

ENTE REGIONALE PER IL DIRITTO
ALLO STUDIO UNIVERSITARIO
DEL PIEMONTE

S T E P

BY

**Foreign
students**

S T E P

scholarship and accomodation service

a.a. 2017/18

This leaflet do not replace the information available on official notices of competition and regulations. The articles of the Notice of Competition for Scholarship, Accommodation and Degree Award 2017/18 are mentioned in the notes.

More information available on EDISU website: www.edisu.piemonte.it

Benefits and services

EDISU, the Regional Agency for the Right to University Education of Piedmont, offers real opportunities to students to enjoy the university experience with benefits and services awarded on public competition or on request. Benefits are granted mainly to deserving students in difficult economic condition, but also to the generality of students.

The benefits granted by competition are the following.

1. Scholarship.
2. Accommodation service.
3. Integrative grant for international mobility.
4. Extraordinary contribution.

The services provided for the generality of students are the following.

1. Restaurant service.
2. Study and computer halls.
3. University textbooks loan.
4. "Sportello Casa" (home office).
5. Cultural and sport activities.
6. Other activities for students.
7. Information and orientation.

Scholarship

The scholarship is an amount of money, paid in two installments, granted by competition to students who meet some merit and economic requirements. The competition is open to students enrolled for the first time in a university of Piedmont to the following course levels¹.

1. Bachelor degree.
2. Master degree.
3. Single cycle master degree.
4. PhD.
5. Postgraduate schools.

The scholarship amount varies according to the following factors².

1. Part-time or full-time enrollment.
2. "ISEE Parificato"/"ISEE per Dottorati" value between € 0,00 and € 15.333,00, or between 15.333,01 and € 23.000,00.
3. The kind of student (resident, commuter, non-resident), identified according to the travelling times with public transport between the student's hometown and the location of the course.

1. Art. 1 par. 1, 2 e 3
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2. Art. 5 par. 1 e 2
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Full-time students

Kind of student	"ISEE Parificato" "ISEE per Dottorati" value between € 0,00 and € 15.333,00	"ISEE Parificato" "ISEE per Dottorati" value between € 15.333,01 and € 23.000,00
Resident student	€ 1.780,00	€ 1.427,00
Commuter student	€ 2.672,00	€ 1.973,00
Non-resident student, who is not hosted in an EDISU residence and who do not declare a contract of house rental		
Non-resident student, who applied for an accommodation and is hosted in an EDISU residence	€ 2.469,00	€ 1.631,00
Non-resident student, who applied for an accommodation and meets all the following requirements. <ol style="list-style-type: none"> Results eligible, not winner, in the accommodation definitive classification list. Is not called for an accommodation with the expression of interest. Declares a contract of house rental. Results winner in the scholarship definitive classification list. 	€ 4.969,00	€ 4.131,00
Non-resident student, who applied just for the scholarship (without the accommodation) and declares a contract of house rental	€ 2.774,00	€ 2.032,00
Non-resident student, who applied for an accommodation and meets all the following requirements. <ol style="list-style-type: none"> Results winner in the accommodation definitive classification list, or is called with the expression of interest, and accepts the accommodation (respectively, with the online acceptance or with the expression of interest) but, after that, he/she does not go to the assignation or reject the accommodation. Declares a contract of house rental. 		
Non-resident student, who applied for an accommodation and meets all the following requirements. <ol style="list-style-type: none"> Results winner in the accommodation definitive classification list, or is called with the expression of interest, but rejects or does not accept the accommodation. Declares a contract of house rental. 		

Part-time students

Kind of student	"ISEE Parificato" "ISEE per Dottorati" value between € 0,00 and € 15.333,00	"ISEE Parificato" "ISEE per Dottorati" value between € 15.333,01 and € 23.000,00
Resident student	€ 433,00	€ 292,00
Commuter student	€ 554,00	€ 369,00
Non-resident student, who does not declare a contract of house rental		
Non-resident student, who declares a contract of house rental	€ 1.007,00	€ 634,00

Accommodation service

Non-resident students enrolled full-time can be hosted in one of the residences located in Turin, Alessandria, Cuneo, Novara and Vercelli. The conditions are the same required for the scholarship. 15% of the accommodations are reserved to Extra-EU students enrolled in first years³.

Economic requirements

Economic requirements are identified according to the incomes and assets of the student's family. In order to identify these requirements, Extra-EU students whose families reside abroad must obtain some particular **consular documents** first, then they have to go to a CAAF Office (Authorized Center for Fiscal Assistance) and ask for an "ISEE Parificato".

Consular documents

Extra-EU students who do not have to submit consular documents⁴

The following kinds of students do not have to submit consular documents.

1. **Extra-EU students whose families reside in Italy:** only the "ISEE Universitario" certificate is required, and they have to submit the application with the same modalities required to Italian students⁵.
2. **Extra-EU students whose families reside in UE countries:** only the "ISEE Parificato" certificate is required, and they have to submit the application with the same modalities required to Italian students⁶.
3. **Extra-EU students whose families reside in Extra-EU countries, and who apply as a successive year confirming their economic data.** Belong to this category students who enroll in successive years and that applied for an Edisu benefit in 2016/17, submitting a new "ISEE Parificato" or confirming the economic data submitted in 2015/16 or 2014/15.
4. **Students with double citizenship (UE and extra-UE) who opt for the EU citizenship.**

3. Art. 11 par. 1
Notice of Competition
17/18.

4. Art. 30 par. 1
Notice of Competition
17/18.

5. Art. 7
Notice of Competition
17/18.

6. Art. 7
Notice of Competition
17/18.

Extra-EU students who have to submit consular documents⁷

Extra-EU students whose families reside in Extra-EU countries and who cannot confirm their economic data have to submit the consular documents specified in paragraph “Consular documents”, otherwise they will be excluded from the competition. Belong to this category:

1. first year students;
2. successive year students who did not apply for an EDISU benefit in the previous academic year;
3. successive year who cannot confirm their economic data;
4. students who apply for the seventh semester of bachelor degree and first year of master degree;
5. students enrolled at the fourth year of a single cycle master degree who submitted their economic documents in 2014/15. i propri dati economici nel 2014/15.

List of consular documents⁸

The consular documents consist of certificates or declaration, issued in original copy, attesting:

1. **the student's family composition** (name, surname and date of birth of parents, brothers, sisters and other people residing in the same house of the student).
If a parent is deceased, the documents must specify the decease date; otherwise, the student must enclose a death certificate, although not in original copy.
If the student's parents are separated or divorced, or in case of single parent, the student must enclose a certificate attesting this condition, although not in original copy.
If the student is married, the family is composed by the student, the spouse, the children and other possible members. The student's parents must be included if they live with him/her or provide a financial support;
2. **the annual household incomes earned abroad during 2015**. The incomes of all of the family members must be taken into account. If certificates about 2015 are not available, documents relating to 2016 are accepted. Certificates considering periods that belong to two different years (i.e., from July 2015 to September 2016) are not accepted, except for countries which have a tax year not comprised between 1st January and 31st December. If the student's parents or other family members in working age do not work, the documents must specify their unemployment condition;
3. **the bank accounts/deposits possessed by all of the family members on 31st December 2016**. This document is required only if bank accounts/deposits are present.
If the student encloses to the income documentation a pay slip, and this pay slip shows a bank account number used for the salary payment, the student must attach a bank declaration stating the average amount of the account during 2016. This document must be translated, not legalized.
4. **the assets possessed by all of the family members on 31st December 2016**. This document is required even if none of the family members possesses any asset, or if the assets are not possessed anymore when the document is issued.
The asset certificate must specify the surface area of the properties in square meters and, if possible, their value in local currency.

7. Art. 30 par. 2
Notice of Competition
17/18.

8. Art. 30 par. 3
Notice of Competition
17/18.

These certificates must be:

1. issued by the competent authorities of the countries where the incomes are produced and the assets are located;
2. translated in Italian language by an official translator;
3. legalized by the Italian diplomatic mission of the students' home countries (Legalization Office at the Embassy or General Consulate). If the country is a member state of the Hague Convention of 5 October 1961, an apostille stamp on the document is considered a full legalization.

Students who arrive in Italy with the documentation in original language, not translated and legalized, have to:

1. stamp and translate the documents at their Embassy or General Consulate in Italy. Otherwise, they can ask for a consular declaration, issued on the basis of the original documents, attesting the composition, incomes and assets of the student's family;
2. legalize the documents in a Prefecture.

If there is no reference to any income year, Edisu will consider the income referred to:

1. 2016, in case of documents issued in 2017
2. 2015 in case of documents issued in 2016

Documents about the incomes issued in 2015 will not be accepted, except when on the document is clearly specified that the incomes are referred to 2015.

Documents about the family's composition and assets must be compulsorily issued in 2017.

Students who submit the full documentation, issued in 2017, but the single documents are not referred to the years specified above, will be excluded from the provisional classification list: they will be included in the definitive classification list only if they will submit the correct documents within the complaint period.

Affidavit or self-certification, issued by foreign diplomatic authorities in Italy and based on student's original documents or students' declarations, cannot be accepted.

Students with a part of the family residing in an EU country and the other part residing in an Extra-EU country⁹

Students with a part of the family residing in an EU country and the other part residing in an Extra-EU country must submit the documents specified in the paragraph "Consular documents" only in relation to the part of the family residing in an Extra-EU country, and apply following the instructions available in the following paragraph "Application".

Students coming from particularly poor countries¹⁰

Students coming from particularly poor countries must submit a single certificate, issued by the Italian diplomatic mission in their home countries, attesting that the student does not belong to a family known for its high incomes and its high social level. Particularly poor countries are: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Chad, Comoros (Islands), Congo (Democratic Republic of), Korea (Democratic Republic of), Eritrea, Ethiopia, Gambia, Djibouti, Guinea, Guinea Bissau, Equatorial Guinea, Haiti, Kenya, Kiribati, Kirghizstan, Laos, (People's Democratic Republic of), Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Central African Republic, Rwanda, Samoa, São Tomé and Príncipe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, South Sudan, Tanzania, East Timor, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe.

Students with international protection and stateless students¹¹

Students with international protection must submit a residence permit with justification “political refugee (political asylum)”, “subsidiary protection” or “humanitarian grounds”.

Students who do not have a residence permit yet can submit a document, issued by the Police Headquarters (“Questura”) or the competent Territorial Commission, attesting the status of international protection.

If the request for the international protection is rejected, the student must submit a copy of the complaint against the rejection and a copy of the provisional residence permit issued by the Court: if the complaint is accepted, the students must submit a copy of the new residence permit specifying the international protection.

Stateless students must submit a residence permit attesting their status, or a certified copy of the sentence attesting the stateless condition.

The economic condition of students with international protection and stateless students will be evaluated exclusively on the Italian incomes and assets. Further status will be taken into account during the assessment of the documentation.

“ISEE Parificato”

The documents listed above must be submitted to a CAAF Office (Authorized Center for Fiscal Assistance) under agreement with EDISU for the release of an “ISEE Parificato”. The list of the CAAF Offices under agreement with EDISU is available on EDISU website (www.edisu.piemonte.it) at section “Data”. We suggest contacting a CAAF Office and making an appointment as soon as possible. If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be declared at the “Economic data” section of the application: the procedure will automatically integrate them.

Students can apply only if their “ISEE Parificato”/“ISEE per Dottorati” and ISPE valued do not exceed the following thresholds¹².

ISEE Parificato/Dottorati	ISPE (ISP/SE)
≤ € 23.000,00	≤ € 50.000,00

9. Art. 30 par. 6
Notice of Competition
17/18.

10. Art. 30 par. 4
Notice of Competition
17/18.

11. Art. 30 par. 5
Notice of Competition
17/18.

12. Art. 6 par. 1 Notice
of Competition 17/18.

Merit requirements

First years¹³

First year students must meet the following access requirements.

1. First years of bachelor degree and single cycle master degree: high school diploma, regardless of the grade;
2. First years of master degree: bachelor degree (achieved within specific time limits), regardless of the grade.

Furthermore, they have to enroll within the deadlines established by their universities and, in any case, within 5 December 2017.

Merit requirements are the following.

1. In order to get the second installment of scholarship, students must achieve and register at least 20 credits within 10 August 2018.
2. Students who do not achieve the merit requirements described above can maintain the first installment of scholarship if they achieve and register at least 20 credits within 30 November 2018.
3. Otherwise, students must return the first installment of scholarship and an amount equal to the used accommodation service (€ 7,57 per day).

Successive years¹⁴

Successive year students, including further semesters, must have achieved and registered within 10 August 2017 the credits specified in the following tables.

13. Art. 9 par. 1, 2 e 3
Notice of Competition
17/18.

14. Art. 14 par. 1, 2, 3, 4 e 6
Notice of Competition
17/18.

Bachelor degree, full-time

Year of first enrollment	Required credits within 10 August 2017	
	Standard application	Benefits confirmation for merit
2016/17	25	35
2015/16	80	90
2014/15 (ulteriore semestre)	135	150

Bachelor degree, part-time

Year of first enrollment	Required credits within 10 August 2017	
	Standard application	
2016/17	16	
2015/16	52	

5 Years single cycle master degree, full-time

Year of first enrollment	Required credits within 10 August 2017	
	Standard application	Benefits confirmation for merit
2016/17	25	35
2015/16	80	90
2014/15	135	150
2013/14	190	210
2012/13 (ulteriore semestre)	245	270

6 Years single cycle master degree, full-time

Year of first enrollment	Required credits within 10 August 2017	
	Standard application	Benefits confirmation for merit
2016/17	25	35
2015/16	80	90
2014/15	135	150
2013/14	190	210
2012/13	245	270
2011/12 (ulteriore semestre)	300	330

Master degree, full-time

Year of first enrollment	Required credits within 10 August 2017	
	Standard application	Benefits confirmation for merit
2016/17	30	40
2015/16 (ulteriore semestre)	80	90

Students cannot consider the following kinds of credits.

1. Credits from educational debts.
2. Credits of exams passed but not registered.
3. Credits from single courses passed but not recognized.
4. Credits from exams exceeding the study plan ("sovrannumerari").

Academic career abbreviation¹⁵

Students who obtain

- a. an academic career abbreviation, because they applied for the recognition of credits or degrees achieved abroad,
 - b. a recognition of credits of single courses,
 - c. a recognition of credits after a withdrawal from the studies/forfeiture
- are considered as first or successive year according to the number of credits recognized by their universities.

1. Bachelor degree courses:

- a. 0 to 24 credits: first year;
- b. 25 to 79 credits: second year;
- c. 80 to 134 credits: third year;
- d. 135 or more credits: seventh semester.

2. Master degree courses:

- a. 0 to 29 credits: first year;
- b. 30 to 79 credits: second year;
- c. 80 or more credits: fifth semester.

3. Single cycle master degree courses

- a. 0 to 24 credits: first year;
- b. 25 to 79 credits: second year;
- c. 80 to 134 credits: third year;
- d. 135 to 189 credits: fourth year;
- e. 190 to 244 credits: fifth year;
- f. 245 to 299 credits: sixth year (or last semester, for 5 years courses);
- g. 300 or more credits: last semester (for 6 years courses).

Credits recognized for different reasons (career abbreviation, single courses, withdrawal from the studies/forfeiture) are added for the definition of the year of enrollment.

Students who apply for the credits recognition before they apply for EDISU benefits must select the appropriate option available at the "Scholastic data" section of the application form.

If the academic career abbreviation is approved:

1. before the application's submission, students must declare it with the appropriate option available at section "Scholastic data" of the application;
2. after the application's submission, but within 20 November 2017, students must send a mail communication to edisu@edisu-piemonte.it with a front and back scan of an ID document;
3. after 20 November 2017, students are considered as first year for the academic year 2017/18, but they will be included in the right year from the next academic year 2018/19.

If the student did not pass any exam in Italy, the score will be calculated with the ECTS weighted average, level C, provided by the university for the attended course.

Students who apply for the academic career abbreviation must meet in any case the merit requirements for first year students, regardless of the number of recognized credits (achievement and registration of 20 credits within 10 August 2017): otherwise, they will lose their benefits. Recognized credits cannot be counted for the fulfillment of the merit requirements for the first year.

15. Art. 9 par. 4 e art. 14 par. 5
Notice of Competition
17/18.

Application

Extra-EU students whose families reside in Italy or in an EU country must apply following the same procedures required to Italian students¹⁶.

Otherwise, Extra-EU students whose families reside in Extra-EU countries must apply with the following instructions.

First years

Extra-EU students enrolled in first years coming in Italy with a study visa for the enrollment 2017/18 – Reservation¹⁷

Extra-EU students whose families reside in Extra-EU countries, who enroll in a first year and who come in Italy for the first time with a study visa must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

1. Step 1:

Reservation for the accommodation and scholarship application

The Reservation is a procedure that allows EDISU to gain the first personal data of the applicants. The procedure is available on EDISU website (www.edisu.piemonte.it) at section “Online Services”. After the registration, a code and a password are sent by email. With these code and password, students can access to the procedure and fill it in. During the completion of the form students must specify:

- a. the kind of benefit (scholarship and accommodation, scholarship only);
- b. university, degree level (bachelor, master, single cycle master, PhD/postgraduate school) and course;
- c. the number of family members (students must specify if they are married and if their parents are married and alive).

When students complete the form they have to click on “Transmit”. After that, they will receive an email receipt that summarize their data and specify the EDISU Office where they have to go for the application completion and the deadline. This receipt must be printed and submitted along with the documents listed at step 2 of this paragraph.

The Reservation form must be transmitted within the deadline at noon. **Deadlines** are:

- a. **7 September 2017 at noon**, for scholarship and accommodation applicants;
- b. **28 September 2017 at noon**, for scholarship only applicants.

3. Step 2:

Submission of the documents and the application at EDISU Office

Students must submit at their EDISU Office, within the deadlines specified above, the following documents:

- a. Reservation receipt;
- b. consular documents about the family composition, incomes and assets;

16. Art. 7
Notice of Competition
17/18.

17. Art. 31 par. 1.1
Notice of Competition
17/18.

- c. "ISEE Parificato", calculated by a CAAF Office under agreement with EDISU on the basis of the documents about the family composition, incomes and assets. If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint (the complaint deadlines are available below, at paragraph "Classification list");
- d. copy of the passport;
- e. copy of the visa;
- f. copy of the fiscal code, issued when students arrive in Italy;
- g. copy of the residence permit application's receipt, or copy of the residence permit reservation's receipt.

Students who cannot obtain the visa for Italy within the application deadlines have to write an email to edisu@edisu-piemonte.it and to the International Students Office of their university¹⁸ and explain in detail the reasons of the delay. The mail must be sent within 7 September 2017 (for scholarship and accommodation applicants) or within 28 September 2017 (for scholarship only applicants). If the university confirms that the reasons are independent from the students' wills, these students can complete their application within 15 September 2017 (for scholarship and accommodation applicants) or 20 October 2017 (for scholarship only applicants) submitting the documents listed above: they will be included in the accommodation definitive classification list (19 September 2017) and in the scholarship provisional classification list (30 October 2017).

The applications of students who apply with a C type visa are accepted conditionally if the university certify that the student:

- a. passed the admission test;
- b. informed the Embassy about the positive outcome of the admission test, for the issue of a D type visa;
- c. made the reservation for the residence permit.

These students will be excluded from the provisional classification list, but if and only if they submit a copy of the D type visa within 15 September 2017 (for scholarship and accommodation applicants) or within 20 November 2017 (for scholarship only applicants) they will included in the definitive classification list.

18. Students enrolled in Unito must write to internationalstudents@unito.it.

Students enrolled in Polito must write to foreign.citizens@polito.it and international.admission@polito.it.

Students enrolled in UPO must write to welcome@uniupo.it.

Extra-EU students enrolled in first years already living in Italy¹⁹

Extra-EU students whose families reside in Extra-EU countries, who enroll in a first year and who already live in Italy must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

1. Step 1:

Application online

1. Students must submit their application online first with the following procedures:

a. Students with User Code

These students must:

- register to EDISU Online Services with an User Code;
- fill out the application form;
- print the application form;
- sign the application form and the PIN request form;
- attach the following documents in PDF:
 - * Application form, signed by the student;
 - * Pin request form, signed by the student;
 - * Front/back copy of a valid ID document, in black and white, scanned on a single sheet;
- Transmit the application and the documents exclusively online within the deadline at noon.

b. Students with PIN or SPID code

These students must:

- access to EDISU Online Services and fill out the application form;
- transmit the application online.

Deadlines are:

- c. **7 September 2017 at noon**, for scholarship and accommodation applicants;
- d. **28 September 2017 at noon**, for scholarship only applicants.

2. Step 2:

Submission of the documents and the application at EDISU Office

Students must submit at their EDISU Office, within the deadlines specified above, the following documents:

- a. the consular documents about the family composition, incomes and assets;
- b. the "ISEE Parificato" attestation, calculated by a CAAF Office under agreement with EDISU on the basis of the documents about the family composition, incomes and assets.

If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be submitted at EDISU Office.

If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint (the complaint deadlines are available below, at paragraph "Classification list");

- c. copy of the passport and the visa, or other ID document. The Smart Card is not an ID document;
- d. copy of the residence permit, of the residence permit application's receipt or of the residence permit renewal's receipt.

Successive years

Extra-EU students enrolled in successive years who cannot confirm their economic data²⁰

Extra-EU students whose families reside in Extra-EU countries, who enroll in a successive year and who cannot confirm their economic data must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

1. Step 1:

Application online

Students must submit their application online first with the following procedures:

a. a. Students with User Code

These students must:

- register to EDISU Online Services with an User Code;
- fill out the application form;
- print the application form;
- sign the application form and the PIN request form;
- attach the following documents in PDF:
 - * Application form, signed by the student;
 - * Pin request form, signed by the student;
 - * Front/back copy of a valid ID document, in black and white, scanned on a single sheet;
- Transmit the application and the documents exclusively online within the deadline at noon.

b. b. Students with PIN or SPID code

These students must:

- access to EDISU Online Services and fill out the application form;
- transmit the application online.

Deadlines are:

- c. **7 September 2017 at noon**, for scholarship and accommodation applicants;
- d. **28 September 2017 at noon**, for scholarship only applicants.

2. Step 2:

Submission of the documents and the application at EDISU Office

Students must submit at their EDISU Office, within the deadlines specified above, the following documents:

- a. the consular documents about the family composition, incomes and assets;
- b. the "ISEE Parificato" attestation, calculated by a CAAF Office under agreement with EDISU on the basis of the documents about the family composition, incomes and assets.
If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be submitted at EDISU Office.
If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint (the complaint deadlines are available below, at paragraph "Classification list");
- c. copy of the passport and the visa, or other ID document. The Smart Card is not an ID document;
- d. copy of the residence permit, of the residence permit application's receipt or of the residence permit renewal's receipt.

Extra-EU students enrolled in successive years who can confirm their economic data²¹

Extra-EU students whose families reside in Extra-EU countries, who enroll in a successive year and who can confirm their economic data must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

1. Students with User Code

These students must:

- a. register to EDISU Online Services with an User Code;
- b. fill out the application form;
- c. print the application form;
- d. sign the application form and the PIN request form;
- e. attach the following documents in PDF:
 - Application form, signed by the student;
 - Pin request form, signed by the student;
 - Front/back copy of a valid ID document, in black and white, scanned on a single sheet;
- f. Transmit the application and the documents exclusively online within the deadline at noon.

2. Students with PIN or SPID code

These students must:

- a. access to EDISU Online Services and fill out the application form;
- b. transmit the application online.

Deadlines are:

1. **7 September 2017 at noon**, for scholarship and accommodation applicants;
2. **28 September 2017 at noon**, for scholarship only applicants.

20. Art. 31 par. 2.1
Notice of Competition
17/18.

21. Art. 31 par. 2.2
Notice of Competition
17/18.

Seventh semester of bachelor degree and first year of master degree²²

Students who:

1. enrolled in a bachelor degree course in 2014/15 and, at the moment of the submission of the application, are enrolled in a university of Piedmont,
2. graduate between 1 September 2017 and 31 March 2018 and
3. enroll in a master degree course in an university of Piedmont in 2017/18, within 31 December 2017 or 31 March 2018

must apply for the seventh semester of bachelor degree and the first year of master degree.

These students can confirm their economic data, if possible, only for the seventh semester of bachelor degree, so if they want to apply also for the first year of master degree they must submit their application strictly following the steps listed below: otherwise, they will be excluded from the competition.

1. Step 1:

Application online

Students must submit their application online first with the following procedures:

a. Students with User Code

These students must:

- register to EDISU Online Services with an User Code;
- fill out the application form;
- print the application form;
- sign the application form and the PIN request form;
- attach the following documents in PDF:
 - * Application form, signed by the student;
 - * Pin request form, signed by the student;
 - * Front/back copy of a valid ID document, in black and white, scanned on a single sheet;
- Transmit the application and the documents exclusively online within the deadline at noon.

b. Students with PIN or SPID code

These students must:

- access to EDISU Online Services and fill out the application form;
- transmit the application online.

Deadlines are:

c. 7 September 2017 at noon, for students who apply for

- scholarship and accommodation for the seventh semester of bachelor degree and scholarship and accommodation, or scholarship only, for the first year of master degree;

d. 28 September 2017 at noon, for students who apply for

- scholarship only for the seventh semester of bachelor degree and scholarship and accommodation, or scholarship only, for the first year of master degree.

2. Step 2:

Submission of the documents and the application at EDISU Office

Students must submit at their EDISU Office, within the deadlines specified above, the following documents:

- a. the consular documents about the family composition, incomes and assets;
- b. the “ISEE Parificato” attestation, calculated by a CAAF Office under agreement with EDISU on the basis of the documents about the family composition, incomes and assets.
If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be submitted at EDISU Office.
If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint (the complaint deadlines are available below, at paragraph “Classification list”);
- c. copy of the passport and the visa, or other ID document. The Smart Card is not an ID document;
- d. copy of the residence permit, of the residence permit application’s receipt or of the residence permit renewal’s receipt.

Students who do not still have the consular documents and/or the “ISEE Parificato” attestation (or its request’s receipt) when they come to their EDISU Office, can submit them within 28 September 2017.

Receipt

After the transmission of the application an email is sent with object “Acquisizione dati via web”. A second receipt is send with object “Ricezione pratica” when the application is entered in the Edisu database. The application is correctly transmitted only if the student receive both the receipts.

Web adjustments, complaints, waiver

After the transmission online of the application, students can change their data with a modification or a complaint, otherwise they can waive their benefits.

Modification²³

Students can modify their application exclusively online within the deadlines at noon, with the specific procedures available on their personal pages of Edisu Online Services.

1. **“Data modification”**. This option makes it possible to change the data declared in the application. Four categories of data are available: “Residence/domicile”, “Scholastic data”, “Merit requirements”, “Economic data”. The form has to be filled out exclusively with the data to be modified. Data belonging to different categories require separate transmissions, one for each category.
2. **“Add the accommodation application”**: for non-resident students who applied just for the scholarship.
3. **“Delete the accommodation application”**: for non-resident students who applied for scholarship and accommodation, but do not want to apply anymore for the accommodation.
4. **“Add the application for the first year of master degree”**: for students who applied just for the seventh semester of bachelor degree, but have the requirements for the submission of an application of seventh semester of bachelor and first year of master degree.

The modification is correctly transmitted if and only if, after the transmission, two mails are sent to the student (the first with the category of modification, the second with object “Data modification receipt”). The outcome of the modification will be available with the publication of the provisional classification list.

Complaint²⁴

After the deadlines for the submission of the application, students can change their data with a complaint, exclusively online, with the specific procedure available on their personal pages of Edisu Online Services.

Complaints must be submitted after the publication of the provisional classification lists, during the complaint period, within the timeframe specified at section “Classification list”. Both eligible and excluded students can make a complaint, and excluded students must consider all the exclusion causes.

Six categories of complaint are available: “Enrollment”, “Scholastic data”, “Merit requirements”, “Economic data”, “Pending financial obligations with Edisu”, “Other”. Students must select a category, fill out the form exclusively with the data to be modified and transmit it online. Students who have to make complaints belonging to different categories must transmit a complaint for each category. The complaint is correctly transmitted if and only if, after the transmission, two mails are sent to the student (the first with the category of complaint, the second with object “Complaint receipt”). The outcome of the complaint will be available with the publication of the definitive classification list.

23. Art. 7 par. 5
Notice of Competition
17/18.

24. Art. 7 par. 6
Notice of Competition
17/18.

Waiver²⁵

From **2 October 2017** students can waive their benefits exclusively online, with the specific procedure available on their personal pages of Edisu Online Services. Students who applied for scholarship and accommodation can waive the accommodation and maintain the scholarship, but if they waive the scholarship they are obliged to waive the accommodation. Students hosted in an EDISU residence who waive the accommodation must return an amount of money equal to the value of the used accommodation. The waiver is correctly transmitted if and only if, after the transmission, two mails are sent to the student (the first with object "Benefits waiver 2017/18, the second with object "Waiver receipt"). The outcome of the waiver will be communicated by mail.

Deadlines

Deadlines vary according to the kind of application.

1. Scholarship and accommodation service application (for non-resident students only)²⁶

First years and successive years	7 September 2017 at noon
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2. Scholarship only application (for resident, commuter and non-resident students)²⁷

First years and successive years	28 September 2017 at noon
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3. Seventh semester of bachelor degree and first year of master degree²⁸

Kind of application		Deadline
Seventh semester of bachelor	First year of master	
Scholarship and accommodation	Scholarship and accommodation	7 September 2017 at noon (The accommodation application for the first year of master degree can be added up to 28 September 2017 at noon)
Scholarship and accommodation	Scholarship	
Scholarship	Scholarship and accommodation	28 September 2017 at noon (The accommodation application for the first year of master degree can be added up to 28 September 2017 at noon)
Scholarship	Scholarship	

4. PhD and postgraduate schools²⁹

First years and successive years, scholarship and accommodation	5 December 2017 at noon
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The online application must be transmitted within the deadline at noon: after that, the procedure is automatically deactivated and the countdown is set at zero. It is not possible to apply after the deadline at noon, even if the reason for the delay is independent from the applicant's will (e.g. internet connection/computer problems).

25. Art. 7 par. 7
Notice of Competition
17/18.

26. Art. 10 par. 2
e art. 15 par. 2
Notice of Competition
17/18.

27. Art. 10 par. 2
e art. 15 par. 2
Notice of Competition
17/18.

28. Art. 20 par. 2
Notice of Competition
17/18.

29. Art. 25 par. 2
Notice of Competition
17/18.

Classification lists³⁰

After the application submission, students can know their results checking the classification lists on their personal pages of EDISU Online Services.

For every benefit, first EDISU publishes a provisional classification list, then a definitive one.

1. **In the provisional classification lists** there are 2 kinds of outcome.
 - a. **ELIGIBLE:** these students meet the requirements, so they just have to wait for the publication of the definitive classification lists.
 - b. **EXCLUDED:** these students do not meet the requirements or they make some mistakes on their application forms, so they have to make a complaint.
2. **In the definitive classification lists** there are 3 kinds of outcome.
 - a. **WINNER:** these students meet the requirements and obtain the benefit.
 - b. **ELIGIBLE:** these students meet the requirements, but they cannot obtain the benefit because of the exhaustion of the available resources.
 - c. **EXCLUDED:** these students do not meet the requirements or they did not make a complaint after the exclusion from the provisional classification list, so they cannot obtain the benefit.

The classification lists are published in the following dates.

1. Accommodation service

	Provisional classification list	Complaints	Definitive classification lists
First years and Successive years	12 September 2017 at noon	From 12 to 15 September 2017 at noon	19 September 2017 at noon
First years of master degree (bachelor degree achieved within 31 December 2017), PhD and postgraduate schools	22 January 2018 at noon	From 22 to 29 January 2018 at noon	16 February 2018 at noon
First years of master degree (bachelor degree achieved within 31 March 2018)	23 April 2018 at noon	From 23 to 30 April 2018 at noon	8 May 2018 at noon

2. Scholarship

	Provisional classification list	Complaints	Definitive classification lists
First years and Successive years	22 January 2018 at noon	From 30 October to 20 November 2017 at noon	15 December 2017 at noon
First years of master degree (bachelor degree achieved within 31 December 2017), PhD and postgraduate schools	22 January 2018 at noon	From 22 to 29 January 2018 at noon	23 February 2018 at noon
First years of master degree (bachelor degree achieved within 31 March 2018)	23 April 2018 at noon	From 23 to 30 April 2018 at noon	15 May 2018 at noon

Accommodation: acceptance, expression of interest, assignation

After the publication of the accommodation definitive classification list, students must accept it online or declare their interest.

Online acceptance (for winner students)³¹

Only winner students have to do the online acceptance. The procedure is available on the student's personal page of EDISU Online Services in the following period.

Winners, first years and successive years	From 19 to 22 September 2017 at noon
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Students who do not fill out and transmit the accommodation acceptance properly within the deadlines are equated to student who waive an accommodation.

Expression of interest (for eligible students)³²

Students who result eligible in the accommodation definitive classification lists have to express their interest in an accommodation exclusively online. The expression of interest procedure is available on the student's personal page of EDISU Online Services in the following period.

Eligible, first years and successive years	From 28 September to 3 October 2017 at noon
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In the expression of interest, five options are available:

1. I'm interested;
2. I'm not interested;
3. I'm interested with option "Erasmus mese" (for students who are going to attend an international mobility project that lasts less than 8 months, the number of months must be specified)³³;
4. I'm interested with option "Erasmus anno" (for students who are going to attend an international mobility project that lasts 8 or more months)³⁴;
5. I'm interested with option "Collegio Renato Einaudi"³⁵.

Students who select the "I'm interested" or the "I'm interested with option 'Erasmus mese'" option must order the residences with available accommodation by preference. Students who selected the "I'm not interested" option will not be called anymore for an available accommodation.

The outcomes of the expressions of interest will be published on 5 October 2017 in the student's personal page of Edisu Online Services.

Students who express their positive interest in an accommodation and are called with the declaration of interest will receive a mail from inforesidenza@edisu-piemonte.it with full details about the assignation.

30. Art. 11 (first years), 16 (successive years), 21 (seventh semester of bachelor and first year of master degree) and 26 (PhD and postgraduate schools)
Notice of Competition
17/18.

31. Art. 33 par. 1
Notice of Competition
17/18.

32. Art. 33 par. 2
Notice of Competition
17/18.

33. Art. 33 par. 4.1
Notice of Competition
17/18.

34. Art. 33 par. 4.2
Notice of Competition
17/18.

35. Art. 33 par. 5
Notice of Competition
17/18.

Students who are not called with the expression of interest can get a scholarship amount including the monetary value of the accommodation service if and only if they:

1. declare a contract of house rental;
2. result winner in the scholarship definitive classification list.

Students who are called with the expression of interest, but selected the “I’m not interested” option or did not select any option, can get the non-resident scholarship amount, not including the monetary value of the accommodation service, if and only if they:

1. declare a contract of house rental;
2. result winner in the scholarship definitive classification list.

Accommodation assignment period³⁶

Kind of student	Assignment period
Winners, successive years	From 2 October 2017 to 26 September 2018
Winners, further semesters	From 2 October 2017 to 31 March 2018
Winners, first years	With 20 credits achieved and registered within 10 August 2018: From 2 October 2017 to 26 September 2018
	Without 20 credits achieved and registered within 10 August 2018: From 2 October 2017 to 26 July 2018
Assigned with the declaration of interest, successive years	From 10 October 2017 to 26 September 2018
Assigned with the declaration of interest, further semesters	From 10 October 2017 to 31 March 2018
Assigned with the declaration of interest, first years	With 20 credits achieved and registered within 10 August 2018: From 10 October 2017 to 26 September 2018
	Without 20 credits achieved and registered within 10 August 2018: From 10 October 2017 to 26 July 2018
PhD and postgraduate schools	From 1 March 2018 to 28 February 2019

Validity of the classification list and accommodation assignment during the academic year³⁷

Students who declare their interest in an accommodation but who are not called with the declaration of interest will be included in the following classification lists:

1. single classification list for first year EU students, ordered by ISEE;
2. single classification list for first year Extra - EU students, ordered by ISEE;
3. single classification list of following year students, ordered by score.

If an accommodation will become available, our Residence Office will contact the student by mail from inforesidenza@edisu-piemonte.it.

Accommodation assignment³⁸

Students who accept the accommodation properly will receive a mail from our Residence Office (inforesidenza@edisu-piemonte.it) with full detail about the assignment and the form for the payment of the deposit-MAV (€ 180,00 with bank charges). Students must pay the deposit before they access to the residence.

36. Art. 34 par. 4
Notice of Competition
17/18.

37. Art. 33 par. 3
Notice of Competition
17/18.

38. Art. 34
Notice of Competition
17/18.

Non-resident status declaration of house rental³⁹

Extra-Eu students, not hosted in an EDISU residence,

1. whose families resides abroad (in an EU or Extra-EU country) or
2. whose families reside in Italy, in a different municipality from the one in which their courses are located and that cannot be reached within 60 minutes by public transports

are considered as non-resident only if they declare a contract of house rental. Otherwise, if they win the scholarship they will get the commuter amount.

The declaration of house rental is available in the student's personal page of EDISU Online Service in the following timeframes.

Submission of the declaration of house rental

<ol style="list-style-type: none"> 1. Applicants for scholarship only 2. Applicants for the accommodation <ol style="list-style-type: none"> a. Resulted eligible in the accommodation definitive classification list and not called with the expression of interest b. Attending courses located in municipalities without EDISU residences c. Winners of accommodation with option "Erasmus Anno" d. Assigned, then waiver of an accommodation 	<p>From 30 October to 5 December 2017 at noon</p>
<ol style="list-style-type: none"> 1. Enrolled in PhD courses or postgraduate schools 2. Applicants for the seventh semester of bachelor as resident/commuters and for the first year of master degree as non-resident, graduated within 31 December 2017⁴⁰ 	<p>From 22 January to 19 February 2018 at noon</p>
<p>Applicants for the seventh semester of bachelor as resident/commuters and for the first year of master degree as non-resident, graduated within 31 March 2018⁴¹</p>	<p>From 23 April to 10 May 2018 at noon</p>

The contract of house rental must meet the following requirements.

1. It must be regularly registered at the "Agenzia delle Entrate".
2. The name of the student must be shown on the contract.
3. The domicile must be located in the same municipality of the attended course, or in neighbouring municipalities.
4. The length of the contract must cover at least 10 months of the academic year (the academic year lasts from 1 October 2017 to 30 September 2018), or 6 months for students applying for a further semester.

During the filling out of the declaration of house rental, one of these three options must be selected.

1. House rental ("A titolo locativo"): for students renting a room or a house.
2. College/dorm ("A diverso titolo oneroso, fruendo di un posto letto presso un collegio, convento o pensionato"): for students hosted in a college/dorm.
3. International mobility ("A diverso titolo oneroso, all'estero nell'ambito di programma di mobilità internazionale"): for students studying abroad for an international mobility project.

³⁹. Art. 8
Notice of Competition
17/18.

⁴⁰. Art. 21 par. 3.2
Notice of Competition
17/18.

⁴¹. Art. 21 par. 3.2
Notice of Competition
17/18.

The declaration of house rental is correctly transmitted if and only if, after the transmission, the student receive a mail with object "Declaration of house rental".

Students who declare an expiring contract, or who change contract during the academic year, must send a mail to edisu@edisu-piemonte.it with a new contract within 30 days from the expiration of the old contract.

Payments

The scholarship is paid in two installment, via bank transfer on an Italian bank account or prepaid card in the student's name. The IBAN code associated to the bank account or the prepaid card must be communicated with the online procedure available on the personal page of the student's EDISU Online Services⁴².

The payment will be arranged in the following periods.

First years⁴³

First installment (25% of the total amount)

IBAN transmission	Payment of the first installment
Within 30 November 2017	From the end of December 2017
Within 24 February 2018	From the end of February 2018
Within 30 March 2018	From the end of May 2018

Second installment (75% of the total amount)

Payment of the second installment (75%)	Merit requirements	Declaration of merit
From the end of June 2018 (75%)	At least 20 credits within 30 April 2018	From 3 April to 4 May 2018 at noon
From the end of June 2018 (25%) and from the end of November 2018 (50%), only for students enrolled full-time	Down payment (25%)	
	At least 10 credits within 28 February 2018	From 3 April to 4 May 2018 at noon
	Second installment (50%)	
	At least 20 credits within 10 August 2018	Not required
From the end of November 2018 (75%)	At least 20 credits within 10 August 2018	Not required

42. Art. 7 par. 3
Notice of Competition
17/18.

43. Art. 12 par. 1 e 2
Notice of Competition
17/18.

Successive years⁴⁴

First installment (50% of the total amount)

IBAN transmission	Payment of the first installment
Within 30 November 2017	From the end of December 2017
Within 24 February 2018	From the end of February 2018
Within 30 March 2018	From the end of May 2018

Second installment (50% of the total amount)

from the end of June 2018

Seventh semester of bachelor degree and first year of master degree⁴⁵

First installment, related to the seventh semester of bachelor (50% of the total amount)

IBAN transmission	Payment of the first installment
Within 30 November 2017	From the end of December 2017
Within 24 February 2018	From the end of February 2018
Within 30 March 2018	From the end of May 2018

Second installment, related to the first year of master degree (50% of the total amount)

Payment of the second installment (50%)	Merit requirements	Declaration of merit
From the end of June 2018	At least 20 credits within 30 April 2018	From 3 April to 4 May 2018 at noon
From the end of November 2018	At least 20 credits within 0 August 2018	Not required

PhD and postgraduate schools⁴⁶

First installment (50% of the total amount)

IBAN transmission	Payment of the first installment
Within 20 February 2018	From the end of March 2018
Within 30 March 2018	From the end of May 2018

Second installment (50% of the total amount)

from the end of June 2018

44. Art. 17 par. 1
Notice of Competition
17/18.

45. Art. 22 par. 1 e 2
Notice of Competition
17/18.

46. Art. 27 par. 1
Notice of Competition
17/18.

Economic and merit assessments⁴⁷

EDISU assesses the truthfulness of the merit declarations of eligible and winner students. These assessments will start on 16 January 2019 and will finish within 30 June 2019.

If the assessment has a positive outcome, a notification will be published on the student's personal page of EDISU Online Services, section "My assessments/Revocation".

If the assessments has a negative outcome, the student will be informed as follows.

1. **Winners of scholarship, or eligible for scholarship but assigned to an accommodation**

These students will be informed with a letter (certified mail) including the official notification of the benefits granted in 2017/18, the amount to return, the payment procedure and deadline. A copy of the letter will be uploaded on the student's personal page of EDISU Online Services, section "My assessments/Revocation".

Students must inform EDISU about every change in their residence/domicile address with a mail to ufficiorevoche@edisu-piemonte.it. The academic career of students unreachable because of a wrong residence/domicile address will be blocked. The academic career of students who do not return the due amount within the deadline will be blocked.

2. **Eligible for scholarship and not assigned to an accommodation**

A notification will be published on the student's personal page of EDISU Online Services, section "My assessments/Revocation".

The economic condition of students with part of the family residing in Italy and part of the family residing abroad will be assessed.

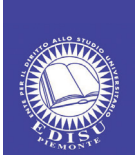
Restaurant service

EDISU canteens are open to all the students and pay special attention to the quality and variety of the menu. If no canteen is available near the course location, alternative services under agreement with EDISU are a valid solution. The tariffs (full or discounted) vary according to the student's economic condition.

The scholarship application include the restaurant service automatically: winners can access to our canteens or alternative services and pay their meals with a discounted price (€ 2,50 full meal)⁴⁸. More information are available on EDISU website, section "Food service".

47. Art. 39
Notice of Competition
17/18.

48. Art. 5
Notice of Competition
17/18.



ENTE REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO DEL PIEMONTE

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