodically from his own personal page of the student portal.

1. Object of the treatment

The Object of processing are the personal data, meaning the information that identify a physical person and which can provide details on its characteristics, routine, lifestyle, personal relation, economic situation.

2. Finality of processing

Processing mean “any operation or set of operation performed with or without by electronic means, relating to the collection, registration, organization, preservation, consultation, elaboration, modification, selection, extraction, comparison, utilisation, interconnection, block, communication, distribution, cancellation, destruction, though not registered in a database; is enough just one of operations listed to consider “current” a processing of the personal data.

Without with your consent express, the personal data will be processed for institutional purposes(activities related to benefits provisions, scholarship and other contributes ad services for the right to university study, attributable to interventions of significant public interest purpose under art.68 of the privacy code) and, in relation to obligations established by the legislation in force. The special categories of personal data (information that detect the racial origin, political opinion, religions and philosophical beliefs, trade union

affiliation, genetic data, biometric data, data concerning health or sexual lifestyle of the person) may be collected, registered, preserved and further processed will be relevant, complete and not excessive in relation to the purpose listed above; other purposes will be traced to the activities of statistical reporting.

Just with your consent express, the personal data will be processed for the purposes related to detection of the degree of satisfied on the quality of the services provided, to promotion of same and of the cultural, sport and recreation activities, organized or sponsored by ERSU (by e-mail, telephone contact...)

3. Modality of processing

The processing of your personal data shall be based on the principles of correctness, lawfulness, transparency and protection of your privacy and your rights.

The processing s made by means of operations referred to art.4 (privacy code art.4 no.24) GDPR and specifically: collection, registration, organization, conservation, consultation, development, modification, selection, extraction, comparison, utilisation, interconnection, block, communication, cancellation, destruction of data; your personal data are processed in both printed and electronic formats.

4. Legal basis of the processing

The processing of personal data by the holder, public entity non-economic, is only allowed for the performance of the institutional function (art.18 paragraph 2 of the privacy code). The processing of sensitive data by the holder, public entity non-economic, is allowed for the institutional purpose related to intervention of public interest referred to art.68 of the privacy code.

5. Nature of provision of data and consequence of possible rejection

The provision of data is obligatory, any rejection will result in exclusion from the competition and the impossibility to obtain the benefits.

6. Access to data

7.

Your personal data will be processed by the holder, by the responsible of the protection data, by the responsible of processing of the data, by the processor and by the system administrator. The data will be accessible to those entities who shall be entrusted with the task to carry out activities on behalf of the holder for the performance of the institutional purposes.

8. Communication of the data to third parties

Without your consent express, the holder will be able to communicate your data to those entities who communication is obligatory through legislation or for the performance of the institutional purpose (university institutional, revenue agency...) your personal data will be communicated to other entities that provided assistance or collaboration activities to the holder of processing in the area of accounting, administration, legal, fiscal, to public administration for the performance of institutional functions within the limits established by the rule of law and to third parties, service providers which communication is necessary for the performance of the institutional purposes8 Caf...), your personal data would not be subject of spread.

9. Storage Periods

ERSU Palermo retain he personal data for not later than 10 years from the conclusion of the administrative procedure for institutional purposes and however for the time to requirement laid down by law.

10. Presence of decision making automated

Is not present decision making automated

11. Transfer of personal data

Your personal data will not be transferred to a third country or to an international organization.

12. Procedure for the exercise of the rights

At any time you can exercise your rights (access to personal data, to obtain correction or cancellation of the data or the limitation of processing that concern yourself, to oppose the treatment, the portability of data, to withdraw consent in cases in which the processing is not necessary for the execution of task in the public interest or connected to the exercise of public authority for which the holder is invested or to fulfil a legal obligation, to propose a complaint to the Privacy Guarantor) by sending a registered letter with proof of delivery to the ERSU of Palermo, legal address in Viale delle Scienze,1 90128 Palermo; or by sending an e-mail to privacy@ersupalermo.gov.it or protocollo@pec.ersupalermo.gov.it

13. Holder, Responsible of the protection data and responsible of processing

The controller of processing is ERSU Palermo, with legal address in Via delle Scienze, edificio 1 – (tel. 091.6541111 email direzione@ersupalermo.gov.it pecprotocollo@pec.ersupalermo.gov.it).

Responsible of the protection data (Data Protection Officer) is the **Director f. Ernesto Bruno** (tel. 0916545919 email responsabileprotezionedati@ersupalermo.gov.it responsabileprotezionedati@pec.ersupalermo.it).

Responsible of processing of the data is the **Director UOB1 Giuseppa Laura Campagna** (tel. 091.6545921 email uob1@ersupalermo.gov.it).

Special Commissioner

F.to Arch. Giuseppe Amodei

Translated by Veronica Maniscalco