



**Academic Year 2018/2019**

# **Sole public tender for the allocation of regional benefits:**

- **Scholarship**
- **Accommodation**
- **Accommodation contributions – teaching sites of Padova, Portograuro, Bolzano, Conegliano and Verona**
- **International Mobility Contributions**
- **Access to reductions in canteen and catering services**

**PLEASE NOTE:**

The following English version is a partial translation of the original in Italian and is meant for information purposes only. The only legally binding document is the original in Italian.

In case of doubt, only the original Italian version should be referred to.

# INDEX

## **PART A – GENERAL NORMS**

Application and ranking deadlines.....	4
Article 1 – Competition benefits.....	5
Article 2 – Subjects entitled to benefits .....	5
Article 3 – Benefit eligibility period.....	6
Article 4 – Requirements for admission to benefits .....	7
Article 5 – Students with disabilities .....	12
Article 6 – Application procedure .....	14
Article 7– Procedures for building the ranking .....	16
Article 8 – Publication of ranking lists.....	18
Article 9 – Re-examination appeal .....	18
Article 10 – Investigations on merit and economic status .....	18
Article 11 – Loss of benefits.....	19
Article 12 – Personal data processing.....	20
Article 13 – Legislation of reference.....	21

## **PART B – AVAILABLE BENEFITS**

<b>SCHOLARSHIP .....</b>	<b>22</b>
Article 14 – Application deadline and procedure.....	22
Article 15 – Status as resident, commuter or non-resident.....	22
Article 16 – Scholarship amount.....	24
Article 17 – Exemption from tuition fees.....	27
Article 18 – Regional tax for the right to education.....	27
Article 19 – Reserved assignee quotas.....	27
Article 20 – Students of the Scuola Superiore di Udine .....	28
Article 21 – Scholarship ranking lists.....	28
Article 22 – Payment of scholarships .....	29
Article 23 – Limit on scholarship combination .....	31
Article 24 – Scholarship revocation.....	32

<b>HOUSING CONTRIBUTIONS – TEACHING SITES OF PADOVA, PORTOGRUARO, BOLZANO, VERONA AND CONEGLIANO</b> .....	33
Article 47 – Application deadline and procedure.....	33
Article 48 – Available contributions .....	33
Article 49 – Specific requirements.....	33
Article 50 – Ranking lists .....	34
Article 51 – Contribution payment .....	35
Article 52 – Contribution revocation.....	36
<b>INTERNATIONAL MOBILITY CONTRIBUTION</b> .....	37
Article 53 – Application deadline and procedure.....	37
Article 54 – Available contributions .....	37
Article 55- Specific requirements.....	37
Article 56 – Ranking lists .....	38
Article 57 – Contribution payment.....	39
Article 58 – Contribution revocation.....	40
<b>UNIVERSITY CANTEEN RULES</b> .....	41
<b>ANNEXES</b> .....	43
Annex 1 – Student’s status as a resident, commuter or non-resident.....	43
Annex 2 – List of developing countries under Ministerial Decree 9 June 2017 n. 1455 .....	49
Contacts – Trieste.....	50
Contacts – Udine.....	51

# APPLICATION AND RANKING DEADLINES

Students who intend to request competition benefits must fill out their online application and send it **not later than 1 PM** (Italian Daylight Saving Time/GMT+2/UTC+2/CEST) on the deadline shown in the table below, as indicated by the procedure specified in Article 6. The deadline is definitive and therefore an application completed later than above will be excluded from the entitled to benefits.

The electronic system of the ARDISS online services certifies the date and precise time the application was sent.

Type of benefit	Online application deadline	Indicative publication date of temporary ranking lists
Lodgings related to ARDISS headquarters in Trieste	First year	5 September 2018
	Later years	21 September 2018
	Students fulfilling the university enrolment requirement alone	20 August 2018
Lodgings related to ARDISS headquarters in Udine	First year	26 October 2018
	Later years	5 September 2018
	Students fulfilling the university enrolment requirement alone	10 September 2018
Scholarships	5 October 2018	31 October 2018
Housing contributions teaching sites of Padova, Portogruaro, Bolzano, Conegliano and Verona	5 October 2018	1 February 2019
International Mobility Contributions	5 April 2019	10 May 2019
Communicating details of rental contract	19 October 2018	-
Access to canteen services at reduced prices	31 December 2018	-

## Article 1 – Competition benefits

With the present tender the Regional Agency for the Right to Higher Education (ARDISS) provides for the following competition benefits:

- Scholarship;
- Accommodation in the ARDISS dormitories;
- Housing contributions for the teaching sites of Padova, Portogruaro, Bolzano, Conegliano and Verona;
- International mobility contributions;
- Access to canteen services at reduced prices.

## Article 2 – Subjects entitled to benefits

Online applications for obtaining a scholarship, housing service, housing contribution, international mobility contributions may be presented by:

- students enrolled for the academic year 2018/19 to the Università degli studi of Trieste and Udine to the following courses:
  - *laurea triennale* (3-year Bachelor's degrees)
  - *laurea magistrale* (2-year Master's degrees)
  - *laurea magistrale a ciclo unico* (single-cycled Bachelor's + Master's degree)
  - *corsi di specializzazione* (post-graduate specialization courses), except for specialized medical training effective in accordance with the normative in force on the topic
  - PhD students not benefiting from a grant as stated in Ministerial Decree 30 April 1999, n. 224;
- music conservatory students from "G. Tartini" in Trieste and "J. Tomadini" in Udine enrolled to the academic year 2018/19 to:
  - *corsi del triennio superiore di 1° livello* (3-year Bachelor's degrees)
  - *corsi del biennio specialistico di 2° livello* (2-year Master's degrees)
- students enrolled to Higher Technical Colleges (I.T.S., *Istituti Tecnici Superiori*) of Trieste, Udine and Pordenone.
- students enrolled to the first-level academic diploma in graphic design for businesses at the "Accademia di Belle Arti G.B. Tiepolo di Udine".

Students enrolled to single course units, teaching enablement courses (*Tirocino Formativo Attivo – TFA*) or training courses **cannot access to benefits offered by the competition.**

## Article 3 – Benefit eligibility period

Benefits are only granted for the first time a student is enrolled for each degree level. Therefore students enrolled at the Università degli studi di Trieste, Università degli studi di Udine, “G. Tartini” Music Conservatory, “J. Tomadini” Music Conservatory, I.T.S. (*Istituti Tecnici Superiori*), or the Accademia delle Belle Arti “G. B. Tiepolo” di Udine, who already hold a degree or diploma, achieved in Italy or abroad, at an equal or higher level cannot have access to ARDISS benefits.

The recognition of foreign degrees is determined by the Universities, Conservatories, I.T.S., and Accademia di Belle Arti.

University seniority is calculated, excluding students with disabilities equal to or above 66%, beginning with the first registration year to the university system, regardless of any academic course change or transfer from other universities or similar institutions, in case of credit recognition or enrolment to an abbreviated academic career.

University seniority can be reset to zero, once only, in case of an irreversible withdrawal from a first year course, without recognizing exam credits.

After having withdrawn for the first time from their first year of program, without recognizing any obtained credits, a student can enroll again to a first year of any program. In this case, they will once again be considered as regularly enrolled to a first year of program for the first time.

University seniority excludes from its account enrollment to single subject courses whose exam credits were not recognized, nor to the university years interrupted as specified in Article 9, paragraphs 4 and 5 of Legislative Decree 68/2012.

### 3.1 Students enrolled to degree courses at the University, the Music Conservatories and Accademia di Belle Arti

Students are eligible for the benefits **until the first year out-of-course (*primo anno fuori corso*)** (additional semester) in the following ways:

Bachelor’s degree First level Bachelor’s degree for Conservatory/Academy	Benefits are attributed for <b>seven semesters</b> from the first year of enrollment, <b>eight semesters for the accommodation service</b> .
Master’s degree Second level Master’s degree at Music Conservatories	Benefits are attributed for <b>five semesters</b> from the first year of enrollment to a Master’s degree, <b>six semesters for the accommodation services</b>
Single-cycled bachelor’s + Master’s degree	Benefits refer to a normal course period plus an additional semester from the first enrollment, plus two semesters for the accommodation service.

The amount of the scholarship for an additional semester will be halved when assigned.

### **3.1.1 Graduating Bachelor's degree students intending to enroll to a Master's degree**

Bachelor's degree students who will graduate within the last session available for the 2017/2018 and who will enroll to a first year master's degree for the year 2018/2019 within the deadlines prescribed by the University, must apply for benefits as first-year students.

### **3.1.2 Graduating Bachelor's degree students who are not able to achieve their degree or who do not enroll to any Master's degree**

In case these students are not able to graduate in a session of 2017/2018, they have to communicate it immediately to ARDISS within the 30th of April 2019. In this case they will keep the benefits only if they are in possession of the enrollment and merit requirements expected for enrolling to the a. y. 2018/2019 (enrollment for the first year out- of -course and 135 CFU obtained within the 10th of August 2018).

### **3.2 Students enrolled to Specialization and PhD courses**

Students enrolled to specialization courses, except for the medical area activated on the basis of the current norm for PhD courses, who don't benefit of a scholarship as announced by DM April 30<sup>th</sup> 1999, n. 224, are eligible to benefits **for a length of time equal to the period prescribed respectively by their educational system**, starting from the first year of enrollment. No benefits will be available for years exceeding the legal period of the course.

### **3.3. Students enrolled to Higher Technical Colleges (I.T.S.)**

Students enrolled to I.T.S. are eligible to benefits **for a length of time equal to the period prescribed respectively by their educational system**, starting from the first year of enrollment. No benefits will be available for years exceeding the legal period of course.

## **Article 4 – Requirements for admission to benefits**

In order to obtain the competition's benefits, students must satisfy **Enrollment, Merit, and Income Requirements** as defined on the present tender. Students must also possess those ulterior specific requirements eventually prescribed for each single benefit.

### **4.1 Enrollment Requirements**

To submit the application it is not needed to be already enrolled to the Universities, Conservatories, I.T.S. and Academy, which in all cases **must be fulfilled before the enrollment deadline** as prescribed by each Institution or by making an appeal within the re-examination period for each individual benefit.

For students applying for an **additional semester** the enrollment requirement is satisfied when regularly enrolled to the last year of their degree course in the 2017/18 a.y. and achieve their degree in

an Extra session of their course or by enrolling to the a.y. 2018/19 as their first year out-of-course **within 30 April 2019**.

No scholarship grant will be provided although to graduate students who in spite of their degree attained in a session of the 2017/18 a.y. achieve their degree **before 5 October 2018**.

## 4.2 Merit Requirements

Student's rewards for Bachelor's, Master's, joint single- cycled Bachelor's and Master's Degree courses moreover First level Bachelor's and Second level Master's Degree courses for Conservatory or the First level academic Diploma to "Accademia delle Belle Arti" are calculated on an European academic credit system based on regularly registered Academic Credits "Crediti Formativi Universitari" (CFU) or its equivalent.

Aiming at a reward the following cases are not considered valid and will therefore not be taken into consideration:

- **Credits acquired before enrolling to one's effective degree course**, excepting for circumstances where their recognition is due to transferring from other universities or from changes in courses for a degree or shorter careers, without prejudice to the evaluation due to accrued years of enrollment to university.
- Credits whose roots are due to replenish gaps in previous careers, or credits coming from careers relevant to free entry courses, single courses and supernumerary educational activities;
- **Credits coming from integrated exam forms**, that are not regularly registered in Esse3 career until the integrated exam is completed.

ARDISS reserves itself, however, the faculty of verifying particular circumstances related with administration proceedings regarding university students' careers.

### 4.2.1 Students enrolled to a first year

Students enrolling for the first time to the first year of a Bachelor's degree, Master's degree or single-cycled Bachelor's + Master's degree program, or to the first year of a first level Bachelor's degree or second level Master's degree Conservatory course, or to the first year of a First level Academy Diploma at the moment of submitting the application online, do not need to fulfill any merit requirement.

Such students, if scholarship beneficiaries, **must obtain 20 CFU** (academic credits) to receive the full amount of the scholarship (**10 CFU for courses with only annual exams in order to receive payment**), **regularly registered** on the Esse3 system or in the databases of the Conservatories and the Academy **with a passing exam date no later than 10 August 2019**.

The amount of the scholarship is halved if students enrolled to the first year reach the merit requirement after August 10, 2019 **but no later than 30 November 2019**.



## 4.2.2 Later-year students

Students enrolled to the following years of bachelor's degree courses, master's degree and joint single cycled bachelor's and master's degree programs, as well as First level bachelor's degree and Second level master's degree Conservatory courses and to the First level Academy Diploma, must be in possession of the **merit requirements by 10 August 2018**, as shown in the following table:

Enrolled for the first time in:	2017/18	2016/17	2015/16	2014/15	2013/14	Additional semester
Enrolment year in the a. y. 2018/19	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	
	Total number of credits to be acquired from the year of first enrollment					
Bachelor's degree courses First level bachelor's degree (Conservatory)	25 CFU	80 CFU	-	-	-	135 CFU
Master's degree* Second level Master's degree (Conservatory)*	30* CFU	-	-	-	-	80* CFU
Joint single cycled bachelor's and master's degree	25 CFU	80 CFU	135 CFU	190 CFU	245 CFU	+55** CFU

\* The credits indicated for the Master's degree and the second level Master's degree are intended to be acquired by the student only in the Master's or specialization course

\*\* To be added to the last year of the course

\*\*\* For the Academy courses, instead of CFU read CFA

The CFUs (academic credits) indicated in the table must be regularly registered on the Esse3 system or in the Conservatory and Academy databases with a passing exam date no later than August 10, 2018.

The student is required to declare the number of credits that are regularly registered in his career( on the University's Esse3 system or on the Conservatory's database), excluding credits not valid for achieving the merit requirement.

## 4.2.3 Bonus credits

In order to achieve the merit requirements, students can add to their university credits some bonus credits:

1. **If you are enrolling to the second year** and you have never used the bonus before you can ask for a maximum of **5 bonus credits**
2. **If you are enrolling for the third year** and you have never used the bonus before you can ask for a maximum of **12 credits**
3. **If you are enrolling for subsequent years** and you have never used the bonus before you can ask for a maximum of **15 credits**

**The above mentioned bonus can be activated only once during your university career and cannot be accumulated.** The remaining part of the bonus you did not use, can be used during the

following academic years. The students that used the bonus credits before the academic year 2018/2019 can ONLY use the remaining part of the previous years.

Students enrolled to a master degree or a second level master degree can only use the accrued bonus not used during their bachelor's degree.

**The activation of the bonus can be requested when filling-in the on-line application form.** You will have to declare the bonus credits used in other universities during your previous academic years.

ARDISS will verify the accuracy of the information given regarding your previous bonus.

The bonus request is to be considered indicative since ARDISS will verify everything you stated and will add accrued bonus credits automatically if you do not have enough credits. The student can verify this by consulting his electronic profile (*Fascicolo Elettronico*)

**The bonus cannot be used to achieve the 20 University credits requested for first year students** to preserve their eligibility for the scholarship. This provision regards both Bachelor's and Master's first-year students

#### **4.2.4 Students enrolled to doctoral and post-graduate courses**

Students enrolled to post-graduate courses, excepting for the medical area in force with the current legislation on the subject and the doctoral courses not benefiting from a grant as in D.M. April 30<sup>th</sup> 1999, n. 224 from the Universities must meet the requirements in force for a regular enrollment to the current academic year.

#### **4.2.5 Students enrolled to Higher Colleges of Technology Istituti Tecnici Superiore (I.T.S.)**

Students enrolled to higher colleges of technology must meet the requirements in force for a regular enrollment to the current academic year.

### **4.3 Income and Property Requirements**

Given that the benefits that ARDISS grants contained in this tender are social assistance services, the student's economic status is identified on the bases of the **Economically Equivalent Situation Indicator for the right to higher education (*Indicatore della Situazione Economica Equivalente – ISEE – per le prestazioni agevolate per il diritto allo studio universitario*) relative to incomes in the year 2016 and property in the year 2017**

In order to obtain the benefits offered in the competition on the current public tender it is required to qualify with the following income relative to the year 2016 and property relative to the year 2017:

- The Economically Equivalent Situation Indicator (**ISEE**) for facilitated services for the right to higher education (**per le prestazioni agevolate per il diritto allo studio universitario**) must not be above the **€23.253,00** limit;

- The Property Equivalency Situation Indicator (**ISPE**= ISP/scala di equivalenza) must not be above the **€50.550,00** limit.

The above-stated conditions must be satisfied simultaneously. In other words the applicant must have an ISEE value and ISPE value for facilitated services for the right to higher education (*ISEE per le prestazioni agevolate per il diritto allo studio universitario*) at the same time below the maximum limits mentioned above.

Students:

- EU and non-EU citizens, **resident in Italy**, whose family are residents in Italy and have produced income and have a property in Italy **must go to any CAF** and exhibit the documents necessary in order to have an ISEE certificate released applicable to the facilitated services for the right to higher education referred to 2016 incomes and 2017 properties;
- EU and non-EU citizens, **non-residing in Italy**, have to go to an **authorized CAF exclusively**. the documents released are free. Opening hours and addresses of authorized CAF are available on the website [www.ardiss.fvg.it](http://www.ardiss.fvg.it).
- **Recognized as political refugees** in Italy have to attach the certificate released by Ministry of the Interior; **stateless students** have to attach the authenticated copy of the documentation released by the Civil Court. For those students we consider only the income and properties, respectively, perceived and possessed in Italy.
- **Foreigners from developing countries** as in Ministerial decree 9 June 2017 n.1455 "Definition of developing countries for the application of the rules art.3 comma 5 DPCM 9 April 2001" and listed in the attachment 2, also relative to the presence of a low indicator in human development, have to present the evaluation of the economic condition made on the basis of a certification of the "Italian delegation of the country of origin" which guarantees **that the student does not belong to a family notoriously know to have a high income and an elevated social level**.
- For students intending to enroll to the first year such certification could be released by Italian institutions qualified to guarantee services of economic coverage of which the relevant legislation in force regarding registration of foreign students in Italian universities; in case of revocation the guaranteeing institution will be committed to return the scholarship on behalf of the student.

Foreign students have to declare income and eventually properties possessed by their family in Italy according to terms demanded by the public tender.

ARDISS draws out in automatic from INPS database the data relative to the ISEE for assisted service for the right to higher education based on the applicant student's tax code .

The authorized CAFs( with an agreement), to which non-resident students in Italy must necessarily turn to for data processing of University ISEEs, will provide ARDISS with the data processing charts.

Regarding applicants for benefits on the current public tender **the ISEE certificate for assisted services for the right to higher education** is valid if it refers to the student him/herself.

**ISEE ordinario** certificates **are not valid** even if referred to the student applicant him/herself

Regarding students enrolled to a research doctorate, the family unit of the applicant for the issuing of a ISEE certificate is composed as (Art. 8, c. 4 del DPCM 5 dicembre 2013, n. 159) states.

**WARNING: From benefits are excluded also those students to which does not result having submitted an ISEE 2018 by INPS or an authorized CAF before having made a re-examination appeal contrary to the relative competition's temporary ranking**

ARDISS reserves itself the right to proceed and determine, amends to mere material errors based on reports sent exclusively by students to the address: [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) and [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it).

In particular, students in possession of an **ISEE corrente** instead of an **ISEE per le prestazioni agevolate per il diritto allo studio universitario** must report it to the address [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) before the deadline of each benefit.

### 4.3.1 Independent students from the family of origin: Criteria

Students are considered independent from their family of origin when both of these requirements are fulfilled:

- **Residence**, resulting from registration records, outside the family home, lasting at least two years from the first enrollment application submitted to each course, in lodgings not belonging to a member of the family of origin;
- **Sufficient income capacity**, i.e. employee's income or assimilated, tax-declared, for at least two years and a sum not less than € 6.500,00 yearly, referring to a family of one person.

In such cases students may submit an *ISEE per le prestazioni agevolate per il diritto allo studio universitario* with himself as the family unit.

## Article 5 – Students with disabilities

Students with a disability up to or exceeding 66% can access the benefits **up to the second year out-of-course** included with reference to the first year of registration.

ARDISS will draw directly from the database of the University/Conservatives/its/Academy the data concerning the percentage of invalidity of these students.

### 5.1 Enrollment requirements

Enrollment requirements are the same as those provided for in Article 4.1

### 5.2 Merit requirements

For students with disabilities with invalidity equal to or higher than 66%, enrolled in the A.Y. 2018/2019 as **first year students, there is no merit requirement.**

The merit requirements for **subsequent year students is reduced by 30%** and must be acquired **within the August 10th 2018** as specified in the following table:

Academic year of first registration	2017/18	2016/17	2015/16	2014/15	2013/14	1°	2°
year of course enrolled to in the 2018/19 A.Y.	2°	3°	4°	5°	6°	years out-of-course	
Total number of credits to be acquired since the first registration year							
Bachelor's Degree 3-years First level upper 3-years (Conservatory / Academy)	17 CFU	56 CFU	-	-	-	94 CFU	133 CFU
Master's Degree 2-year * Second level 2-year Specialization * (Conservatory)	21*CFU	-	-	-	-	56 CFU	94 CFU
Single cycled Bachelor's and Master's Degree	17 CFU	56 CFU	94 CFU	133 CFU	171 CFU	209 CFU	+38* * CFU

\*The Credits indicated for a Master's Degree and for a second level 2-year specialization is intended achieved by the student in the Master's or Specialization courses.

\*\*To be added to the last year of the course

\*\*\* For Academy courses are intended CFA instead of CFU credits.

The requirements indicated in the table need to be regularly registered on the Esse3 system or in the database of the Conservatories and Academy with the date of passing the exam no later than August 10<sup>th</sup> 2018.

### 5.3 Income and property requirements

The Income limit increases by 25%, i.e.:

- The Economically Equivalent Situation Indicator (**ISEE**) for assisted service for the right to higher education mustn't be above the **€ 29.066,25** limit;

- The Equivalent Property Situation Indicator (**ISPE**) mustn't be over the **€ 63.187,50** limit.

## Article 6 – Application procedure

Students who would like to request the benefits should fill out an online application and submit it **necessarily within 1 PM** (Italian Daylight Saving Time/GMT+2/UTC+2/CEST) **of the day specified at page 5**, the failure to respect the terms lead to the exclusion of the application. It is clarified that the electronic system certifies the correct date and hour of the request's submission.

The **online application** is a request made in digital format which students have to present by accessing to the **“online services” of the ARDISS website**. The benefits requested submitted with other modalities will be not considered.

In order to make the online request on the ARDISS website the student needs to be identified by including his credentials (username and password). Students who do not yet hold their personal credentials, while filling-in their online application must ask for them:

- By carrying out the **online registration on the Esse3 website** (for students already enrolled and not yet enrolled, for students of the Conservatory) **for the ARDISS offices of Trieste**. Personal credentials are activated within 24 hours after the registrations, otherwise students must contact the ARDISS office of Trieste.
- By carrying out the online registration on the ARDISS website for the ARDISS office of Udine.

**All the benefits are demanded in only one application:** a student wanting more than one benefit has to select all the benefits concerning him at the same time. The expiring date in this case is the closest one regarding the benefits chosen.

After having entered into ones' personal data area online, to fill in the application, students have to:

- Include or modify their personal data;
- Include or modify information relative to enrollment, merit and economic situation;
- Select which benefits to ask for;
- Check the summary page of their application, which shows all the data included and that can be modified up until the submission of the online application. Once sent the submission form, the data inserted will become definitive;
- After having sent the online application submission, the student will receive an email with a receipt confirming the submission of the application;

The data included is declared under DPR 445/2000, the student therefore is responsible of the truthfulness and completeness of the information.

Before confirming the data inserted in the online application the student must upload a copy of a valid identity document.

**The application can be submitted within the deadline only after having completed the online procedure**, which demands including all obligatory data and uploading the applicants identity

document. Students who have submitted the application before the deadline will receive an **email confirming** with a summary all the data included and the benefits requested **within 24 hours after having submitted the online application.**

In case the email confirming the reception is **still missing**, students have to immediately contact ARDISS' office ([info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it)).

Students have to enter their personal bank account details while applying online and may be integrated or changed later on through ARDISS' online services.

**WARNING:**

ARDISS is providing a few workstations with internet access for applying online. Let it be stated the support provided by either our Agency's employees or our student partners during the compilation of the application form, does not discharge or exempt the applicants from a complete and aware reading of the tender. The applicant is, in fact, the only one responsible for the data and the indications relating to the benefits included on the application, for its correct closure and checking the summary.

## **6.1 Students not yet enrolled**

Students not yet enrolled to the University, to the Conservatory, to the Academy or the I.T.S. can submit **an online application with Reserves.**

The enrollment must be in all cases completed within the deadlines disposed by the Art. 4.1 and will be up to the student to communicate to ARDISS' office an eventual failure to enroll to the University, the Conservatory, the Academy or the I.T.S.

## **6.2 Students of joint programs (*corsi interateneo*) between Udine and Trieste**

Students enrolled to degree courses jointly organized by the universities of Udine and Trieste have to submit for the online application benefits to **the ARDISS office relative to the administrative seat** of the course (the university in which the student pays tuition fees) and have to indicate the prevalent teaching location.

## **6.3 Students of a Conservatory, Academy or I.T.S.**

Students enrolled to the "G. Tartini" Conservatory of Trieste, to "J. Tomadini" Conservatory of Udine, to the Academy of Fine Arts "G.B. Tiepolo" or to the I.T.S., **after having submitted the online application, must also send to ARDISS by e-mail only** to the address [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) e [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) **before the deadline date of the online benefit they are applying for:**

- **A signed summary** of the online application , received with the email confirming the submission and the consent to personal data processing;
- The photocopy of a valid identity document.

## 6.4 Non-EU Students

ARDISS will verify on the database of the relative university institutions that the students have submitted to them a copy of a stay permit or a copy of the post office receipt certifying the request for the issuing or renewal of the stay permit.

**Students who are citizens of Developing Countries** (see attachment 2) will have to deliver the **certification from the Italian Representative of his country of origin**, testifying that the student does not belong to a family known to have a high income and a high social status.

Such a document will have to be produced in a digital format and inserted in the online application within the application's expiring date or at the latest within the period foreseen for submitting a re-examination appeal to the ranking of the respective benefit.

For the enrolled to the Conservatories, Academy and ITS remains valid with the exception of what is foreseen in the preceding Art.6.3

## 6.5 Transferring an application from one body for the right to higher education to another

It is admitted transferring application benefits from an analogous institution to ARDISS if the application was submitted within the expiring date foreseen by the other institution. The Transfer application completed together with the scanned application submitted to the other Entity will have to be sent exclusively by Email to [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) within the deadline foreseen for submitting a re-exam appeal for each benefit.

## 6.6 Transferring applications between ARDISS seats

It is admitted transferring the application for benefits from one seat to another if the application was submitted before the deadline foreseen for each single benefit. The transfer application must be sent exclusively by Email respectively to the addresses [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it).

## Article 7– Procedures for building the ranking

ARDISS will prepare specific rankings for the granting of individual benefits whenever it is not possible to grant benefits to all the students eligible to receive them.

The number of beneficiaries will be determined in proportion to the number of students admitted to the competition enrolled to a single teaching pole, that is the qualified teaching area with respect to the total number of students eligible to the competition, in view of the reserved assignments foreseen by the tender.



## 7.1 Students enrolled to a First year degree course, to Doctorate courses, to Post-graduate courses and to Higher Technical Colleges (I.T.S.)

For students enrolled for the first time to degree courses, to Master's degree courses, to combined single cycled Bachelor's and Master's degree courses of the University, of the Conservatories and the Academy, for students enrolled to Post-graduate courses with the exception of those enrolled of the Medical Area activated on the basis of the Normative in force on the subject, for students enrolled to Doctorate courses, who do not take benefit of a scholarship (see DM 30 aprile 1999, n. 224) and to students enrolled to Higher Technical Colleges (I.T.S.), the ranking will be drawn up on the basis of the ISEE indicator for assisted services for the right to higher education in decreasing order of score ( 1000 points in the eventuality the ISEE to assisted services for the right to higher education be equal to zero; 0 points in the eventuality the ISEE for assisted services for the right to higher education is equal to the reference threshold), as in accordance to the following formula:

$$\text{Score} = [(\text{reference threshold} - \text{ISEEU}) / \text{reference threshold}] \times 1000$$

## 7.2 Students enrolled to the a year following the first one

For students enrolled to a year following the first one of courses activated after the reform (see DM 3 novembre 1999, n. 509, modified by DM 270/2004, the rankings of all competitions will be drawn up, in a decreasing order of score on the basis of merit assigning to the applicant a total score up to a maximum of 1000 points. Results are taken in accordance with the following formula:

$\frac{\text{ann./cred. sostenuti} - \text{minimo ann./cred. richiesti}}{\text{ann./cred. piano} - \text{minimo ann./cred. richiesti}} \times 600$	+	$\frac{\frac{\text{somma voti}}{\text{numero esami}} - 18}{30 - 18} \times 400$
--	---	---

Regarding the approximation criteria, rounding off will be downward if the decimal is less than half and upward if equal or more than half.

To students enrolled to the Conservatories or academy the same method will be applied as it is compatible.

## 7.3 Equal scores

In the eventuality of an equal score among following year students, with the same score (calculated up to the second decimal digit), the priority will be given to those with a less favorable economic status.

As for first year students with the same points, the priority will be given to the younger students.

## Article 8 – Publication of ranking lists

ARDISS draws up distinct temporary and final rankings for each benefit, deadline and headquarter that are **published on the ARDISS website**. Rankings published on the website are to be considered as means of communicating to students the outcome of the public tender.

Student names will be replaced with their **personal user code (codice utente)** in order to comply with transparency and privacy regulations. The personal user code is automatically assigned to each student when they apply online. It can be found on the student's personal dossier (*fascicolo elettronico*) or on the data summary file (*file di riepilogo*): it consists of the last five digits of the application code (*codice domanda*).

## Article 9 – Re-examination appeal

Eventual Re-examination pleas having as issue the outcome of the rankings can be submitted **within 3 days following the temporary rankings publishing as a final date** or anyhow before the deadline will be indicated on the [www.ardiss.fvg.it](http://www.ardiss.fvg.it) website. The review petitions submitted out of appeal period will not be taken into consideration.

On the ARDISS website a specific form is available to forward re-exam appeals. The form must be submitted to ARDISS by e-mail to the competent address ([info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it), in accordance with the student's education institution).

ARDISS reserves to itself in any case the right to make changes automatically based on facts reported to her, even signaled to her by the Universities, the Conservatories, the academy or by the Higher Technical Institutes.

The verdict emitted by ARDISS on the appeal, announced with the publishing of the Final Ranking will be effective definitely. It will be possible to make an appeal, contrary to ARDISS' decision to the authorized Regional Administration Court within 60 days since the Ranking's publishing date or to the President of the Italian Republic within 120 days since the Ranking's publishing date.

## Article 10 – Investigations on merit and economic status

ARDISS will see to the checking of the truthfulness of the statements produced by students resulting Beneficiaries or Eligible, by making the necessary controls, by making use of the current normative and more in detail Art.10, comma 1 and 2 of the law decree 29 marzo 2012 n. 68. ARDISS will proceed in exchanging information with the competent administrations and bodies even through specific agreements made with the Revenue Police (Guardia di Finanza). ARDISS reserves itself the right to demand, as states Art. 4, comma 10, del DPCM 9 aprile 2001, pertinent documents which testify the completeness and truthfulness of data stated, even if its purpose is to correct material errors or of a mere size. In the circumstances of investigating **untruthful statements** will be enacted, besides the other sanctions foreseen by the legislation, those foreseen by Art. 10, comma 3, of the above said legislation decree 29 marzo 2012 n. 68 which consists in **the payment of a sum triple to the amount**

**received, and the loss of the right to obtain other disbursements during the study course period**, excepting in the circumstances the **criminal laws applying are for acts of felony**.

In the circumstances the investigation's outcome shows false statements or false documents exhibited or containing false data, every benefit will be revoked and pursuing the recovery of the amount unduly paid or lump sum of the food service improperly provided.

Investigations on the economic status will be carried out online with INPS and the Revenue Service (Agenzia delle Entrate).

Checks on the state of merit will be made with the Universities by means of the Esse3 system or by asking for the confirming of the data declared at the secretariats of the Conservatories, of the I.T.S. and of the Academy.

**WARNING:** Students are invited to check that the exams given or credits accrued are regularly registered **no later than August 10<sup>th</sup> 2018** on the Esse3 system.

## Article 11 – Loss of benefits

The loss of the benefits are provide for in the following cases:

- Already possesses a higher education qualification of the same level or above, even if pursued in a foreign country;
- Moves to another university or gives up his studies in the 2018/19 a.y. before July 1<sup>st</sup> 2019
- Making, or in previous years having made false statements;
- Did not enroll to the relative academic year within the deadline provided for by the Universities, the Conservatories, Higher Technical Colleges( I.T.S.) and the Academy or more specifically within the Review Appeal submission date;
- Post-graduate courses excepting those in the medical area activated on the basis of the normative in force on the subject, enrolled for a period longer than provided for by their respective education system since their first enrollment;
- Doctorate courses, not benefiting from a grant (see DM 30 aprile 1999 n. 224, enrolled for a period longer than provided for by their respective education system since their first enrollment;
- Higher Technical College courses, enrolled for a period above longer than provide for by their respective education system since their first enrollment;
- Did not close their online form in submitting for benefits fulfilling all the rules and procedures within the expiring dates.

Furthermore, for the scholarship alone, students lose the right to a grant whenever beneficiaries to another grant amounting to more than € 1.500,00.

Those students who finding themselves in one or more of the above said cases must immediately communicate so to ARDISS, waiver the benefit assigned and/or refund the benefits received in money, more clearly, reimburse the cost of the services enjoyed. Whichever the case may be ARDISS will

automatically exclude applicants who find themselves in one or more of such circumstances on the basis of information to her knowledge.

## Article 12 – Personal data processing

The data-holder of the personal data processing is the Regional Agency for the support of higher education-ARDISS, under the responsibility of the General Manager (tel. +39 040 3595326/328 e-mail: [direzione@ardiss.fvg.it](mailto:direzione@ardiss.fvg.it) PEC: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it) ).

The data communicated are employed by ARDISS in activities as stated under regional law November 14<sup>th</sup> 2014, n. 21 “Normative on the subject of the right to a higher education” and are dealt with for the purposes of the present Public Tender.

Processing Personal data is dealt with by means of the operations as defined at Art. 4, d.lgs. June 30<sup>th</sup> 2003, n. 196 ( later named Privacy Code) and at Art. 4 of EU Regulation n. 2016/679 ( later named RGPD) i.e.: collect, registration, organization, storage, consultancy, processing, modifying data, selecting data, data-mining, comparison, usage, interconnection, data- blocking, data communication, data deletion, data destruction. The data undergoes both paper file and either electronic or automated treatment.

The Data-holder will preserve the personal data communicated for a length of time no longer than 10 years, excepting in case of further legal requirements.

The data is available to employees and officials of the Data-holder, as the appointed processors and/or as the internal controllers of the data-holding/processing; to data-managing, data-storage, data-processing companies in outsourcing activities on behalf of the Data-holder as the externals responsible in dealing with data-holding and/or processing.

The Data-holder will communicate on request, the data to Supervisory bodies and Public Authorities, as well as to subjects to whom the communication is due in order to carry out the institutional aims of ARDISS.

Without any need of consent ARDISS has the right to receive the data from a third-party co-working for ARDISS’ institutional purposes.

Personal data can only be published to satisfy the public administration’s transparency issue exclusively, as is disciplined by the law.

Providing these details is necessary in order to grant and deliver the benefits stated on the present Public Tender.

Data transfer to foreign countries is not provided.

The responsibility of Data security (RPD) in accordance with Art. 37 of RGPD is Dr. Mauro Vigni, - Piazza dell’Unità d’Italia n. 1 - Trieste – tel. +39 040 3773707 - e-mail: [mauro.vigini@regione.fvg.it](mailto:mauro.vigini@regione.fvg.it) – PEC: [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it)

Personal data is known by employees and officials at ARDISS for office reasons. Responsible for data-processing involving the support of electronic devices or in any case automated and data storage is In4matic S.p.A. with its main office in via Garibaldi 100 at Chignolo Po (PV).

Data-processing is carried out by manual instruments, informatics and electronics with logic closely related to the aims mentioned above and, in any case, in such a way as to guarantee their protection and privacy.

As it concerns him, the applicant who has communicated his data can exercise his rights as Art. 7 of the Privacy Code and Art. 15 of the RGPD states.

At any moment the applicant can exercise his rights by sending to the Data-holder, who deals with his data:

-an e-mail addressed to [direzione@rdiss.fvg.it](mailto:direzione@rdiss.fvg.it)

- a PEC addressed to [ardiss@certregione.fvg.it](mailto:ardiss@certregione.fvg.it)

## Article 13 – Legislation of reference

The present notice is regulated in compliance with the principles and provisions governing the right to study in universities, at national and regional level, as well as in respect of the reference legislation, and in particular:

- legislative decree of 29 March 2012 n. 68 "The revision of legislation of principle concerning the right to higher education"
- Law 30 December 2010, n. 240 "Rules relating to the organization of the university, of academic staff and recruitment, as well as delegated to the government to stimulate the quality and efficiency of the university system";
- DPCM 09.04.2001 "uniformity of treatment on university studies" regarding the applicable part;
- Regional Law 14 November 2014, n. 21 "rules of law at the University Study"
- DPCM dated 5 December 2013 n. 159 of adoption of the Regulation concerning the revision of the rules for the determination and the fields of application of the indicator of the economic situation equivalent (ISEE)";
- DPR 31.08.1999 n. 394 emanation of " Regulation laying down detailed rules for the implementation of the single text of the provisions concerning the discipline of immigration and rules on condition of foreigners, pursuant to Article 1 paragraph 6 of the legislative decree of 25 July 1998, n. 286";
- DPR 28.12.2000 n. 445 "Consolidated Text of the laws and regulations in the field of administrative documentation";
- legislative decree n. 368/1999 "(implementation of Directive 93/16/EEC in respect of the free movement of doctors and the mutual recognition of their diplomas, certificates and other evidence and Directives 97/50/EC, 98/21/EC, 98/63/EC and 99/46/EC amending Directive 93/16/EEC)";
- DM 30 April 1999 n. 224 of adoption of the Regulation concerning Ph.D.";
- DM 270/2004 of the adoption of the " Modifications to the regulation laying down detailed rules concerning the didactic autonomy of universities, approved by decree of the Minister for the university and scientific and technological research 3 November 1999, n. 509."
- legislative decree n. 196/2003 "Personal Data Protection Code";
- Law of 4 April 2012, n. 35 " Conversion to law, with amendments, of the decree-law of 9 February 2012, n. 5 laying down urgent provisions in terms of simplification and of development";
- Law 17 December 2012, n. 221 "Conversion to law, with amendments, of the decree-law of 18 October 2012, n. 179 laying down further urgent measures for the growth of the country".

As far as not covered by the preceding provisions shall apply the rules of law in respect of the right to study in universities, and the triennial program of interventions on the subject of normative for rights to higher education (DSU) 2018/2020 three-year program approved with DGR n.1348 July 19th 2018, in conformity with the guidelines carried out, on ARDISS' part, of the aims, of the measures, and services on the subject rights to a higher education (DSU) three-years 2018/2020, proposed by the Regional Conference for the right to higher education approved with DGR n. 1315 of the July 13th 2018 in accordance with Art. 8 of LR n. 21/2014.

# SCHOLARSHIP

Application Deadline: 5 October 2018

## Article 14 – Application deadline and procedure

Students who wish to ask for scholarship must fill out the online application and finalize it by 1 PM (Italian Daylight Saving Time/GMT+2/UTC+2/CEST) of 5 October 2018 in accordance with the procedure indicated in Article 6.

## Article 15 – Status as resident, commuter or non-resident

The amount of the scholarship depends on the student's status as a resident (*in sede*), commuter (*pendolare*) or non-resident (*fuori sede*). The student's status varies according to the municipality of residence, and is determined as outlined below.

### 15.1 EU citizens

For students who are EU citizens the status as resident, commuting or non-resident student is determined as outlined in **Annex 1**.

### 15.2 Non-EU citizens

Students who are not EU citizens are considered as **non-resident students regardless of their Italian municipality of residence**, except for the case in which the student's family unit resides in Italy, or the case of students who are independent from their family of origin and constitute a family unit by themselves. In order to be considered as non-resident students, such students need to submit a declaration containing the details of a rental contract of accommodation near the teaching site. The contract should have a duration of at least 10 months in the period following 1 September 2018.

### 15.3 Status as non-resident students

Students are considered as *non-resident students* if they reside as detailed in Annex 1 and **rent accommodation near their university seat** (i.e. they rent accommodation in one of the municipalities that are listed in Annex 1 under the heading "resident students"). The accommodation must be rented from ARDISS or other landlords **for a duration of at least 10 months in the period following 1 September 2018**.

The minimum lease period required is reduced to:

- **6 months for** students applying for benefits for an **additional semester** (i.e. graduating students, *laureandi*) who are regularly enrolled in the last year of their program and intend to graduate by the last "appello" for the academic year 2017/2018 **and who are accommodated in the ARDISS dormitories**.

➤ **8 months for students of I.T.S. colleges.**

Students who were not able to fill out the form of the online application concerning the details of their rental contract because they did not have all required information yet, need to do it later, **by 1 PM of 19 October 2018.**

This can be done through an online procedure. A link will be posted on the ARDISS website and the procedure will be set up on or around 8 October and will remain active until 19 October. Students will have to indicate address of the accommodation, monthly rental fee, lease period (at least 10 months), lease expiry date and registration details of the rental contract.

The rental contract must be signed and registered by 19 October 2018.

Students who have already signed a rental contract with a lease period shorter than 10 months (calculated in the period following 1 September 2018) and wish to renew it or sign another contract, are requested to provide ARDISS with the details of the new or renewed contract (by e-mail to a [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it)) to reach the minimum lease period and be considered as non-resident students.

Students who are lodged at the ARDISS dormitories in the academic year 2018/2019 are not required to fill out the form concerning their rental contract details. All those who do not receive accommodation at the ARDISS dormitories are required to fill out the above mentioned form **by 1 PM of 19 October 2018.**

WARNING: Students residing in any of the municipalities listed in Annex 1 under the heading “non-resident students” who have not submitted the above mentioned form, or have submitted an incomplete form, will only be eligible for scholarship as commuting students.

### **15.3.1 Rental contract details**

In order to be considered as *non-residents*, students need to be holders or joint holders of a rental contract that must be regularly signed and registered **by 19 October 2018.** They are required to provide ARDISS with the contract details in accordance with the deadline and procedure laid down above in Article 15.3.

The monthly rental fee paid by the student may not be less than €120.00.

### **15.3.2 Students of inter-university programs**

Students in programs that are jointly organized by the University of Trieste and the University of Udine (“corsi interateneo”) are requested to indicate the main teaching site in the online ARDISS application. “Main teaching site” refers to the location where the student will take the majority of his or her exams in the academic year. At the end of the academic year ARDISS will ascertain the site where the student has taken his or her exams and, where appropriate, will recalculate the amount of the scholarship.

### 15.3.2 Participants of international mobility programs

Students who will be taking part in **international mobility programs in the academic year 2018/2019** will only be considered as “non-resident students” if they hold a rental contract with a lease period of at least 10 months near their Italian university seat (see Article 15.3 and Annex 1). If such rental contract has a lease period of less than 10 months, the student will be considered as a commuter.

**Rental contracts signed abroad will not be taken into account** when calculating the minimum lease period for a student to be considered as a non-resident. This is because students taking part in mobility programs benefit from ARDISS’s International Mobility Contribution in accordance with Article 54.

Participants of international mobility programs who are lodged at the ARDISS dormitories can decide whether to opt out of their rooms during the mobility period (without paying the room rent), thereby being considered as commuters, or keep paying the rent, thus retaining the availability of the room and their status of non-residents.

## Article 16 – Scholarship amount

The scholarship is awarded partly in cash and partly in the form of services.

For beneficiaries who are enrolled in a year following the first one, the scholarship consists of an amount of money and one free meal a day for a period of 11 months (excluding the month of August and the closing days of the canteens) at the ARDISS canteens or in restaurants ARDISS has an agreement with.

As the total cost of a full meal varies between €6.24 and €7.85, the total amount of scholarship that is awarded in the form of canteen service is determined as €600.00 for non-resident students. This accounts for a free meal a day. For resident and commuting students this amount is reduced to €400.00, which accounts for a daily free meal Monday through Friday.

For teaching sites other than Trieste or Udine where no canteen is available, no amount of money will be deducted for such service.

**In no case will missed free meals be refunded.** For example, missed meals will not be refunded to students taking part in mobility programs nor to those graduating before 31 December 2019.

The free meals are offered between 1 January 2019 and 31 December 2019.

During the academic year 2017/2018, scholarship beneficiaries who were enrolled in a year following the first one, were entitled to a daily free meal until 31 December 2018. If they are also eligible for scholarship in the a. y. 2018/2019, they will continue to receive a daily free meal until 31 December 2019. This does not apply to students who are enrolled in the first year of a Master’s degree in the a. y. 2018/2019 because, following 31 December 2018, they will be considered as first year students.



**WARNING: All the above mentioned sums are halved for students** who benefit from scholarship for an **additional semester** (i.e. graduating students and students enrolled to their first year out-of-course, *primo anno fuori corso*). The duration of the daily free meal service is also halved for them, as **it lasts until 30 June 2018 and in any case not later than their graduation day.**

Students enrolled in their **first year** of program will receive the entire amount of their scholarship once they achieve at least 20 credits and will benefit from canteen services at the cost of **€2.10 per meal until 31 December 2019.**

In case a student also benefits from accommodation in an ARDISS dormitory, **housing fees will be deducted from the student's scholarship amount.**

If the student's *ISEE per le prestazioni agevolate per il diritto allo studio universitario* does not exceed two-thirds of the maximum limit (as set out in Articles 4 and 5) the student will receive the maximum amount of scholarship as indicated in the following table. To the contrary, should the student's *ISEE per le prestazioni agevolate per il diritto allo studio universitario* exceed two-thirds of the maximum limit, the scholarship will be proportionally reduced, down to a minimum of half of the maximum amount as indicated in the table below. **In any case, the part of the scholarship awarded in cash will not be less than € 1,100.00 for non-resident and commuting students and €650.00 for resident students.**

Students graduating by 31 December 2018 will have no deduction for canteen service.

The deduction for canteen services will be halved for *laureandi* students graduating in the year 2019 (for instance €200.00 instead of €400.00 for resident students).

Scholarship amounts in various categories are detailed below:

	NON-RESIDENT		COMMUTER	RESIDENT
<b>ISEE per le prestazioni per il diritto allo studio universitario ≤ € 15,502.00</b> (2/3 of the max. limit)	<b>€ 5,174.66</b>  € 4,574.66 in cash* +€ 600,00 canteen service		<b>€ 2,852.71</b>  € 2,452.71 in cash + € 400.00 canteen service	<b>€ 1,950.44</b>  € 1,550.44 in cash + € 400.00 canteen service
<b>ISEE per le prestazioni per il diritto allo studio universitario = € 23.253,00</b> (maximum limit)  Minimum amount of scholarship	<b>Housed in an ARDISS dormitory</b>		<b>Housed elsewhere</b>	<b>€ 1,500.00</b>  € 1,100.00 in cash + € 400,00 canteen service
	<b>Single room</b> € <b>3,170.00</b>  € 1,100.00 in cash + € 600.00 canteen service + housing	<b>Double room</b> € <b>2,970.00</b>  € 1,100.00 in cash + € 600.00 canteen service + housing		
<b>ISEE per le prestazioni per il diritto allo studio universitario &gt; € 15,502.00</b>  Scholarship amount determined using the following formula:	$BDS_{MAX} - \frac{(ISEE_S - \frac{2}{3} ISEE_{MAX}) \times (BDS_{MAX} - BDS_{MIN})}{ISEE_{MAX} - \frac{2}{3} ISEE_{MAX}}$ <p>where:  <b>ISEE<sub>S</sub></b> = ISEE per le prestazioni per il diritto allo studio universitario of the student  <b>ISEE<sub>MAX</sub></b> = maximum ISEE limit  <b>BDS<sub>MAX</sub></b> = maximum amount of scholarship  <b>BDS<sub>MIN</sub></b> = minimum amount of scholarship</p>			

\* The above-indicated amount does not take into account the deduction of housing fees in case the student is housed in an ARDISS dormitory.

The maximum and minimum amounts of scholarship to be used in the formula are the gross amounts, i.e. the amounts including both the part awarded in cash and the part awarded in the form of services.

To facilitate the understanding of the above table, an example is given below. The amount of scholarship for a non-resident student who is housed in a single room in an ARDISS dormitory for 10 months and whose *ISEE per le prestazioni per il diritto allo studio universitario* is €17,500.00 is determined as follows.

Using the above-indicated formula and replacing the corresponding values we obtain:

$$€5,174.66 - \frac{(\€17,500.00 - \€15,502.00) \times (\€5,174.66 - \€3,170.00)}{\€23,253.00 - \€15,502.00} = \€4,657.91$$

The amount of scholarship that is up to the student therefore amounts to € 4,657.91 of which: €1,470.00 for accommodation service + 600.00 for canteen service + € 2,587.91 in cash.

The scholarship is exempted from income tax as stated in Article 4 of Law 13 August 1984, n. 476 “ Norma in materia di borse di studio e dottorato di ricerca nelle università”.

## Article 17 – Exemption from tuition fees

Students who are eligible for or benefit from the ARDISS scholarship are exempted from the payment of tuition fees for the academic year 2018/2019.

More information on the matter can be found on the “Regolamento tasse e contributi studenteschi a.a. 2018/2019” of the University of Trieste and the “Avviso aggiuntivo al Manifesto degli Studi per l’a.a. 2018/2019 relativo a tasse, contributi ed esoneri” of the University of Udine.

**WARNING:** In case the student’s scholarship is revoked, the student will no longer be exempted from paying tuition fees and will be required to pay them.

## Article 18 – Regional tax for the right to education

The application for ARDISS benefits is also considered as a formal application for exemption from the payment of the regional tax for the right to education, as stated in Article 37 of the Regional Law of 14 November 2014, n. 21. Students who are eligible for or benefit from the ARDISS scholarship are therefore exempted from paying the aforementioned tax.

**WARNING:** In case the student’s scholarship is revoked, the student will be required to pay the regional tax for the right to education. Students with a disability are in any case exempted from the payment of the aforementioned tax.

## Article 19 – Reserved assignee quotas

The number of awarded scholarship will be determined on the basis of the proceeds of the regional tax for the right to education (in accordance with the Article 37 of Regional Law of 14 November 2014, n. 21), the proceeds of the *Fondo di intervento integrativo* set out in Article 18, Chapter IV of the Legislative Decree 29 March 2018 n. 68, the proceeds of the regional *Fondo di intervento integrativo* and the availability of ARDISS’s own funds.

The awarding of scholarships to four female Yazidi students will be given priority.

The available resources for the awarding of scholarships will be assigned in accordance with the following reserved quotas:

- 2% to students with a disability percentage equal to or above 66%;
- 6% to non-EU students.

After assigning the above-mentioned quotas, scholarships will be assigned to all EU and non-EU students in the ranking lists of students enrolled in a year following the first one.

Finally, scholarships will be assigned to EU and non-EU students in the ranking lists of students enrolled in the first year of their program.

## Article 20 – Students of the Scuola Superiore di Udine

Students enrolled in the Scuola Superiore di Udine will benefit from the amount of scholarship for commuting or resident students, according to their municipality of residence as detailed in Annex 1, even in case they are housed in accommodation provided by the University near the teaching site.

No deduction for canteen services will be applied for such students.

## Article 21 – Scholarship ranking lists

The provisional ranking lists of beneficiaries will be published on the ARDISS website after 29 October 2018 and no later than 31 October 2018.

Student names will be replaced with their **personal user code (codice utente)** in order to comply with transparency and privacy regulations. The personal user code is automatically assigned to each student when they apply online. It can be found on the student's personal dossier (*fascicolo elettronico*) or on the data summary file (*file di riepilogo*): it consists of the last five digits of the application code (*codice domanda*).

Students can also check the application results by logging in on the ARDISS website (*servizi online*) and clicking on the **fascicolo elettronico** button.

As indicated in Articles 7 and 8, the following ranking lists will be published:

- EU students enrolling in the first year of all programs, including programs of Conservatories and Academies;
- non-EU students enrolling in the first year of all programs, including programs of Conservatories and Academies;
- EU and non-EU students enrolling in a year following the first one, for all programs, including programs of Conservatories and Academies, broken down by educational branch;
- students enrolled in post-graduate courses (*corsi di specializzazione*), except those enrolled in specialist medical training as stated in the Legislative Decree n. 368/1999;
- PhD students not benefiting from a grant as stated in DM April 30<sup>th</sup> 1999, n.224;
- students enrolled to Higher Technical Colleges (*I.T.S. Istituti Tecnici Superiori*).

Information on how to request a review of an application (*istanza di riesame*) can be found in Article 9.

## Article 22 – Payment of scholarships

In accordance with Legislative decree n. 201 of 6 December 2011, converted into Law n. 214 of 22 December 2011, the cash amount of the scholarship will be paid by transfer to a bank account held or jointly held by the beneficiary, or by transfer via electronic payment instruments held or jointly held by the beneficiary.

Students may enter their bank details while applying online. Such details can later be changed through the student's personal area (*servizi online*) in the ARDISS website. **The IBAN code of an account held or jointly held by student must be indicated by 26 November 2018.** If such code is entered later, ARDISS will not be able to transfer any scholarship amount in the financial year 2018.

In no case can ARDISS be held responsible in the event of a non-payment if the student has entered incorrect bank details.

### 22.1 Students enrolled in a year following the first one

The scholarship will be paid in two installments, in the following timeframes:

- first installment: **31 December 2018;**
- second installment: **30 June 2019.**

An amount of money will be deducted from the second installment for canteen services (free meals), as detailed in Article 16.

For students who are housed in an ARDISS dormitory, housing fees for the months from September through December will be deducted from the first installment, while fees for the months from January through July will be deducted from the second installment.

Students who are enrolled to a *primo anno fuori corso*, have applied for scholarship for an additional semester and are housed in an ARDISS dormitory will only receive a cash amount in case the scholarship amount minus the deductions for housing fees and canteen services is higher than zero. Such cash amount will be paid to the student in two equal installments.

#### 22.1.2 Graduating students

Students who are regularly enrolled in the last year of their program and intend to graduate by the last *appello* for the academic year 2017/2018 **will only receive the cash amount of their scholarship after graduating.**

They will receive it before December 2018 only if they send an e-mail to the address [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it) by 26 November 2018 notifying that they have graduated. ARDISS will then carry out the necessary controls and, in case the graduation is not

registered in the Esse3 database or at the Conservatory secretariat, the payment will be delayed to 2019.

Students who fail to notify that they have graduated before 26 November 2018 and students who graduate after that date will receive the scholarship amount by 30 June 2019. No notification is needed in this case.

Students who have applied for an additional semester as graduating students and who do not manage to graduate before the last *appello* for the academic year 2017/2018 will only receive the scholarship after they inscribe to their first year out-of-course (*primo anno fuori corso*) and only if they meet the merit requirements in Article 4.

Students who apply for benefits for an additional semester will only receive the halved scholarship amount for the additional semester, even if they graduate before the last *appello* for the academic year 2017/2018 and enroll to the first year of a Master's degree in the academic year 2018/2019.

## 22.2 Students enrolled in a first year

Scholarship beneficiaries who are enrolled in the first year of any program will only receive the scholarship amount **after achieving at least 20 credits** (10 credits for students enrolled in courses with annual exams only). In order to receive the scholarship amount, students are required to notify ARDISS of the completion of the aforementioned minimum number of credits by sending an e-mail to [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it).

- Students who reach the minimum number of credits **by 10 August 2019** will receive the **entire amount of scholarship**.
- Students who reach the minimum number of credits after 10 August 2019 but **no later than 30 November 2019** will only receive **50% of the scholarship amount**.

ARDISS will verify that the credits are effectively registered and will transfer the amounts to students on a bimonthly basis.

Students who have not notified ARDISS of the completion of the minimum number of credits will only receive the scholarship amount **after ARDISS carries out all necessary controls with the universities following 30 November 2019**.

If a student does not reach the minimum number of credits or if a student abandons their studies, their scholarship will be revoked. The student will therefore be required to return any amount received and to pay due tuition fees to their University, Conservatory or Academy. No further interest will be charged provided the amount is returned within the time limit indicated on the revocation notice.

**WARNING: Bonus credits may not be used** to reach the minimum number of credits required for receiving the scholarship payment.

Credits obtained before enrolling on the current program will not be considered, except in the case of a shortened university career taking into account previous career years. Other credits that will not be

considered are credits resulting from single courses or single exam modules, and supernumerary credits.

For scholarship beneficiaries who are housed in an ARDISS dormitory, housing fees will be deducted from the scholarship amount. In particular, the first scholarship installment will be equal to the deductible housing fees for the months of October, November and December 2018.

**WARNING:** Students who benefit from scholarship and **housing in an ARDISS dormitory** as first-year students of a Master's degree, and **who do not comply with the requirements for additional semester students** (i.e. being enrolled to a *primo anno fuori corso* and having obtained at least 135 credits) **by 10 August 2018, will have to pay housing fees until their enrolment to the first year of a Master's degree is confirmed.**

### **22.3 Students enrolled in the first year of PhD and specialization courses**

Students enrolled in specialization courses (except those enrolled in specialist medical training as stated in the Legislative Decree n. 368/1999), as well as PhD students not benefiting from a grant as stated in DM April 30th 1999, n.224, will only receive the first scholarship installment after confirmation of their enrolment. They will then receive the second installment by **June 2019**.

### **22.4 Students enrolled in Higher Technical Colleges (I.T.S.) courses**

Students enrolled in Higher Technical Colleges (I.T.S.) courses will receive the scholarship amount in two installments: the first installment by **December 2018** and the second by **June 2019**.

### **22.5 Payment suspension**

Students who appear in the final ranking list with the note "*iscrizione universitaria da accertare*" ("university enrolment to be ascertained") will receive the payment in the financial year 2019 after verification of their enrolment.

It will not be possible to make any payment to students whose ISEE's have markings, observations or faults (Italian: *ISEE con annotazioni, osservazioni o difformità*).

In the cases stated above, if the student's enrolment or ISEE is not regularized within the deadline for the application review (*istanze di riesame*), ARDISS will not be able to make any payment to them in the financial year 2018.

## **Article 23 – Limit on scholarship combination**

ARDISS's scholarship can be combined with other scholarships, awarded by other public institutions or private entities, provided those do not exceed the amount of €1,500.00.

Such limit does not apply to scholarships awarded by national or foreign institutions aimed at integrating training and research with stays in Italy or abroad (under Ministerial Decree 755/2013), nor to mobility grants such as Erasmus+, ARDISS's international mobility contribution, contributions for graduation theses or housing contributions.

## Article 24 – Scholarship revocation

The scholarship will be revoked in the following cases:

- to students who are enrolled for the first time to a first year of a Bachelor's degree, Master's degree, single-cycle Master's degrees, Conservatory or Academy who have not obtained at least 20 credits (9 credits in the case of differently abled students as described in Article 5) by 30 November 2019;
- to students who are enrolled for the first time to a first year of courses with annual exams only who have not obtained at least 20 credits by 30 November 2019;
- to students who no longer meet the requirements of enrolment, merit, university seniority, income and property following controls carried out by ARDISS, universities, or the Guardia di Finanza;
- to students who change universities or abandon their studies by 1 July 2019;
- to students who have made false declarations or presented false documents or documents containing false information;
- to students enrolled to Higher Technical Colleges (I.T.S.) who have not attended at least 70% of the actual training, not including tests and exams, as certified by the register.

All benefits will be revoked to such students. They will have to return all unduly received amounts as well as the lump sum for canteen services and the cost of housing services. Reference should be made to the table at Article 16 and, as for housing services, the fees indicated at Articles 36 and 46 in case the scholarship is revoked due to lack of the requirements following controls carried out by ARDISS, universities, or the Guardia di Finanza or due to false declarations or presenting false documents or documents containing false information.

ARDISS will notify the above-mentioned students of the revocation of their scholarship. They will be allowed 10 days to submit rebuttal arguments by registered letter (*raccomandata A/R*) to ARDISS. If they fail to do so ARDISS will, either directly or through an entrusted collector, send a formal notice and the student will have to return the entire received amount within 30 days following receipt of the notice. They will only be required to return received amounts, without any additional charges. ARDISS may allow payment deferrals on the student's request.

If the student does not return the amount within the time limit ARDISS will collect it according to the ordinary enforcement procedures in accordance with Article 50 of the Regional Law 7/2000.

**WARNING:** When the scholarship is revoked, the student will not only have to return the entire received amount also including the costs of canteen and housing services, but they will also have to pay the regional tax for the right to higher education and the entire amount of tuition fees and pay back any refund made by the university or ARDISS.



# HOUSING CONTRIBUTIONS – TEACHING SITES OF PADOVA, PORTOGRUARO, BOLZANO, VERONA AND CONEGLIANO

**Deadline: 5 October 2018**

## Article 47 – Application deadline and procedure

Applications for housing contributions must be filed **by 1 PM (Italian Daylight Saving Time/GMT+2/UTC+2/CEST) of 5 October 2018**, following the procedure detailed in Article 6.

## Article 48 – Available contributions

**For students enrolled in courses with a teaching site in Padova, Portogruaro, Bolzano, Verona and Conegliano**, where ARDISS does not manage any university dormitories, ARDISS provides an annual contribution of **€1,200.00**. In order to be eligible for the contribution students must hold a regularly registered rental contract.

**10 contributions** are provided for each teaching site.

## Article 49 – Specific requirements

In order to receive international mobility contributions students must comply with the enrolment, merit, income and property requirements set out in the “General Norms” section of this notice. In addition to that, they also must:

- be enrolled in the academic year 2018/2019 in programs of the Università degli Studi di Trieste with a teaching site in **Padova or Portogruaro**, or programs of the Università degli Studi di Udine with a teaching site in **Conegliano, Bolzano or Verona**;
- be a **non-resident student** in accordance with Article 15.3, i.e. not be residents of a municipality listed under “resident students” or “commuting students” for their teaching site in Annex 1; for the teaching sites of Bolzano and Verona, students must be residents of a municipality located at no less than 50 km from those cities;
- rent accommodation with a **rental contract**, in accordance with Article 15.3 of this notice.

Students must state that they are renting accommodation **for at least 10 months in the period following 1 September 2018** near the teaching site (i.e. **in one of the municipalities listed under “resident students”** for their teaching site in Annex 1). This declaration can be filed through an online procedure whereby students will indicate address of the accommodation, monthly rental fee, lease period (at least 10 months), lease expiry date and registration details of the rental contract.

Students who have already signed a rental contract with a lease period shorter than 10 months (calculated in the period following 1 September 2018) and wish to renew it or sign another contract, are still eligible for the contribution if they provide ARDISS with the details of the new or renewed contract.

**The monthly rental fee paid by the student may not be less than €120.00.**

Students who enter the details of a rental contract expiring before 19 October 2018 may not be eligible and ARDISS will not be able to include them in the ranking list of eligible students. For example, if a student holds a rental contract expiring on 30 September 2019, he or she must enter either the details of the contract renewal or the details of a new contract. These details may be entered while applying online or at a later stage, also through an online procedure, at the latest by 1 PM of 19 October 2018.

Students who were not able to fill out the form of the online application concerning the details of their rental contract because they did not have all required information yet, need to do it later, **by 1 PM of 19 October 2018**. They will have to indicate address of the accommodation, monthly rental fee, lease period (at least 10 months), lease expiry date and registration details of the rental contract. This can be done through an online procedure. A link will be posted on the ARDISS website and the procedure will be **set up on or around 8 October 2018 and will remain active until 19 October 2018**.

Students who change their address must immediately inform ARDISS.

## Article 50 – Ranking lists

**Provisional ranking lists will be published on the ARDISS website indicatively by 1 February 2019.**

Ranking lists will be published in pdf format on the ARDISS website. Student names will be replaced with their **personal user code (codice utente)** in order to comply with transparency and privacy regulations. The personal user code is automatically assigned to each student when they apply online. It can be found on the student's personal dossier (*fascicolo elettronico*) or on the data summary pdf file (*file di riepilogo*): it consists of the last five digits of the application code (*codice domanda*).

Students can also check the application results by logging in on the ARDISS website (*servizi online*) and clicking on the **fascicolo elettronico** button.

In accordance with Articles 7 and 8, the following ranking lists will be published:

- students enrolled for the first time in the first year of their program
- students enrolled in a year following the first one.

Students enrolled in a year following the first one will be given priority.

**Information on how to request a review of an application (istanza di riesame) can be found in Article 9.**

## Article 51 – Contribution payment

In accordance with Legislative decree n. 201 of 6 December 2011, converted into Law n. 214 of 22 December 2011, the cash amount of the scholarship will be paid by transfer to a bank account held or jointly held by the beneficiary, or by transfer via electronic payment instruments held or jointly held by the beneficiary.

In no case can ARDISS be held responsible in the event of a non-payment if the student has entered incorrect bank details.

Students **enrolled in a year following the first one** will receive the payment **within two months of publication of the final ranking list**.

Students enrolled in their first year of program will only receive it **after notifying the completion of at least 20 credits** to ARDISS. They will then receive the payment as follows:

- students who obtain **at least 20 credits by 10 August 2019** will receive the **whole contribution amount**;
- students who obtain at least 20 credits beyond 10 August 2019 but in any event **by 30 November 2019** will receive **50% of the contribution amount**.

**Students with a disability as described in Article 5 enrolled in their first year of program** will only receive the contribution after notifying the **completion of at least 9 credits** to ARDISS. They will then receive the payment as follows:

- students who obtain at least 9 credits **by 10 August 2019** will receive the **whole contribution amount**;
- students who obtain at least 9 credits beyond 10 August 2019 but in any event **by 30 November 2019** will receive **50% of the contribution amount**.

The completion of the minimum required number of credits may only be notified via e-mail to the appropriate address, [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it).

Students who have not notified ARDISS of the completion of the minimum number of credits will only receive the scholarship amount **after ARDISS carries out all necessary controls with the universities following 30 November 2019**.

## Article 52 – Contribution revocation

The scholarship will be revoked in the following cases:

- to students who are enrolled for the first time to a first year of a Bachelor's degree, Master's degree, single-cycle Master's degrees, Conservatory or Academy who have not obtained at least 20 credits (9 credits in the case of differently abled students as described in Article 5) by 30 November 2019;
- to students who change universities or abandon their studies by 1 July 2019;
- to students who no longer meet the requirements of enrolment, merit, university seniority, income and property following controls carried out by ARDISS, universities, or the Guardia di Finanza;
- to students who no longer meet the specific requirements for the contribution.

All benefits will be revoked to such students and they will have to return all unduly received amounts.

ARDISS will notify the above-mentioned students of the revocation of their scholarship. They will be allowed 10 days to submit rebuttal arguments by registered letter (*raccomandata A/R*) to ARDISS. If they fail to do so ARDISS will, either directly or through an entrusted collector, send a formal notice and the student will have to return the entire received amount within 30 days following receipt of the notice. They will only be required to return received amounts, without any additional charges. ARDISS may allow payment deferrals on the student's request.

If the student does not return the amount within the time limit ARDISS will collect it according to the ordinary enforcement procedures in accordance with Article 50 of the Regional Law 7/2000.

# INTERNATIONAL MOBILITY CONTRIBUTION

## Application deadline: 05 April 2019

### Article 53 – Application deadline and procedure

**Only students who are eligible for or who benefit from ARDISS scholarship in the academic year 2018/2019** can apply for a contribution for international mobility programs. This can be done **between 1 March 2019 and 1 PM (Italian Daylight Saving Time/GMT+2/UTC+2/CEST) of 5 April 2019**, following the procedure detailed in Article 6.

### Article 54 – Available contributions

International mobility contribution are reserved to students who are eligible for or who benefit from ARDISS scholarship and who take part in **study periods or internships abroad** in the academic year 2018/2019. Such mobility periods must be organized by the Università degli Studi di Trieste, the Università degli Studi di Udine, the Conservatorio di Musica “G. Tartini” of Trieste, the Conservatorio di Musica “J. Tomadini” of Udine, or the Accademia di Belle Arti “G. B. Tiepolo” of Udine, in the framework of mobility schemes promoted by either the European Union or other subjects (as in the case of bilateral agreements between universities).

The international mobility contribution is meant as an integration to the scholarship and it amounts to **€160.00 per month for a maximum of 10 months**, regardless of any contribution the student receives from the university, the Ministry of Education or the European Union.

ARDISS will verify the period of stay with the university institution. For each whole month, conventionally defined as 30 days, the student will receive the entire monthly amount. For each period shorter than a whole month the student will receive an amount corresponding to the number of days spent abroad.

The number of assigned contributions will be determined according to ARDISS's budget availability.

For each ARDISS seat at least **20 contributions** will be ensured. They will be assigned in proportion to the numbers of eligible students enrolled to a first year of program and to years following the first one.

### Article 55- Specific requirements

In order to receive international mobility contributions students must comply with the enrolment, merit, income and property requirements set out in the “General Norms” section of this notice. In addition to that, they also must:

- take part in the academic year 2018/2019 in periods of study or internships abroad organized by the Università degli Studi di Trieste, the Università degli Studi di Udine, the Conservatorio di

Musica “G. Tartini” of Trieste, the Conservatorio di Musica “J. Tomadini” of Udine, or the Accademia di Belle Arti “G. B. Tiepolo” of Udine, in the framework of mobility schemes promoted by either the European Union or other subjects (as in the case of bilateral agreements between universities);

- benefit from the ARDISS scholarship set out in this notice in the year 2018/2019.

The above-mentioned periods of study or internships abroad must be academically recognized in terms of credits (CFU) by the home university in the framework of the student’s study program.

While applying, students must claim to be beneficiaries of an international mobility grant for the academic year 2018/2019 and indicate the period of stay abroad as determined at the time of assignation of the international mobility grant awarded by the university, conservatory or academy. **Any prolongation of the period of stay abroad will only be considered if notified to ARDISS within the deadline for application reviews (*istanze di riesame*).**

WARNING: If the actual period of stay abroad, as verified with the above-mentioned higher education institutions, is less than declared by the student in the application, ARDISS will recalculate the correct amount. The student will therefore have to return any excess amount received.

## Article 56 – Ranking lists

**Provisional ranking lists for international mobility contributions will be published indicatively on 10 May 2019.**

Ranking lists will be published in pdf format on the ARDISS website. Student names will be replaced with their **personal user code (*codice utente*)** in order to comply with transparency and privacy regulations. The personal user code is automatically assigned to each student when they apply online. It can be found on the student’s personal dossier (*fascicolo elettronico*) or on the data summary file (*file di riepilogo*): it consists of the last five digits of the application code (*codice domanda*).

Students can also check the application results by logging in on the ARDISS website (*servizi online*) and clicking on the ***fascicolo elettronico*** button.

In accordance with Articles 7 and 8, the following ranking lists will be published:

- students enrolled for the first time in the first year of their program
- students enrolled in a year following the first one.

Students enrolled in a year following the first one will be given priority, within the available budget.

**Information on how to request a review of an application (*istanza di riesame*) can be found in Article 9.**

## Article 57 – Contribution payment

In accordance with Legislative decree n. 201 of 6 December 2011, converted into Law n. 214 of 22 December 2011, the cash amount of the scholarship will be paid by transfer to a bank account held or jointly held by the beneficiary, or by transfer via electronic payment instruments held or jointly held by the beneficiary. In no case can ARDISS be held responsible in the event of a non-payment if the student has entered incorrect bank details.

Students enrolled in a year following the first one will receive the payment in two installments:

- **50% within 3 months of publication of final ranking list;**
- the remainder **at the end of the student's stay abroad.**

ARDISS reserves the right to make the payment in a single installment.

**Students enrolled in the first year of a Master's degree will only receive the payment following the end of their stay abroad and after notifying the completion of at least 20 credits to ARDISS.**

They will then receive the payment as follows:

- students who obtain **at least 20 credits by 10 August 2019** will receive the **whole contribution amount;**
- students who obtain at least 20 credits beyond 10 August 2019 but in any event **by 30 November** will receive **50% of the contribution amount.**

Students with a disability as described in Article 6 enrolled in a first year of a Master's degree will only receive the contribution after notifying the completion of at least 9 credits to ARDISS. They will then receive the payment as follows:

- students who obtain at least 9 credits **by 10 August 2019** will receive the **whole contribution amount;**
- students who obtain at least 9 credits beyond 10 August 2019 but in any event **by 30 November** will receive **50% of the contribution amount.**

The completion of the minimum required number of credits can only be notified via e-mail to the appropriate address, [info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it) or [info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it).

Students who have not notified ARDISS of the completion of the minimum number of credits will only receive the scholarship amount **after ARDISS carries out all necessary controls with the universities following 30 November 2019.**

## Article 58 – Contribution revocation

The contribution will be revoked to:

- students enrolled for the first time to a first year of a Bachelor's degree, Master's degree, single-cycle Master's degrees, Conservatory or Academy who have not obtained at least 20 credits (9 credits in the case of differently abled students as described in Article 5) by 30 November 2019;
- students who change universities or abandon their studies by 1 July 2019;
- students who have made false declarations or presented false documents or documents containing false information;
- students who no longer meet the requirements;
- students who give up their scholarship.

Relevant benefits will be revoked to such students. They will have to return all unduly received amounts.

ARDISS will notify the above-mentioned students of the revocation of the contribution. They will be allowed 10 days to submit rebuttal arguments by registered letter (*raccomandata A/R*) to ARDISS. If they fail to do so ARDISS will, either directly or through an entrusted collector, send a formal notice and the student will have to return the entire received amount within 30 days following receipt of the notice. They will only be required to return received amounts, without any additional charges. ARDISS may allow payment deferrals on the student's request.

If the student does not return the amount within the time limit ARDISS will collect it according to the ordinary enforcement procedures in accordance with Article 50 of the Regional Law 7/2000.



# UNIVERSITY CANTEEN RULES

**Students enrolled in the first year of their program who benefit from ARDISS scholarship** pay a canteen fee of €2.10 for each full meal.

Scholarship beneficiaries enrolled in a year following the first one are entitled to a daily free meal for a period of 11 months (excluding the month of August and the closing days of the canteens) from 1 January 2019 until 31 December 2019. As the total cost of a full meal varies between €6.24 and €7.85, the total amount of scholarship that is awarded in the form of canteen service is determined as €600.00 for non-resident students. This accounts for a free meal a day. For resident and commuting students this amount is reduced to €400.00, which accounts for a daily free meal Monday through Friday.

Students enrolled to their first year out-of-course (*primo anno fuori corso*) who benefit from scholarship for an additional semester are entitled to free meals until 30 June 2019. The amount deducted from their scholarship will therefore be halved.

**In no case will missed free meals be refunded.** For example, missed meals will not be refunded to students taking part in mobility programs nor to those graduating before 31 December 2019.

## 1. Access to canteen services at reduced prices

### 1.1 Canteen fees

All students benefit from a canteen fee of €4.70.

Each student is entitled to one meal for lunch and one for dinner.

Students can apply online by **31 December 2018** for access to canteen services at a reduced fee. In the online application students they will have to enter the details of an *ISEE per le prestazioni agevolate per il diritto allo studio universitario* certificate issued after 16 January 2018.

For students enrolled in the University of Trieste ARDISS may acquire the students' ISEE details directly from university, conservatory, ITS or SISSA databases. In this case ARDISS cannot provide any guarantee about the timing of the canteen price update.

Consequently, the fees indicated below will be applied:

Price range	ISEE	Fee
<b>1</b>	ISEE equal or less than €23,253.00 and ISPE equal or less than €50,550.00	<b>€2.10</b>
<b>2</b>	ISEE between €23,253.01 and €30,000.00 and ISPE between €50,550.01 and € 60,000.00	<b>€3.65</b>
<b>3</b>	ISEE over € 30.000,00 and ISPE over € 60.000,00	<b>€4.70</b>

At the university campus canteen in Trieste students can also have breakfast at the following prices: price range 1 - €0.65, price range 2 - €0.75, price range 3 - €0.85.

The prices indicated in the table are for full meals. Reduced meals are also available for all price ranges, but are only offered at certain canteens. Fees for reduced meals will later be published on the ARDISS website.

The reduced fee for the academic year 2018/2019 will be applied following 1 January 2019 and will be valid until 31 December 2019. The sole exception are students enrolled in the first year of their program, as the reduced fee will be valid for them within 35 days of application.

Students with recognized disabilities as set out in Article 3, paragraph 1 of Law 104 of 5 February 1992 (*legge-quadro per l'assistenza, l'integrazione sociale e i diritti delle persone handicappate*) or with disabilities equal or over 66%, who are exempted from paying the regional tax for the right to higher education, pay canteen fees under the first price range corresponding to **€2.10** per full meal.

Students who already hold a degree or diploma and enroll in a program at an equal or lower level pay canteen fees under the third price range corresponding to **€4.70** per full meal.

For incoming international mobility students or international students taking part in intensive Italian language courses the canteen fee is **€5.00**.

The following canteen users are required to pay the entire cost of the meal:

- students whose registration and enrolling process is not yet complete;
- students enrolled to single course units;
- professors, lecturers and personnel of the University of Trieste and the University of Udine;
- personnel of ARDISS, the regional administration and other regional bodies;
- participants in conferences, seminars and similar activities who do not pay the regional tax for the right to higher education;
- further recipients of measures for the right to higher education as set out in Article 4 paragraph 2 of Regional Law 21 of 2014;
- any other users authorized by ARDISS.

## **1.2. Particular cases**

Students of the University of Trieste or the University of Udine who attend courses in the teaching sites of Gorizia can access the canteen of the "Centro O. Leonassi" in Via Vittorio Veneto 7 in Gorizia. They need to ask the ARDISS headquarters in Trieste for a personal canteen card allowing them to access the canteen.

# ANNEXES

## Annex 1 – Student’s status as a resident, commuter or non-resident

The student’s condition as a resident (*in sede*), commuter (*pendolare*) or non-resident (*fuori sede*) is determined as follows.

### Students enrolled in courses with Trieste as main teaching site

#### RESIDENT STUDENTS (*IN SEDE*)

Students residing in the following municipalities: Trieste, Muggia, San Dorligo della Valle, Monrupino, Sgonico, Duino-Aurisina

#### COMMUTING STUDENTS (*PENDOLARI*)

Students residing in the following municipalities: Monfalcone, Staranzano, Ronchi dei Legionari, Doberdò del Lago, Gradisca d'Isonzo, Sagrado, Fogliano, Redipuglia, San Pier d'Isonzo, Turriaco, Cervignano, San Canzian d'Isonzo and, beyond national borders: Capodistria, Erpelle-Cosina, Divaccia, Isola, Pirano, Postumia, San Pietro del Carso, Sezana, Vipacco and the localities of Koseze and Podgrad in the municipality of Villa del Nevoso.

Students residing in any other municipality (apart from those listed under “resident students”) who are not renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities.

#### NON-RESIDENT STUDENTS (*FUORI SEDE*)

Students residing in any other municipality not listed above who are renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities for a period of at least 10 months.

### Students enrolled in courses with Udine as main teaching site

#### RESIDENT STUDENTS (*IN SEDE*)

Students residing in the following municipalities: Campoformido, Martignacco, Pagnacco, Pasian di Prato, Pavia di Udine, Povoletto, Pozzuolo del Friuli, Pradamano, Reana del Rojale, Remanzacco, Tavagnacco, Udine.

## **COMMUTING STUDENTS (PENDOLARI)**

Students residing in the following municipalities: Aiello, Artegna, Attimis, Bagnaria Arsa, Basiliano, Bertolo, Bicinico, Buia, Buttrio, Capriva del Friuli, Casarsa della Delizia, Cassacco, Castions di Strada, Cervignano, Chiopris Viscone, Cividale del Friuli, Codroipo, Colloredo di Montealbano, Cormons, Coseano, Dignano, Faedis, Fagagna, Flaibano, Gemona del Friuli, Gonars, Gorizia, Lestizza, Magnano in Riviera, Majano, Manzano, Mereto di Tomba, Moimacco, Mortegliano, Moruzzo, Mossa, Nimis, Osoppo, Palmanova, Porpetto, Premariacco, Rive d'Arcano, San Daniele del Friuli, San Giorgio di Nogaro, San Giovanni al Natisone, Santa Maria La Longa, San Vito al Torre, San Vito di Fagagna, Sedegliano, Talmassons, Tarcento, Torreano, Torviscosa, Treppo Grande, Tricesimo, Trivignano Udinese, Visco.

Students residing in any other municipality (apart from those listed under “resident students”) who are not renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities.

## **NON-RESIDENT STUDENTS (FUORI SEDE)**

Students residing in any other municipality not listed above who are renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities for a period of at least 10 months.

## **Students enrolled in courses with Gorizia as main teaching site**

### **RESIDENT STUDENTS (IN SEDE)**

Students residing in the following municipalities: Farra d'Isonzo, Gorizia, Mossa, San Floriano del Collio, Savogna d'Isonzo and, beyond national borders, Nova Gorica.

### **COMMUTING STUDENTS (PENDOLARI)**

Students residing in the following municipalities: Buttrio, Capriva del Friuli, Cormons, Doberdò del Lago, Duino-Aurisina, Fogliano Redipuglia, Gradisca d'Isonzo, Manzano, Mariano del Friuli, Medea, Monfalcone, Moraro, Romans d'Isonzo, Ronchi dei Legionari, Sagrado, San Canzian d'Isonzo, San Giovanni al Natisone, San Lorenzo Isontino, San Pier d'Isonzo, Staranzano, Turriaco, Udine, Villesse.

Students residing in any other municipality (apart from those listed under “resident students”) who are not renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities.

### **NON-RESIDENT STUDENTS (FUORI SEDE)**

Students residing in any other municipality not listed above who are renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities for a period of at least 10 months.

## **Students enrolled in courses with Pordenone as main teaching site**

### **RESIDENT STUDENTS (*IN SEDE*)**

Students residing in the following municipalities: Azzano Decimo, Cordenons, Fiume Veneto, Fontanafredda, Pasiano di Pordenone, Porcia, Pordenone, Prata di Pordenone, Roveredo in Piano, San Quirino, Zoppola.

### **COMMUTING STUDENTS (*PENDOLARI*)**

Students residing in the following municipalities: Arba, Arzene, Aviano, Brugnera, Budoia, Caneva, Casarsa della Delizia, Chions, Codroipo, Conegliano, Cordovado, Godega di Sant'Urbano, Maniago, Montereale Valcellina, Orsago, Polcenigo, Pravisdomini, Sacile, San Giorgio della Richinvelda, San Martino al Tagliamento, San Vito al Tagliamento, Sequals, Sesto al Reghena, Spilimbergo, Susegana, Vajont, Valvasone, Vivaro.

Students residing in any other municipality (apart from those listed under “resident students”) who are not renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities.

### **NON-RESIDENT STUDENTS (*FUORI SEDE*)**

Students residing in any other municipality not listed above who are renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities for a period of at least 10 months.

## **Students enrolled in courses with Gemona del Friuli as main teaching site**

### **RESIDENT STUDENTS (*IN SEDE*)**

Students residing in the following municipalities: Artegna, Bordano, Buia, Gemona del Friuli, Magnano in Riviera, Montenars, Osoppo, Trasaghis and Venzone.

### **COMMUTING STUDENTS (*PENDOLARI*)**

Students residing in the following municipalities: Amaro, Attimis, Cassacco, Cavazzo, Carnico, Chiusaforte, Colloredo di Monte Albano, Coseano, Dignano, Faedis, Fagagna, Forgaria nel Friuli, Lusevera, Moggio Udinese, Nimis, Ragogna, Reana del Rojale, Resia, Resiutta, Rive d'Arcano, San Daniele del Friuli, San Vito di Fagagna, Tarcento, Tavagnacco, Tolmezzo, Treppo Grande, Tricesimo, Udine, Verzegnis.

Students residing in any other municipality (apart from those listed under “resident students”) who are not renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities.

## **NON-RESIDENT STUDENTS (FUORI SEDE)**

Students residing in any other municipality not listed above who are renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities for a period of at least 10 months.

## **Students enrolled in courses with Portogruaro as main teaching site**

### **RESIDENT STUDENTS (IN SEDE)**

Students residing in the following municipalities: Portogruaro, Cinto Cao Maggiore, Gruaro, Teglio Veneto, Pramaggiore, Annone Veneto, Fossalta di Portogruaro, San Michele al Tagliamento, San Stino di Livenza, Concordia Sagittaria, Caorle.

### **COMMUTING STUDENTS (PENDOLARI)**

Students residing in the following municipalities: Eraclea, Torre di Mosto, Ceggia, Salgareda, Ponte di Piave, Cessalto, Chiarano, Oderzo, Motta di Livenza, Mansuè, Ormelle, Meduna di Livenza, Pravidomini, Chions, Sesto al Reghena, Cordovado, Morsano al Tagliamento, Varmo, Ronchis, Latisana, Lignano, Palazzolo dello Stella, Precenicco, Trivignano, Teor.

Students residing in any other municipality (apart from those listed under “resident students”) who are not renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities.

## **NON-RESIDENT STUDENTS (FUORI SEDE)**

Students residing in any other municipality not listed above who are renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities for a period of at least 10 months.

## **Students enrolled in courses with Padova as main teaching site**

### **RESIDENT STUDENTS (IN SEDE)**

Students residing in the following municipalities: Abano Terme, Albignasego, Altavilla, Arzegrade, Battaglia Terme, Borgoricco, Bovolenta, Cadoneghe, Campo S. Martino, Campodarsego, Campodoro, Campolongo Maggiore, Campolongo Maggiore (locality of Liettoli), Camponogara, Camposanpiero, Cartura, Casalserugo, Castelfranco Veneto, Cervarese S. Croce, Cittadella, Codevigo, Curtarolo, Dolo, Due Carrare, Este, Fiesso D'Artico, Fossò, Galzignano Terme, Grisignano Di Zocco, Grumolo Delle Abbadesse (locality of Sarmego), Grumolo Delle Abbadesse (locality of Vancimuglio), Legnaro, Limena, Maserà, Massanzago, Mestrino, Mirano, Mira, Monselice, Montegalda, Montegrotto Terme, Noventa Padovana, Pernumia, Pianiga, Piazzola Sul Brenta, Piove Di Sacco, Polverana, Ponte S. Nicolò, Pontelongo, Rovolon (locality of Bastia), Rubano, S. Angelo Di Piove, S. Giorgio Delle Pertiche, S. Giorgio

In Bosco (locality of Paviola), S. Giorgio In Bosco, S. Giustina In Colle, S. Maria Di Sala, Saccolongo, Saonara, Selvazzano Dentro, Selvazzano, Sovizzo, Stanghella, Stra, Teolo (locality of Bresseo), Teolo (locality of Praglia), Teolo (locality of S. Biagio), Teolo (locality of Treponti di Teolo), Terrassa Padovana, Torreglia, Torri Di Quartesolo, Veggiano, Venezia (locality of Venezia S. Lucia), Venezia (locality of Mestre), Vicenza, Vigodarzere, Vigonovo, Vigonza, Villa Del Conte (locality of Presina), Villa Del Conte, Villafranca Padovana, Villanova Di Camposanpiero.

## **COMMUTING STUDENTS (PENDOLARI)**

Students residing in the following municipalities: Adria, Agna, Agugliaro, Alano Di Piave (locality of Fener), Albettonne, Altivole, Anguillara, Arcugnano, Arquà Petrarca, Arquà Polesine, Arre, Arzignano, Asolo, Bagnoli Di Sopra, Baone, Barbarano, Bassano Del Grappa, Belfiore, Bevilacqua, Boara Pisani, Bolzano Vicentino, Borgoricco (locality of S. Eufemia), Bosaro, Boschi S. Anna, Breganze (locality of Mirabella), Brendola, Bressanvido, Brogliano, Brugine, Caerano S. Marco, Caldiero, Caldogno, Camisano Vicentino, Campagnalupia, Campolongo Maggiore (locality of Baion), Campolongo Maggiore (locality of Lova), Candiana, Carceri, Carmignano Di Brenta, Casier, Cassola, Castegnero, Castelfranco Veneto (locality of Campigo), Castelfranco Veneto (locality of S. Floriano), Castelfranco Veneto (locality of Salvarosa), Castelfranco Veneto (locality of Salvatronda), Castelfranco Veneto (locality of Soranza), Castelfranco Veneto (locality of Treville), Castelfranco Veneto (locality of Villarazzo, Castelgomberto, Castello Di Godego, Cavarzere, Chioggia, Cinto Euganeo, Codevigo, Codevigo (locality of Conche), Cologna Veneta, Colognola Ai Colli, Cona Veneta, Conselve, Cornuda, Correzzola, Costabissara, Creazzo, Crocetta Del Montello, Dueville, Este (locality of Deserto), Este (locality of Motta), Este (locality of Schiavonia), Fara Vic. (locality of S.Giorgio di Perlena), Fontaniva, Galliera Veneta, Galzignano Terme (locality of Valsanzibio), Gambellara, Gambugliano, Gazzo, Grancona, Grantorto, Granze, Grumolo delle Abbadesse, Illasi, Isola Vicentina, Istrana, Lavagno, Longare, Lonigo, Loreggia, Loria, Lozzo Atestino, Malo, Marano Vicentino, Marcon, Marostica, Martellago, Maser, Massanzago (locality of Zeminiana), Megliadino S. Fidenzio, Meolo, Mira (locality of Oriago), Mogliano Veneto, Monselice (locality of S. Cosma), Monselice (locality of S. Bortolo), Montagnana, Montebello Vicentino, Montebelluna, Montecchio Maggiore, Montecchio Precalcino, Monteforte D'Alpone (locality of Monteforte), Montegalda (locality of Colzè), Montegaldella, Monteviale, Monticello Conte Otto, Mossano, Nanto, Noale, Noale (locality of Moniego), Ospedaletto Euganeo, Paese, Pederobba, Piombino Dese, Ponso, Pontecchio, Pozzoleone, Preganziol, Quinto Di Treviso, Quinto Vicentino, Resana, Riese Pio X, Roncà, Rosà, Rossano Veneto, Rovigo, Rovolon, Rovolon (locality of Carbonara), S. Biagio di Callalta, S. Bonifacio, S. Elena, S. Giorgio in Bosco (locality of S. Anna Morosina), S. Martino Buonalbergo, S. Martino Di Lupari, S. Nazario (locality of Carpanè), S. Pietro In Gù, S. Pietro Viminario, S. Zenone degli Ezzelini, S. Bonifacio, S. Margherita D'Adige, Saletto di Montagnana, Salzano, Sandrigo, Sarcedo, Sarego, Schiavon, Schio, Scorzè, Silea, Soave, Solagna, Solesino, Spinea, Spresiano, Susegana, Teolo, Teolo (locality of Castelnuovo), Tezze sul Brenta (locality of Belvedere), Thiene, Tombolo, Trebaseleghe, Trevignano, Treviso, Tribano, Trissino, Valstagna, Vedelago, Venezia-Accademia, Venezia-Ca' d'Oro, Venezia-Fondamenta Nuove, Venezia-Giudecca Palanca, Venezia-Guglie, Venezia-Madonna dell'Orto, Venezia-Murano, Venezia-Navagero, Venezia- Redentore, Venezia-S.Alvise, Venezia-S.Basilio, Venezia-S.Elena, Venezia-S.Giorgio, Venezia-S.Marco, Venezia-S.Marcuola, Venezia-S.Marta, VeneziaS.Stae, Venezia-S.Zaccaria, Venezia-Sacca Fisola, Venezia-Tre Archi, Venezia-Tronchetto, VeneziaZattere, Venezia-

Zitelle, Vighizzolo D'Este, Villa del Conte (locality of Abbazia Pisani), Villa Estense, Villadose, Villaverla, Vo' Euganeo, Vo' (locality of Vo' Euganeo), Volpago del Montello, Zanè, Zero Branco, Zimella, Zovencedo (locality of Fonte di S. Gottardo), Zovencedo (locality of S. Gottardo).

Students residing in any other municipality (apart from those listed under “resident students”) who are not renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities.

### **NON-RESIDENT STUDENTS (FUORI SEDE)**

Students residing in any other municipality not listed above who are renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities for a period of at least 10 months.

## **Students enrolled in courses with Conegliano as main teaching site**

### **RESIDENT STUDENTS (IN SEDE)**

Students residing in the following municipalities: Codognè, Colle Umberto, Godega di Sant'Urbano, Mareno di Piave, Orsago, San Fior, San Pietro di Feletto, San Vendemiano, Santa Lucia di Piave, Susegana, Tarzo, Vazzola and Vittorio Veneto.

### **COMMUTING STUDENTS (PENDOLARI)**

Students residing in the following municipalities: Arcade, Caneva, Cimadolmo, Cordignano, Fontanelle, Fregona, Gaiarine, Giavera del Montello, Nervesa della Battaglia, Ormelle, Pieve di Soligo, Povegliano, Refrontolo, Revine Lago, San Polo di Piave, Sarmede, Sernaglia della Battaglia, Spresiano.

Students residing in any other municipality (apart from those listed under “resident students”) who are not renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities.

### **NON-RESIDENT STUDENTS (FUORI SEDE)**

Students residing in any other municipality not listed above who are renting accommodation near the university site (i.e. in a municipality listed under “resident students”) from any public or private entities for a period of at least 10 months.



## **Annex 2 – List of developing countries under Ministerial Decree 9 June 2017 n. 1455**

(may be subject to updates in new Ministerial Decrees)

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

## Contacts – Trieste

### Information desk

Salita Monte Valerio 3, 34127 Trieste

[info.trieste@ardiss.fvg.it](mailto:info.trieste@ardiss.fvg.it)

Tel: 040 3595205

Fax: 040 3595352

### Opening hours:

Monday through Friday 10 AM - 12 AM

Tuesdays and Wednesdays also 3 PM – 4 PM

During the summer, ARDISS is providing a few workstations with internet access for applying online. Timetables and addresses will be available on the ARDISS website.

### Additional contact details

Service	e-mail	Telephone
<b>Scholarship</b>		
<b>Accommodation contributions</b>		
<b>International mobility contribution</b>	<a href="mailto:info.trieste@ardiss.fvg.it">info.trieste@ardiss.fvg.it</a>	040 3595205
<b>Regional tax reimbursement</b>		
<b>Accommodation in Trieste</b>	<a href="mailto:alloggi.trieste@ardiss.fvg.it">alloggi.trieste@ardiss.fvg.it</a>	040 3595354/302
<b>Accommodation in Gorizia</b>	<a href="mailto:alloggi.trieste@ardiss.fvg.it">alloggi.trieste@ardiss.fvg.it</a>	040 3595354
<b>Canteen service and canteen cards</b>	<a href="mailto:ristorazione.trieste@ardiss.fvg.it">ristorazione.trieste@ardiss.fvg.it</a>	040 3595357/207

## Contacts – Udine

### Secretariat for the Right to Education – Student desk

Viale Ungheria 39/b, 33100 Udine

[info.udine@ardiss.fvg.it](mailto:info.udine@ardiss.fvg.it)

Tel: 0432 245772

Fax: 0432 245777

### Opening hours:

Monday through Friday 10 AM – 12 AM

During the opening hours, ARDISS is providing a few workstations with internet access for applying online.

### Additional contact details

Service	e-mail	Telephone
<b>Scholarship</b>		
<b>Accommodation contributions</b>	<a href="mailto:info.udine@ardiss.fvg.it">info.udine@ardiss.fvg.it</a>	
<b>International mobility contribution</b>	<a href="mailto:miriam.dibernardo@regione.fvg.it">miriam.dibernardo@regione.fvg.it</a>	0432 245720
<b>Regional tax reimbursement</b>		
<b>Accommodation in Udine</b>	<a href="mailto:giovanna.benedetti@regione.fvg.it">giovanna.benedetti@regione.fvg.it</a>	0432 245714
<b>Accommodation in Pordenone, Gorizia and Gemona</b>	<a href="mailto:marco.kabler@regione.fvg.it">marco.kabler@regione.fvg.it</a> <a href="mailto:alda.ferro@regione.fvg.it">alda.ferro@regione.fvg.it</a>	0432 245715 0432 245716
<b>Canteen service and canteen cards</b>	<a href="mailto:lorena.crognale@regione.fvg.it">lorena.crognale@regione.fvg.it</a>	0432 245717