CAⅢPUS | **PIEⅢONTE**

BENEFICI A.A. 2023/24

HELP DESK: HOW TO
FILL IN/COMPLETE THE APPLICATION

HOW CAN I ACCESS THE WEBPAGE FOR THE ONLINE HELP DESK?

To reach the online webdesk page visit the EDISU website at www.edisu.piemonte.it. On the left column, under the section labeled "Online Services," click on the "Login" option. This will take you to the next page. Once there, select the box "Scholarships, Accommodation, Catering, Reimbursements, and Contributions." By doing so, you will be directed to the access page for the online help desk. For smoother navigation within the Online Desk, we highly recommend enabling the pop-up blocker for this site.

WHAT CAN I FIND WITHIN THE EDISU ONLINE DESK?

The EDISU Online Desk is a platform that enables you to access and apply for various benefits and services provided by EDISU Piemonte. Through this platform, you can submit applications for **scholarships, accommodation, supplementary contributions for international mobility, and degree awards**. Additionally, you can request catering services and seek reimbursement for **regional tax payments**. Moreover, the Online Desk allows you to monitor the status of your requests, view rankings for each benefit, and lodge any complaints. You can also review the transaction history of your smart card at canteens and alternative points, as well as top up your smart card online.

HOW CAN I ACCESS THE ONLINE DESK?

To access the Online Desk, there are several accreditation options available:

- **SPID** (Public Digital Identity System): This option is for Italian or international students residing in Italy. You can use your SPID credentials to log in to the Online Desk.
- **CIE**, The Electronic Identity Card (CIE) is the digital identity certified by the Ministry of the Interior;
- **Temporary Access Code**: If you are an international student without residence in Italy and do not have a SPID, you can request a Temporary Access Code. This code can be requested starting from July and is valid for one year, expiring on June 30, 2024.

HOW CAN I REGISTER WITH A TEMPORARY ACCESS CODE?

To register with a temporary access code, follow these steps:

Visit the EDISU Online Desk page. Locate the box labeled "TEMPORARY ACCESS CODE" and click on "REGISTRATION." Before proceeding, make sure to read and understand the privacy policy regarding the processing of your personal data. Click on the "NEXT" button. Provide the personal information required by the registration procedure. Confirm your e-mail address. It's important not to press ENTER once you have completed the page. Instead, use the mouse to click on the "SAVE AND CONTINUE" button. After requesting the temporary access code, please note that it may take up to 6 hours for EDISU to release it. Take this timeframe into consideration when calculating the necessary time to complete and submit your application within the specified deadline mentioned in the notice. As an applicant, you bear full responsibility for meeting the deadline.

IN CASE OF PROBLEMS WHILE FILLING IN YOU CAN CONTACT THE HELPDESK SERVICE ON 011 6522701

Monday to Friday from 9 a.m. to 12.30 p.m. and 1 p.m. to 4.30 p.m.

I ATTEMPTED TO REGISTER WITH A TEMPORARY ACCESS CODE AND RECEIVED THE FOLLOWING WARNING: ATTENTION: THE TAX CODE DOES NOT MATCH THE PERSONAL DATA. WHAT CAN I DO?

Please carefully review the personal data and tax code you entered to ensure their accuracy. Sometimes students mistakenly input their municipality of residence in the "Municipality of birth" field. Please double-check that you have accurately entered your municipality of birth. In the case of homocodiacy, when there is a discrepancy between the tax code and personal data, you are required to submit a ticket informing us that you possess a tax code for homocodiacy. In the ticket, kindly provide the following details:

Tax code
Surname
Name
Gender
Date of birth
Town of birth
Personal email

We will respond to your ticket by sending a temporary access code and password. You can subsequently change this password according to your preference.

HOW CAN I UTILIZE SPID?

SPID, which stands for the Public Digital Identity System, serves as the access system enabling individuals to utilize online services offered by both the Public Administration and accredited private entities, using a single digital identity. If you possess a SPID, you can utilize this authentication method to access the EDISU Online Desk. However, should you encounter any issues with your SPID, it is essential to contact the relevant issuing authority responsible for it.
Please note that in the event of SPID malfunctions, EDISU cannot provide assistance or support.

HOW CAN I USE THE CIE?

The Electronic Identity Card (**CIE**) is the personal document that proves a citizen's identity. Equipped with a microprocessor, in addition to proving personal identity, it allows access to digital services of the Public Administration. If you already have an Electronic Identity Card (CIE), you can use it to access the EDISU Online Counter. EDISU cannot provide assistance in the event of a CIE malfunction.

I AM NOT ENROLLED YET. CAN I COMPLETE THE APPLICATION FOR BOTH SCHOLARSHIP AND LODGING SERVICE, OR ONLY THE SCHOLARSHIP APPLICATION?

During the completion of the benefit request, it is not obligatory for you to be enrolled in a university in Piedmont (according to article 9 of the notice). The crucial aspect is to submit the benefit request within the deadline specified by the application announcement and subsequently enroll before the enrollment deadline set by your university (in any case, not exceeding the enrollment deadline established by EDISU Piemonte).
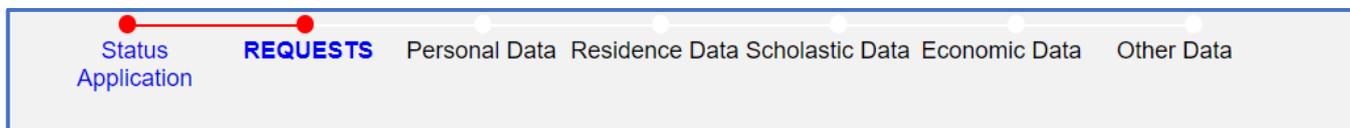
WHAT KIND OF PAPERS/DOCUMENTS MUST I HAVE BEFORE STARTING TO FILL OUT THE APPLICATION?

Before starting to fill out the application, you must have at hand the protocol code of the DSU that you signed for ISEE or the code of the ISEE Certificate issued by the CAAF or the INPS website. If, on the other hand, you have income abroad, you must sign an ISEE Parificato and during the web application you must enter the protocol code of the parificato. For more information on the economic documentation you must present, we invite you to read the relevant FAQ (ISEE/ Economic requirements) in the Ticketing Service and art. 6 of the EDISU competition notice.

As technical specifications: you must have a web connection, Acrobat Reader (free download) installed on your PC and must allow pop-ups to be unblocked from our site. If you complete the application for benefits with the TEMPORARY ACCESS CODE credit, at the end of the process you will be asked to download some forms, print them out, sign them by your own hand, scan them and attach them to the web application before submitting it.

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ALIAS CAREER AND SCHOLARSHIP APPLICATION

If you have activated an alias career at the university, fill out the scholarship application with SPID OR CIE, submit the application online and write us a ticket in the HELPDESK section, informing us of your alias as well as your SPID OR CIE accreditation details.

Status Application	**REQUESTS**	Personal Data	Residence Data	Scholastic Data	Economic Data	Other Data

WEB APPLICATION: REQUESTS

On this page you must select the information about your scholarship application: please note that you must enter information about the academic year you will be attending from next September. Therefore, if in September you will be enrolling for the first time in a Bachelor, Master's degree or combined single cycle degree course, select **FIRST YEAR**, whereas if in September you will be enrolling in a course year subsequent to the first one, you must select **SUCCESSIVE YEAR**. It does not matter if this is the first year you are applying for EDISU benefits, if you are already enrolled at a university you must select **SUCCESSIVE YEAR**.

On the other hand, if you enrolled for a Bachelor's degree in 2020/2021 and would like to apply for a scholarship for 2023/2024, we refer you to the diagram below.

HOW TO FIGURE OUT/UNDERSTAND WHETHER TO APPLY FOR THE FIRST YEAR OF THE MASTER'S DEGREE OR THE LAST SEMESTER OF THE DEGREE IF YOU ARE ENROLLED IN A BACHELOR'S DEGREE IN 2020/2021

GRADUATING BY 30/09/2023	If you want to continue your studies, apply for a scholarship as a 1st semester student and if you were a 2022/2023 scholarship winner, apply for the degree award. (You cannot apply for benefits as a final semester).
YOU WILL GRADUATE AFTER 30/09/2023 AND BY 05/04/2024 THE EXTRAORDINARY SESSION 2022/2023 - i.e. March or April 2024, check the extraordinary session with your university -	If you want to continue your studies, apply for a scholarship as a 1st semester student and if you were a 2022/2023 scholarship winner, apply for the degree award. If, on the other hand, you do not enrol for your master's degree in the 2023-24 academic year, you can apply for the scholarship as an additional semester
YOU WILL GRADUATE AFTER THE EXTRAORDINARY SESSION 2022/2023 or after 05/04/2024 - i.e. AFTER March or April 2024, check with your university -	You can apply for the scholarship as the last semester of your degree.

Lastly, on the application page you must select the type of benefit you wish to request: only the **scholarship** and the **catering service** (always included in the benefits) or, in addition to the study grant and catering service, also the housing service at EDISU residences.

The information entered on this page can be modified using the **WEB ADJUSTMENT** tool, which is activated after transmitting the request for benefits. The modification can only be made once, within the deadline for submitting the application.

The sentence at the bottom of the page "I authorise EDISU to visualise the data I have entered while filling in the procedure in order to provide me with assistance in filling in and the data in the online counter" authorises EDISU operators or those appointed by EDISU to provide you with assistance while filling in the benefit request.

IN CASE OF PROBLEMS WHILE FILLING IN YOU CAN CONTACT THE HELPDESK SERVICE ON 011 6522701

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Once you have completed the page, click on the SAVE AND CONTINUE button at the bottom right-hand corner to go to the next page.
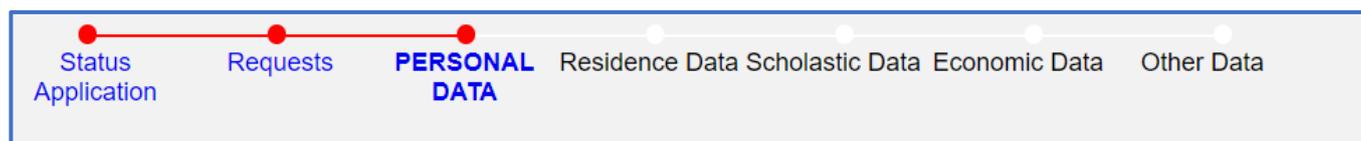
WEB APPLICATION: PERSONAL DATA

On this page you will find your **personal data** held by EDISU.

The fields that are greyed out cannot be modified by the student (surname, first name, date of birth, municipality of birth and tax code), so if you have changed your personal data and you have a new tax code issued by the Agenzia delle Entrate (Revenue Agency), you must send a ticket enclosing this documentation and explaining that you are requesting an update of your personal data. Remember that any change in your personal data must be promptly communicated to EDISU and to your university. If your citizenship has changed, you can select your current citizenship from the Citizenship field.

There is also a box on the web page whose completion is reserved exclusively for disabled or handicapped students.

If you are a disabled student with a recognised disability of at least 66% or if you are a student in possession of the disability recognition of Law 104/92 art. 3 paragraph 1 and art. 3 paragraph 3 you can fill in this box. You must enter the tick regarding the type of disability. If you do not have a scan of the disability documentation with you when you submit your application, you can proceed without attaching it. However, you must hand it in as soon as possible by submitting a ticket in section 05. DISABLED STUDENTS of the Ticketing Service. If you do not hand it in, your disability will not be considered in the provisional scholarship rankings and you will have to hand it in at the claims stage.

If you have selected to have a citizenship of one of the European Union member states, you must select the state where your family resides.

If you have selected non-EU citizenship, you must select the country in which your family resides. After you have selected non-EU citizenship, a box appears on the page that you must fill in only if you are a student under international protection status (political refugee, subsidiary protection, humanitarian/special protection). After selecting your status from the drop-down menu, you must attach the document issued by the Italian authorities certifying your status. Should the document expire, you must submit a ticket in section 04. INTERNATIONAL STUDENTS of the Ticketing Service attaching the updated document.

If you are an international student and you are applying for your first year scholarship, you have to declare the info about your visa or your residence permit. You must declare if you applied for the visa for the enrollment in the academic year 2023/2024, if you already have a residence permit or if you have an expired residence permit and applied for renewing it.
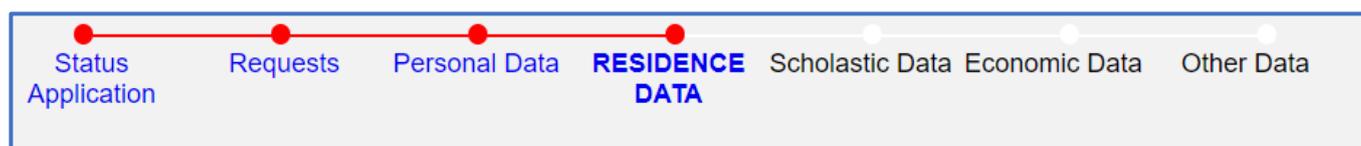
WEB APPLICATION: RESIDENCE AND DOMICILE

Please enter up-to-date information regarding your residence. If your domicile is different from your residence, please fill in those fields as well.

Please remember to enter your personal mobile phone number so that we can contact you in case of need. In the case of a non-Italian mobile network operator, please also enter the international dialling code.

The information entered on this page can be changed by means of the EDIT DATA tool, which is activated after you have submitted your benefit request. The change can only be made once, within the deadline for submitting the application. **Please note: no special characters may be entered in the ADDRESS field, with the exception of the '/' (slash).**

IN CASE OF PROBLEMS WHILE FILLING IN YOU CAN CONTACT THE HELPDESK SERVICE ON 011 6522701

Monday to Friday from 9 a.m. to 12.30 p.m. and 1 p.m. to 4.30 p.m.

WEB APPLICATION: SCHOLASTIC DATA

On this page you must enter information about the academic career you will be attending from September onwards. If on the application page you chose to request benefits for a first year, on this page you will already see the academic year of first enrolment set automatically, followed by the words "first year enrolment". Conversely, if you have entered to request benefits for a subsequent year on the application page, you will see the "academic year" field blank and you will have to fill it in yourself. **Warning:** if over the years you have changed course or transferred to another university, we advise you to read article 14 of the Announcement, which defines the requirements for subsequent years based on the academic year of first enrolment (especially article 14, paragraph 4 for the identification of the academic year following a change of course or transfer). **Enter your matriculation number only and exclusively if it is the one issued by the university in Piedmont. If you do not yet have a matriculation number, leave the field blank. EDISU Piemonte will assign you a provisional matriculation number for the purposes of its own systems, which will then be overwritten when we carry out the office checks with the universities.**

In the box below you will have to enter information about the degree course you are going to attend. You must begin by selecting the information from the drop-down menu

a) ATENEO

b) COURSE TYPE (degree, single-cycle degree and master's degree)

c) the LIST OF COURSES based on the options previously entered, the list of courses visible is the one that was communicated to us by the university and updated in June. Make sure to enter the name of the course and not the name of the course address (curriculum). If your course is not listed, send us a ticket and we will check with the university to find out if the new course has been set up. If you have to take tests and you are not sure whether the course you are actually enrolling in is the one you are entering, don't worry, you can make changes later. Please bear in mind that, especially if you apply for the housing service, the moment in which you notify the change of course is crucial: if you notify it before the provisional rankings for the housing service are drawn up by means of the data modification procedure (art. 7 paragraph 5.1 of the EDISU Announcement) or by means of the complaints procedure for the housing service rankings (art. 7 paragraph 6 of the EDISU Announcement), then you will be correctly included in the rankings for the new course and any new venue notified. If you communicate the new course or the new place of study after the publication of the definitive housing service rankings, then you will be re-inserted at the end of the single sliding rankings relating to the new course place.

d) COURSE LOCATION may be the student's choice. If you attend a course that the university has declared to be an entirely distance learning course, you will not be able to enter a course venue, and the wording will be "distance learning". Students enrolled in such courses for the purposes of the type of student and the amount of the scholarship are considered "on-campus" students.

e) COMMITMENT: You must select the commitment with which you intend to enrol at the University. Please pay attention to this data: respect the declaration made to EDISU at the time of enrolment at the University. Any change in this data, after the rankings have been drawn up, may compromise the allocation of the benefit requested. For further information, read article 5 of the EDISU call for applications, which indicates the grant amounts based on the type of enrolment.

f) LEGAL DURATION OF THE COURSE: this data will automatically appear according to the type of course and the course selected.

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HOW TO UNDERSTAND WHETHER TO APPLY FOR A FIRST-YEAR DEGREE OR A FINAL SEMESTER DEGREE

If your first year of enrolment is 20/21 and you are completing the application as LAST SEMESTER of degree (or 19/20 in the case of students with disabilities) you will need to enter, in the appropriate box on the page, the information on the date of graduation.

Should you choose the option:

a)   I will graduate by 30 September

You are applying for benefits for the additional semester with graduation by 30 September. If this declaration is confirmed you will be excluded **[1].** If you intend to continue your studies, go back to the "Applications" section and change your application to first year of your Master's degree. If you graduate by 30/09, you will be able to apply for the degree award if you have won the 2022/2023 scholarship. If you have not yet graduated and are not sure whether you will graduate by 30/09 then opt for "I will graduate after 30/09".

[1] You can only apply for the benefit as the last semester if you graduate after 05/04/2024.

b)   I will obtain my degree after 30/09 and by the extraordinary session of the academic year 22/23

You are declaring that you will obtain your degree after 30 September but by the extraordinary session of the academic year 22/23, you cannot therefore request the benefit as a last semester, but you will have to fill in the application for a FIRST YEAR MAJOR degree with the data of the course

- **TICK: "I INTEND TO INDICATE A SECOND COURSE IN WHICH I AM ENROLLED IN ORDER TO OBTAIN THE 20% INCREASE IN THE GRANT".**

Students who are enrolled at the same time in two degree courses (either degree, single-cycle degree and master's degree) may obtain a 20% increase in the Edisu scholarship.

Please note:
- it is only possible to request the increase for courses attended at universities and AFAMs on whose enrolment the regional tax for the right to study is paid.
- You cannot apply for a grant at another organisation for the right to study for the course for which you are requesting a grant increase from Edisu Piemonte.

For further information on requesting and paying the increment please check articles 12 and 14 of the notice.

How to fill in the page:
If you apply for benefits for a second-degree course:

a) in Piedmont: you must select the Ateneo field, the course type, department and degree course field, indicating the details of the second course you are enrolled in or intend to enrol in. We will carry out checks ex officio. In case you do not yet have the matriculation number, leave the field blank.

b) In another Italian region: you must select the region in which the university in which you are enrolled or intend to enrol is located, the university and the type of course (degree, single-cycle degree and master's degree). **WARNING: the "DEPARTMENT" and "GRADUATE COURSE" fields are free text fields, so make sure you transcribe the required data accurately and precisely. Should the data not be transcribed correctly, we may then have difficulties in ascertaining your situation and the payment of the 20% increase.** If you do not find your university in the list of universities in the web table, we ask you to open a ticket in the HELPDESK section, indicating: the Region in which the university is located and the name of the university, including a link to the university's website. Remember that you must have paid the regional tax for the right to study at the second university in order to be entitled to the increase.

c) If you are enrolled in a telematic university, select 'Telematic universities' and select your university. If you do not find your university in the list of universities in the web table, we ask you to open a ticket in the HELPDESK section by communicating: the name of the university, including a link to the university's website. Remember that you must have paid the regional tax for the right to study at the second university in order to be entitled to the increase.

IN CASE OF PROBLEMS WHILE FILLING IN YOU CAN CONTACT THE HELPDESK SERVICE ON 011 6522701

Monday to Friday from 9 a.m. to 12.30 p.m. and 1 p.m. to 4.30 p.m.

If you fill in the request for an increment for enrolment in a year subsequent to the first year, in addition to your academic data, you must also enter the number of cfu you have obtained in the second course as of 10 August and you CANNOT use the bonus cfu to meet the merit requirements. You cannot apply for the 20% increase for enrolment at foreign universities.

The information entered on this page can be modified by the student using the MODIFY DETAILS tool, which is activated after the application for benefits has been submitted. The modification can only be made once, within the application deadline.

EDISU carries out 100% checks of student declarations to verify the correctness of the information. If the enrolment does not match the course entered on this page, EDISU will modify it and place the student in the right course and consequently in the right ranking.

WEB APPLICATION: <u>VALIDATIONS</u>

Within this section you can state whether you are waiting for or have already obtained any validations. Open the related section for more information.

- **ERASMUS**

This section is reserved only for students who have carried out an international mobility program during the 2022/2023 academic year.
Students who have done such projects may find themselves having records of exams taken abroad even after August 10th, particularly if the mobility period ended in the summer months. In order for EDISU to properly examine the university databases for these exams, the student must correctly fill out the page according to his/her status. It is also possible that the condition of the student who's filling out this page may change quickly, so please note that the information entered here can later be changed through the "edit data" procedure, through the "complaint" procedure or via ticket if the previous two procedures are no longer active.

a) Are you a student who has done an international mobility program in 2022/2023 <u>and has not yet received credit recognition</u>? While filling out the Validation/International Mobility Project page enter the departure day and the return day of your mobility, the system will automatically calculate 5 cfu for each month you have been abroad. If you're still in mobility while compiling the form then enter the expected return date. These cfu that you are entrusted with by the system are provisional, allowing you to qualify for the EDISU rankings. When you will obtain the validation they will be replaced with the real values. Before the provisional EDISU rankings are drawn up, check the period declared by the student with the universities' incoming/outgoing offices. Differently, If your project is followed directly by your department the mobility period most likely will not be checked. Failing the verification means the loss of 5 cfu per month allocated by the system that will not be included in the merit calculation for the provisional ranking.
If this happens we advise you to submit a complaint and provide us with the name of the teacher who is in charge of the project so that we can check the mobility period with him/her. If there is no validation at the time of processing the provisional ranking, the student will be placed on the provisional ranking with the values assigned by the system only if the departure and return dates of the project have been communicated by the incoming office. If at the time of processing the final ranking there is no validation the student will be then placed in the final ranking with the values entrusted by the system, but only if the project departure and return dates have been communicated by the incoming office.
Before processing the payment of the second instalment EDISU will verify the obtained validation, if the validation is still missing a further verification will be carried out by contacting the Department secretariat. If validation is again not found any scholarship awarded will be revoked. In general, once the validation of exam credits has been obtained, EDISU will recalculate the student's merit in the light of the new merit data: if the student does not meet the merit requirements demanded by the notice, then EDISU will proceed to revoke any scholarship awarded.

b) Are you a student who has been on an international mobility programme in 2022/2023 and has received credit validation but the date of validation and credits in your online university transcript is after 10 August?

In this case, you must fill in the cfu score and average fields yourself and calculate the credit for these examinations. You don't know how these elements are calculated? For cfu you have to add up the cfu value of each exam; the merit score is obtained by multiplying the cfu by the grade of each exam and adding up all the partials obtained. The average is obtained by dividing the score by the sum of the cfu. You will find an example of the calculation in the image of Art. 16 par. 2 of the EDISU announcement as well as down below.

c) Are you a student who carried out an international mobility programme in 2022/2023 and received credit validation and the date of validation and credits in your online university transcript is by <u>10 August</u>?
Enter your exam information in the general self-certification of merit.

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- **FOREIGN CAREER**

Foreign career validation means examinations taken at foreign universities but not in the mobility phase, i.e. if you have already taken or sustained examinations at a foreign university while enrolled there and not in a Piedmont one.

If you requested only validation but your university has not yet decided on the merit, select 'awaiting decision'. You can then submit a 'data modification' to inform us of your validation, or you can notify us by 'complaint' or ticket. Please be aware that validations leads to a decrease of the credits that you will have to obtain in your university course and therefore EDISU may change your first academic year of enrolment for scholarship obtaining purposes. For more information, please read **Article 14, paragraph 5** of the Announcement in detail.

If you already obtained validation of your credits, even in an academic year prior to the current one, you must communicate how many exams you have got the validation for, so you must fill in the self-certification of merit on this page with all the exams you have been recognised with. If you have not been awarded a grade for the examinations you have passed, tick the box 'Passed'. On the other hand, if you have been awarded a grade, enter the exam with its university grade.

EDISU carries out 100 % checks of student declarations to verify the correctness of the information. If the information does not match what you declared on this page, EDISU will correct the information in its database for correct rankings.

- **UNIVERSITY TRANSFER**

This section is reserved for students transferring from a non-Piedmont university to a Piedmont university or from Piedmontese universities to another Piedmont uni between the academic year 2022/2023 and the academic year 2023/2024.

Before requesting a transfer, carefully read art. **14 paragraph 4** of the call for applications. It can happen that not all the examinations previously obtained can be transfered to the new university, and for this reason you may not be eligible to apply for benefits. In fact, be aware that a student who transfers from a non-Piedmontese university to a Piedmontese university or between Piedmontese universities always retains the academic year of first enrolment, for example: if you enrolled in 2022/2023 at the Politecnico di Torino and in 2023/2024 you transfer to the University of Turin, your a. y. of first enrolment is unchanged, it will remain 2022/2023 and starting from that year EDISU will set the amount of cfu that must be passed as of 10 August to claim benefits (art. 14 paragraph 2).
Remember also that requesting a transfer is not enough to be eligible, you must also explicitly request recognition of credits. Make sure you do this correctly with your department's student secretariat. It is necessary to correctly inform EDISU about your transfer in a timely manner because we will communicate the list of scholarship students who have requested a transfer and in this way the secretariat will try, as far as possible, to have the degree course committees evaluate the decisions of the scholarship students as soon as possible, according to the EDISU announcement deadlines.
Having seen these premises, let us show how to correctly fill in this web page.

If you intend to request a transfer, please declare that you are awaiting validation by selecting 'awaiting validation'. In the self-certification of merit, enter only those exams that you have taken as of 10 August and that you believe can be recognised by your new institution.

If you have already requested validation and you have already obtained it, then select *'I have obtained validation'*.

If at the time you submit your application you have not yet obtained validation, you are obliged to communicate the recognition of credits at a later stage by means of a **COMPLAINT** (merit complaint - transfer from another university) or by **TICKET**. We advise students to always enclose their recognition resolution in order to speed up verification.

If you are a UNITO student and you have received credit validation but some of the exams have been recognised for the years following the one in which you are currently enrolled (e.g. you are currently in your second year but one of the exams in your study plan has been validated for the third year), remember to check the provisional ranking carefully because EDISU cannot check it via the database but must contact the department secretariat for confirmation. Therefore, lodge a complaint against the ranking and explain that one of the exams you have been validated for is present in a subsequent course year and EDISU will proceed to verify it with the department. The information entered on this page can be modified by the student using the **MODIFY DATA** tool, which is activated after transmitting the benefit request. The modification can only be made once, within the application deadline.

IN CASE OF PROBLEMS WHILE FILLING IN YOU CAN CONTACT THE HELPDESK SERVICE ON 011 6522701

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EDISU carries out 100% checks of student declarations to verify the correctness of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database for the correct processing of the rankings.

- **TRANSFER OF COURSE OR COURSE TYPE**

This section is reserved only for students who will carry out a change of course or course type between the academic year 2022/2023 and the academic year 2023/2024. Before requesting course change, please read **article 14**, paragraph 4 of the notice carefully. This is because by transferring a course or type of course, all examinations previously taken may not be recognised by the new reference structure and you may not be eligible to apply for benefits. For example: if you enrolled in Biological Sciences in 2022/2023 and you transfer to Medicine in 2023/2024, your first year of enrolment is not changed, it is still 2022/2023 and it is from that year that EDISU establishes how many cfu must be passed on 10 August to request benefits (**art. 14, paragraph 2**). Please also remember that it is not enough to request a change of course, but you must also explicitly request **recognition of credits** during the change of course; make sure you do this correctly with your department's student secretariat. You must correctly and promptly inform EDISU about your degree course change, as we in turn will communicate the list of scholarship students who have requested a change of degree course, and in this way the secretary office will try, as far as possible, to have the degree course committees assess the decisions of the scholarship students as soon as possible, in accordance with the EDISU announcement deadlines. Having seen these premises, let us see how to correctly fill out this web page.

If you intend to request a change of degree course, then declare that you are awaiting validation by selecting 'awaiting validation'. In the self-certification of merit, enter only those exams that you have taken as of 10 August and that you believe may be recognised by your new institution.

If you have already requested validation and you have already obtained it, then select 'I have obtained validation'.

If at the time you submit your application you have not yet obtained validation, you are obliged to communicate the recognition of credits at a later stage by means of a **COMPLAINT** (merit complaint - change of course) or by **TICKET**. We advise students to always enclose their recognition resolution in order to speed up verification. If you are a UNITO student and you have received **credit validation but some of the exams have been recognised for the years following the one in which you are currently enrolled** (e.g. you are currently attending the second year but one of the exams has been validated as one of the exams in your study plan for the third year), remember to check the provisional ranking carefully because EDISU cannot check the exam for the following year via the database but it must contact the department secretariat for confirmation. Therefore, submit a complaint against the provisional ranking and explain that one of the exams you have been validated for is present, but in a year subsequent to your course year and EDISU will go further with the verification with the department.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool, which is activated after transmitting the benefit request. The modification can **only be made once**, within the application deadline.

EDISU carries out 100% checks of student declarations to verify the correctness of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database for the correct processing of the rankings.

- **RECOGNITION OF CREDITS FROM A LAPSED ACADEMIC CAREER OR AFTER A WAIVER**

If your university has declared the forfeiture of your previous academic career or you have submitted a formal waiver request for your previous academic career and subsequently decide to re-enrol, you must complete this page. In the event of renunciation or forfeiture, your new academic career starts again with enrolment in a new academic year, i.e. if you enrolled in 2018/2019 and your career lapsed in 2020/2021 and in 2023/24 you decide to re-enrol, then your first academic year of enrolment will be 2023/2024.

Please read **Art. 14 para. 1.3** of the competition announcement, which specifies the information regarding forfeiture and renunciation. Students who intend to apply for EDISU benefits after a forfeiture must check for which year they should apply for benefits based on the CFUs recognised to them.
Therefore, after having obtained validation, we advise you to check art. 14 paragraph 5 of the notice to calculate which will be your first year of enrolment according to the cfu recognition. The student must however bear in mind the conditions set out in Article 3, i.e. that a student may not benefit from the scholarship for the same year for which he or she has previously received it.

A student, on the other hand, whose previous career has been declared forfeited and whose credits are automatically recognised, must check which year he/she will be considered enrolled in by EDISU according to the table in **Article 14, paragraph 5**.

IN CASE OF PROBLEMS WHILE FILLING IN YOU CAN CONTACT THE HELPDESK SERVICE ON 011 6522701

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The student must, however, bear in mind the conditions set out in Article 3, i.e. that a student may not benefit from the grant for the same year for which he or she has previously received it. On this web page of the application you must consider: whether your career is reactivated following forfeiture or renunciation and whether you have requested validation, and whether you have already obtained it, or whether you have not requested it.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool, which is activated after transmitting the benefit request. The modification can only be made once, within the application deadline.

EDISU carries out 100% checks of student declarations to verify the correctness of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database for the correct processing of the rankings.

- **INDIVIDUAL TEACHINGS**

What credits must students enter on this page? All those cfu incurred outside the current academic career but which are recognised and thus lead to a reduction in the number of examinations the student will have to take during the degree course. For example, some students start taking Master's degree examinations before starting a Master's degree: the advance examinations or other credits taken outside the Master's degree are later recognised and lead to a reduction in the Master's degree course. Examinations due as a result of debts for enrolment in the master's degree and examinations that the student has taken during the academic year must not be entered in this tab.

Based on this information, on this page you must indicate whether you have requested validation or whether you have already obtained it and, in the latter case, how many cfu the validation is. Please note that on the basis of these recognised credits, EDISU, following the provisions **of Article 9 paragraph 2 and Article 14 paragraph 5**, will modify your first year of enrolment for the purposes of requesting EDISU benefits.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool, which is activated after transmitting the request for benefits. The modification can only be made once within the application deadline.

EDISU carries out 100% checks of student declarations to verify the correctness of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database for the correct processing of the rankings.

WEB APPLICATION: SELF-CERTIFICATION OF MERIT

On this page you must enter the credits you obtained during the academic year. Remember that examinations, in order to be considered valid for the purposes of applying for benefits **must have been obtained within the 10th of August and must be recorded in your online booklet with a date corresponding to the 10 August or any time before the deadline**. If the exam was taken on or before **10 August**, but the registration date on the booklet is after that date, EDISU will not be able to take it into account for merit requirements. In such cases, please sort the problem out directly at the university by contacting the department secretariat and the lecturer. EDISU can only analyse student situations on the basis of what is in the university's database.

To enter a new exam, click on the **ADD EXAM** in the bottom right-hand corner. A tab will open up for you to enter information about the examination: first of all, you will have to enter the course title. The second step is to enter the grade: if the exam has a grade in 30ths, enter it in the "grade" box; on the other hand, if the exam is a pass, i.e. has no grade, you must tick the "Passed" box. If you have taken the exam, but the secretariat has not yet entered it in your online booklet or it has not yet been registered, enter the tick "Passed, but not yet registered by the department secretariat". Finally, enter the date of passing the exam in your online booklet and the number of cfu of the exam. Once you have entered all the information click on the "Save and continue" button. After pressing the button, the procedure will return to the main self-certification of merit page and at the bottom the merit data calculated on the basis of the exams entered will be updated, i.e. cfu, percentile points and average merit will take into account all the exams entered on this page.

If you need to delete an examination after you have entered it, you must click on the title of the examination, by doing so you will enter the tab relating to it and you will be able to delete it by clicking on the "Delete" button in the bottom right-hand corner.

If you need to change any information about an examination after you have entered it, you must click on the title of the examination, by doing so you will enter the tab relating to it and you will be able to change the information, after which you must click on the 'Save and continue' button in the bottom right-hand corner.

If you are requesting recognition of a foreign career, you must only enter in this self-certification the examinations you have taken in Italy by 10 August.

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If you are transferring a course or course type, enter only those examinations that you have taken by 10 August and that you believe can be recognised by your new institution. If you are transferring from another university, enter only those exams that you have taken by 10 August and that you believe can be recognised by the new reference structure.

The information entered on this page can be modified by the student using the **WEB ADJUSTMENT** tool, which is activated after transmitting the benefit request. The modification can only be made once, within the deadline for submitting the application.

EDISU carries out 100% checks of student declarations to verify the correctness of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database in order to correctly process the rankings.

EXAMPLE OF MERIT CALCULATION

Example of merit score calculation on 3 examinations:

Score		Cfu		Partial	
26	×	10	=	260	+
23	×	9	=	207	+
30	×	8	=	240	=
				707	Merit score

Example of merit score calculation on 4 esami, of which one as a non-graded eligibility (qualifying exam):

Score		Cfu		Partial	
26	×	10	=	260	+
23	×	9	=	207	+
30	×	8	=	240	+
Qualifying exam	×	12	=	?	=
				?	Merit score

Consider examinations with score and:
1. Add up the partial scores obtained to get the merit mark: 260 + 207 + 240 = 707
2. Add up the cfu: 10 + 9 + 8 = 27
3. Calculate the average (score ÷ cfu): 707 ÷ 27 = 26.18

Now consider non-graded eligibility:
4. To calculate the partial score of the qualification, multiply the number of cfu of the qualification by the average obtained (to be carried out for each qualification): 12 × 26.18 = 314.16
5. Add the result to the **merit score** obtained in the first step: 707 + 314,16 = **1.021,16**

Status Application — Requests — Personal Data — Residence Data — Scholastic Data — **ECONOMIC DATA** — Other Data

WEB APPLICATION: ECONOMIC DATA

ECONOMIC AND FINANCIAL DATA (PAGE 1)

In this section you have to submit information regarding:
- The student's civil status
- The civil status of the student's parents
- Any possible information about a missing parent or both: **if you are not in the situation described it will be enough to click on the last option ("I do not belong to any of these condition")**. Please note that IT IS NOT to be selected the option referring to the affettive and economic non-involvement from one or both parents and the option about the recognition by only one parent if your parents are legally divorced or separated. Please read carefully the Help button in the page for more information regarding to the different situations and about the enclosed documentation to attest it. Please note that in the specific case of **Independent Student** the

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student's situation has to satisfy specific income requirements in addition to the student's residence in accordance to the regulation (for more information, check the concerning Help on the web page); in case the student is considered as independent, it will be necessary to attach a copy of the rental contract or an act of purchase/repayment plan of the mortgage about the owned house.

For any questions you can send a ticket from the section "ISEE/REQUISITI ECONOMICI": please explain carefully your household details in order to get the right answer.

ECONOMIC AND FINANCIAL DATA (PAGE 2)
In this section you have to specify your household residence (if entirely living in Italy, if entirely living in a foreign country, if a part living in Italy and a part abroad or if the household is resident in Italy but with a spouse registered to the AIRE – Register of Italian Resident Abroad).
For any question you can send a ticket from the section "ISEE/REQUISITI ECONOMICI": please explain carefully your household details in order to get the right answer. Please note that it is necessary to keep into account the household in order to complete your ISEE universitario/parificato: we suggest you to write us a ticket for any doubt about your family composition with different residence or married parents not living together.
Please note that the international students have to be regularly registered to the UFFICIO ANAGRAFE of the municipality you live in to be considered resident in Italy; if the household members live in Italy without any registration to the "Ufficio Anagrafe", it will be considered the residence of the country of origin

ECONOMIC AND FINANCIAL DATA (PAGE 3)
This page differs according to the information provided in the previous steps.

- **DATA ON ISEE ATTESTATION OR SUBMISSION OF FOREIGN CONSULAR DOCUMENTATION**

The part concerning the ISEE certificate must be filled out considering the required economic documentation for the application (ISEE Universitario certificate 2023 already processed, or a DSU subscription receipt for the release of the ISEE Universitario certificate 2023, or the foreign economic documentation necessary to the processing of the ISEE parificato by EDISU). In case of submission of the ISEE Universitario certification, it is mandatory to have the ISEE certificate or the DSU (Dichiarazione Sostitutiva Unica) in order to apply. **In all cases HELP are available to understand where to find the data useful for the compilation of the requested information**.
At this point of the application, if the household is entirely or partly resident abroad, it is only required to confirm the statement about the submission of the economic documentation to EDISU within the deadlines provided by the Notice of competition; the application will be considered complete after the submission of the economic documentation in accordance with the procedures and deadlines set out in the Notice of competition.
Please note that in case of a household with the residence partly abroad and partly in Italy, it is mandatory to submit to EDISU Piemonte a copy of the ordinary ISEE certificate ("ISEE ordinario") for the members of the household who are resident in Italy, in addition to the foreign economic documentation regarding the family members with residence abroad.

- **SUM OF SCHOLARSHIP PAYMENTS RECEIVED**

This section must be completed: if no amounts have been received, just enter "0,00".

What should I choose in the field "Sum of Scholarship payments received by Edisu Piemonte or other Italian DSU institutions in the 2021"? Where can I find the necessary data?
If you got any scholarship payments from an italian institution for the right to university education (DSU) and you want to get the amount deducted, all the grant amounts received during the **2021** shall be reported in this field of the application.
We remind you that the year (the period covered by the CU document) runs from 1st January to 31th December: therefore, it is possible that during the year 2021 you received instalments relating to scholarships of different academic years (Example: second installment of the scholarship a.a. 2020/2021 and first installment of the scholarship a.a. 2021/2022).

Concerning the amounts paid by EDISU Piemonte, we remind you that the payments you got in 2021 are reported in the document "CU2022" (Certification Unica 2022 - referred to the year 2021) which is available in the section "Certification Payments" of the Online Window EDISU Piemonte**.**
PLEASE NOTE: if EDISU Piemonte has not paid any amount to the student during 2021, then the document "CU2022" is not available on your personal page.
If you got the scholarship by another institution, you will need to contact their offices to get the CU2022.

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We remind you that the document "CU2022" must be included in the ISEE Universitario/Parificato, and therefore submitted to the CAAF when signing the DSU for the issue of the ISEE certificate: indeed, **the total amount** of the CU2022, must appear in the FC4/exempt income framework of the section of the DSU referring to the student (in case of presentation of ISEE Universitario) or in the income of the student (in case of elaboration of ISEE Parificato by EDISU). If you have not done, please contact the CAAF office immediately and request the integration of the missing document (in case of ISEE University certification) or send it to EDISU (in case of processing of ISEE Parificato by EDISU)**.**

Once you have the correct ISEE certificate (or if the "CU2022" has already been included in the ISEE University certificate), you can complete the online application for EDISU Piemonte benefits.
To fill in the box for scholarship amounts received in 2021, you need to look at the bottom of the "CU2022", section "Descrizione annotazione". In the procedure you have just to indicate the amounts described as "Scholarship" (if you have received multiple payments/scholarship instalments, you will have to add up the amounts). The amount of the Degree Prize can also be deducted.
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For any question you can send a ticket from the section "ISEE/REQUISITI ECONOMICI

ECONOMIC AND FINANCIAL DATA (PAGE 4)

This page appears only for students with **Italian citizenship** or with the **citizenship of an EU country whose family resides entirely or partially abroad**.
In the box of attachment you must attach the consular documentation required by the Notice of Competition; it is necessary to attach the documentation both in the original language, both the Italian translation, and, if required, proof of legalization. Please note that if the available space is not enough for uploading of all the documentation, you can upload further documents through the online procedure of Data Modification (within the deadline of the application) or trough Complaints (during the related period).

Status Application — Requests — Personal Data — Residence Data — Scholastic Data — Economic Data — **OTHER DATA**

WEB APPLICATION: OTHER DATA

On the 'other data' page, you must grant permission to EDISU before submitting your benefit application.

TYPE OF STUDENT: ON-SITE, COMMUTER OR OFF-SITE

This field is automatically filled in on the basis of two pieces of information that you entered when filling in the application form: your municipality of residence and the location of the course where you regularly attend classes.

On-campus student: resident in the municipality where your course is held or if you have selected a "Fully distance learning" course;
Commuter student: resident in a municipality other than the one in which the course of study is held, who can be reached by public transport within 60 minutes;

Off-campus student: resident in a municipality other than that which is the seat of the course attended, who cannot be reached by public transport within 60 minutes. In this case, the student may request accommodation at EDISU residences or take up residence in the municipality where the course is held or in the vicinity of the course venue, for a period of no less than ten months. Otherwise, he/she will be considered a commuter.

The commuting time is calculated using the times defined by the companies managing the means of transport. For municipalities in the Piedmont Region only, these times are incorporated into the Muoversi in Piemonte (https://www.muoversinpiemonte.it/) system of the Piedmont Region, which must therefore be used as a reference.

The routes taken into consideration are those between the railway or bus station of the student's municipality of residence and that of the municipality where he/she is studying, and the possible walking route connecting two stops. Only those routes are taken into

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account which guarantee the student's arrival in the municipality of study by 8 a.m. in the morning and in the municipality of residence by 8 p.m. in the evening as quickly as possible. For the purposes of calculation, only municipalities are observed and any localities and hamlets belonging to them are not taken into account. In the case of residence in a municipality of a region bordering on Piedmont, reference will conventionally be made to the railway timetable. For the City of Turin, the railway station of reference is the first scheduled arrival/departure station on the route of interest. For the Municipality of Milan the reference station is the Central Station.

If you have selected an 'Entirely distance learning' course, your student type will be 'on-campus' and also the corresponding scholarship amount, if any, assigned.

What to do if the "Student type" field is not filled in automatically

If the field 'Student type' is not automatically filled in, it means that there is no combination within the EDISU database that is the same as your municipality of residence and your course location. To continue and submit your application for benefits, choose one of the options that corresponds to your situation. The absent combination will be reported to our systems and EDISU will then check all such combinations ex officio. Attention: this means that if you choose to apply for housing and you declare yourself to be 'out-of-home' but after our verifications your location type becomes 'commuter' then your housing benefit application will no longer be valid.

What to do if the field "Student type" is automatically filled in and you do not agree with the assessment. If the field is already ticked with a grey dot and cannot be changed, this means that according to our database that is your student type. If you do not agree with our analysis then we ask you to open a ticket and send us a communication about this, but please remember to carry out the same analysis as EDISU does as set out in the notice:

The commuting time is calculated using the times defined by the companies managing the means of transport. For municipalities in the Piedmont Region only, these times are incorporated into the Muoversi in Piemonte (https://www.muoversinpiemonte.it/) system of the Piedmont Region, which must therefore be used as a reference.

The routes taken into consideration are those between the railway or bus station of the student's municipality of residence and that of the municipality where he/she is studying, and the possible walking route connecting two stops. Only those routes are taken into account which guarantee the student's arrival in the municipality of study by 8 a.m. in the morning and in the municipality of residence by 8 p.m. in the evening as quickly as possible. For the purposes of calculation, only municipalities are observed and any localities and hamlets belonging to them are not taken into account. In the case of residence in a municipality of a region bordering on Piedmont, reference will conventionally be made to the railway timetable. For the City of Turin, the railway station of reference is the first scheduled arrival/departure station on the route of interest. For the Municipality of Milan the reference station is the Central Station.

IF YOU SURF WITH TEMPORARY ACCESS CODE

WEB APPLICATION: FILE UPLOAD PAGE

You have arrived at the final page of the application compilation. Please remember that any information entered in the compilation will be editable after transmission. If you have not done so previously, we advise you to activate the pop-ups from the site before continuing, to allow better navigation on the web page. The first action you must take is to press the button **SAVE DEFINITELY**.

After pressing this button, another one called **PRINT** will light up. After pressing this button, a web page will open containing the self-certification form *("Scholarship Application Form")* with the information you have entered and saved in the benefits application procedure. You *must print the form on an A4 sheet of paper and sign it by hand with a pen*. The only digital device allowed for signing is a qualified digital signature authenticated by trust service providers accredited by AGID. You cannot sign documents with Word, Paint, Acrobat Reader, graphic pens or other data processing programmes. You must then scan this form and a valid identity document. Each scanned document may not exceed 1 MB in space. Should your file exceed this size, we recommend that you scan it in black and white. Documents must be scanned in full, no part of the documents may be missing. Above all, the quality of the scan must be legible: this means that scanned documents with halos and unreadable pixelated parts cannot be accepted for competition purposes. Signatures on documents must be handwritten in ink and must be legible or with a qualified digital signature authenticated by trust service providers accredited by AGID. If the writing is in ideograms, then the signature must be accompanied by the text of the surname and first name in full.

Uploading files

After having correctly scanned the files, they must be *uploaded* in an orderly manner following the instructions on the page: initially only the space for uploading the self-certification form is visible, then the other two spaces available for uploading will only be visible

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if the previous file has been successfully uploaded. The first file to be uploaded is the signed self-certification form, <u>WARNING</u>: failure to sign this form will lead to exclusion from the competition (**art. 3** of the competition notice).

The second space is reserved for the scan of your identity document, which must be valid. Once all the files have been correctly uploaded, the **TRANSMIT APPLICATION** button will light up. You will have to confirm the transmission of the application. After the online application has been transmitted, the student will receive two e-mails: the first one is a web data acquisition receipt stating that the application has been correctly transmitted, and the second one is a receipt stating that the request for benefits has been entered into the Institution's database. This second receipt has a protocol number, which means that your request has been processed in the EDISU system (**art. 7 paragraph 2** of the competition notice).

How can I check that I have attached the correct files?

After the transmission of the application for benefits the student receives the web-based Data Acquisition e-mail. Attached to this e-mail you will find some .pdf files, including the three files you attached during the application for benefits phase. You can check via these attachments that the forms are correctly signed and easily readable. In addition, in the online counter section 'Receipts' you can click on 'attachments' to the right of the Data Acquisition receipt and consult the attachments.

I noticed that I have attached the wrong files, how can I change them?

After the transmission of the request for benefits, a procedure called 'Change Data' is activated. Among the items of the data modification there is the button "*DOCUMENTATION ATTACHED*", by entering this page you will still be able to check the attached files and, if some of the files are wrong, you will be able to attach the correct files. Please note: you can only submit the data change once, so please check all three files before submitting them.

Complaints

If your documents are not accepted, you will be excluded from the provisional ranking with a reason specifying which document is not legible or has not been scanned correctly and whether or not this reason can be remedied.

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