



UniSR

Università Vita-Salute
San Raffaele

THE RECTOR

Having seen the by-laws of Vita-Salute San Raffaele University, approved with the decree of the Italian Minister for Universities, Scientific Research and Technology of 2 August 1996, as amended;

Having seen Prime Ministerial Decree no. 445 of 28 December 2000 and articles no. 46 and 47 in particular;

Having seen Prime Ministerial Decree dated 9 April 2001 *"Provisions for uniformity regarding the assistance of university students, pursuant to art. 4 of law no. 390 of 2 December 1991"*;

Having seen the Legislative Decree no. 68 of 29 March 2012;

Having seen Prime Ministerial Decree no. 159 of 5 December 2013 *"Regulations governing the calculation and fields of application of the Economic Status Indicator (ISEE)"*, as amended;

Having seen Ministerial Decree no. 115 of 28 February 2023 *"Definition of the list of particularly impoverished states for the 2023/2024 academic year"*;

Having seen Law no. 241 of 7 August 1990, as amended *"New regulations governing administrative procedures and right of access to administrative documents"*;

Having seen the Executive Board Resolution of 22 November 2023.

HEREBY ORDERS

the institution and the activation of the competition call, for the A.Y. 2023/2024, for the allocation of extraordinary financial contributions for a total amount of € 50,000 (fifty thousand), in favour of students regularly enrolled in a subsequent year than the first of all the Degree Courses of Vita-Salute San Raffaele University and who are in conditions of hardship, according to the criteria and the dictated procedures in the current competition call.

Università Vita-Salute San Raffaele

Via Olgettina 58 – 20132 Milano

Tel. +39 02 91751 500

P. IVA 13420850151 – Cod. Fisc. 97187560152

www.unisr.it



CALL FOR THE ALLOCATION OF FINANCIAL CONTRIBUTIONS FOR THE ACADEMIC YEAR 2023/2024 IN FAVOUR OF STUDENTS ENROLLED IN ALL THE DEGREE COURSES

ARTICLE 1. Amount of contributions

The total amount of the assignable contributions for the A.Y. 2023/2024 is € 50,000 (fifty thousand).

ARTICLE 2. Recipients

All students enrolled in a subsequent year than the first of all the Bachelor's Degree, Master's Degree or Single-Cycle Degree Courses of Vita-Salute San Raffaele University can apply.

ARTICLE 3. Participation requirements to the competition call

Candidates must have all the following requirements:

Academic merit qualifications

- Students must be enrolled in a proper year of study for the A.Y. 2023/2024;
- Students must have achieved the number of ECTS-credits set out below by **31 October 2023**, with an arithmetic mean at least equal to 25/30:

- **Bachelor's Degree Courses:**

Year 2: 49 ECTS-credits

Year 3: 95 ECTS-credits

- **Single-Cycle Degree Courses:**

Year 2: 49 ECTS-credits

Year 3: 95 ECTS-credits

Year 4: 160 ECTS-credits

Year 5: 215 ECTS-credits

Year 6: 270 ECTS-credits

- **Master's Degree Courses:**

Year 2: 45 ECTS-credits

Economic status prerequisites

- Students must have, with reference to their family unit and based on the provisions of the Prime Ministerial Decree no. 159 of 5 December 2013, an ISEE indicator value for university funding entitlement not exceeding € 40,000, issued after 1 January 2023. Only in the cases specifically envisaged by law, a current, valid ISEE Certificate may be submitted.
- Students must be in a situation of economic hardship as a result of documented events¹ in 2022 or the current year.

¹ As a mere example and not exhaustive can be considered as such, facts such as: death or serious illness of the main recipient of household income; have reported economic damage from unforeseeable events or disasters (international crises or conflicts, pandemics, earthquakes, floods...).



Family unit

The student's family unit is defined in accordance with and using the methods specified in Prime Ministerial Decree no. 159 of 5 December 2013.

Financially independent students

Students are considered financially independent when both the following **circumstances apply: requirements are met:**

- they have lived separately from their family unit of origin for at least two years prior to the date of submission of the personal declaration referring to the family unit, in accommodation not belonging to a member of the said family unit;
- they have filed tax returns declaring income from regular employment or contract work of at least € 9,000, for at least two years.

If both the above circumstances do not apply and are not sufficiently documented, student shall not be considered financially independent; if both of the above conditions, duly documented, are not met, the student cannot be considered independent; therefore, the income and asset status of his family unit of origin shall be considered for the purposes of the award process, and the student will have to submit, by the stated deadline, a new ISEE certification for entitlement to financial assistance for university study, from which it results that the student is included his family unit of origin, under penalty of inadmissibility of the application.

Income and asset assessment for foreign students

The economic status of foreign students or Italian students resident abroad is assessed in accordance with the provisions of article 8 comma 5 of Prime Ministerial Decree 159/2013.

Students intending to submit applications for financial assistance must have their equivalent university funding ISEEU parificato calculated by an affiliated tax advisory centre (CAF CISL). Guidance and contacts are available at the following link: <https://www.unisr.it/en/servizi/borse-di-studio/agevolazioni-premi-merito>. The income and asset status of foreign students from outside the European Union is assessed using the methods established by Legislative Decree no. 286 of 25 July 1998, as amended (articles 4 comma 3 and 39) and by Presidential Decree no. 394 of 31 August 1999 (art. 46, comma 5) as amended.

The income and asset status of the family unit of foreign students must be certified by suitable documentation issued by the competent authorities of the countries in which the incomes are produced, and must be translated into Italian by the Italian diplomatic authorities with competence for the territory concerned.

In case of countries where there are particular difficulties in issuing the certification authenticated by the local Italian Embassy, it must be issued by the competent foreign representations or consuls in Italy and legalised by the Prefectures in accordance with art. 33 of Presidential Decree no. 445 of 28 December 2000.

For foreign students from particularly poor Countries², economic status is assessed on the basis of certification by the Italian Representation in the country of origin, confirming that the student does not belong to a wealthy family of high social status.

² Ministerial Decree no. 115 of 28 February 2023 "Definition of the list of particularly impoverished states for the 2023/2024 academic year": Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambogia, Central African Rep., Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal,



Students are obliged in all cases to declare any incomes and assets held by their family unit in Italy in accordance with Prime Ministerial Decree 159/2013, with an ISEEU parificato certificate for university funding entitlement.

To allow evaluation of the income/assets of their family unit, all foreign students and Italian students resident abroad must submit copies of the following documentation:

- document certifying the composition of the family unit;
- income generated by every member of the family unit during the 2021 calendar year;
- documentation on the real estate owned by the family unit, specifying the floor area of the properties owned as at 31 December 2021;
- certification of the **investments** **movable assets** owned by the family unit during 2021.

In all cases, the income declared by foreign students must be at least € 6,079.45, equivalent to the minimum living income, which must be proven when applying for a study visa for entrance to Italy. This value is the minimum threshold for the evaluation of economic status prerequisites.

ARTICLE 4. Submission of applications

Application must be submitted **exclusively online only, by 12:00 (noon) on 29 December 2023** on the www.unisr.it/en/ website, by accessing the reserved area of the Intranet (from the “Registrar’s Office” Menu, access “Financial assistance and merit awards” and select “Financial contributions A.Y. 2023/2024”).

The following documents must be attached with the application, in pdf format:

- the properly signed application (annex A to this competition call);
- copy of a valid identity document;
- appropriate documents in order to prove the particular and exceptional conditions of hardship;
- ISEE (Economic Status Indicator) certificate for university funding entitlement (**issued after 1 January 2023 as required by Prime Ministerial Decree 159/2013**);
- Personal Declaration (“DSU”) signed by the applicant;
- foreign students or Italian students resident abroad: equivalent University ISEEU parificato declaration, copy of the documentation specified in article 3, “Income and Asset Assessment for Foreign Students” section, of this call for application.

ARTICLE 5. Evaluation of the applications and allocation of contributions

Contributions are benefits designed to make the student overcome **temporary and exceptional situations of need**.

Notwithstanding the requirements in the article 3, an Evaluation Committee, named by a Rector’s Decree, provides – at its own incontestable discretion – to the selection of the beneficiary students, to the determination and the assignation of the contributions.



For this purpose, the Committee proceeds to evaluate the received applications, with particular reference to the personal/family motivations of hardship adduced by the applicants and to the related submitted documents.

Furthermore, these subjects could be deepened during individual interviews, curated by the Evaluation Committee, with the students who submitted the application.

It is recognised to the Committee the faculty to adopt further evaluation and examination instruments of the submitted applications.

ARTICLE 6. Allocation of contributions and communication to the beneficiary students

The contribution allocated to the beneficiary students shall not exceed the amount of tuition fees and academic contributions due for the enrolment onto their Bachelor's Degree Course, Master's Degree Course or Single-Cycle Degree Course in the A.Y. 2023/2024.

The outcome of the competition call will be communicated to the interested candidates by publishing the list of the beneficiary students on the institutional website no later than **28 February 2024** (www.unisr.it/en). Contributions will be paid in a single solution no later than **29 March 2024**, by bank transfer on the Italian bank account, held or jointly held in the beneficiary student, indicated in the application. This contribution will be subject to tax with the recipient at the same rate as a wage or salary (pursuant to art. 50, comma 1, subsection c) of T.U.I.R.), and tax deductions will therefore be made at source in accordance with current law.

ARTICLE 7. Inelegibility and forfeiture

Students who, in the A.Y. 2023/2024, are eligible or beneficiary of scholarships and/or of contributions of any kind, financial assistance, merit awards assigned by Vita-Salute San Raffaele University, Lombardy Region or by other public or private institutions, cannot benefit of the contribution.

Students forfeit their right to the contribution if:

- they submit an application to withdraw from their course or they transfer to another University before the conclusion of the A.Y. 2023/2024;
- they incur in disciplinary measures higher than a written censure, for offences committed against Vita-Salute San Raffaele University;
- Vita-Salute San Raffaele University verifies that the data that students have declared in their self-certification are untrue or that they have submitted irregular documents.

ARTICLE 8. Data protection

Vita-Salute San Raffaele University, with registered office in Milan, Via Olgettina 58, tax code 97187560152 (hereinafter the "**University**") undertakes to constantly protect the personal data of data subjects. This privacy policy statement is intended to explain the policy adopted by the University with regard to personal data protection in order to: **(i)** inform data subjects of the procedures by which personal data regarding them are processed; and **(ii)** enable data subjects to provide informed consent to the processing of the personal data acquired. The aforesaid is in compliance with the provisions of art. 13 of Regulation (EC) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter the "**Regulation**") and Italian Legislative Decree no. 196 of 30 June 2003 (hereinafter the "**Data Protection Code**").



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San Raffaele

The information and data you contribute or which are otherwise collected will be processed in accordance with the provisions of the Regulation and the Data Protection Code, and with the confidentiality obligations enforced in all the University's activities.

In accordance with the provisions of the Regulation and the Data Protection Code, the data will be processed by the University lawfully, fairly, and in a transparent manner, with limitation of the processing purposes and data storage, and measures to ensure data's minimisation, accuracy, integrity and security.

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Data Controller and Data Protection Officer

The Data Controller is Vita-Salute San Raffaele University, in the person of its Managing Director.

In accordance with the provisions (i) of the Regulations (see Art. 37) and (ii) the CODAU University Administration Association Guidelines, via a resolution of its Board of Directors dated 22 January 2018 the University appointed GSD SISTEMI E SERVIZI S.C.A.R.L., with registered office in Milan, Corso di Porta Vigentina 18, VAT no. 06959200962, (hereinafter, "GSD") as its Data Protection Officer (hereinafter "DPO").

The professional nominated by GSD to serve as DPO is Gabriele Tettamanti.

The DPO is at data subjects' service for any information regarding the University's personal data processing operations.

The contacts of the Data Controller and DPO are as follows:

Email: privacy@unisr.it

Categories and types of data processed and purposes of the processing

Personal data acquired for the performance of the University's institutional activities – identification and contact data, academic/educational career data, financial data, sensitive and judicial data – are processed for purposes related solely to the performance of the said activities, and specifically for all the procedures necessary for the full achievement of the University's functions under the law and its charter, including possible disclosure through publication on the University's Internet site, in accordance with the provisions of the Regulation, the Data Protection Code, the regulations and the aforesaid principles of legality, fairness, transparency, limitation of purposes and storage, data minimisation, accuracy, integrity and security in relation to the institutional purposes for which they are used, for educational and administrative activities, and for the pursuance of the University's institutional and security aims in more general terms.

Data may also be used for historic, statistical or scientific purposes, in compliance with the relevant legislation and codes of ethics.

With regard, in particular, to the data classified as sensitive (i.e. personal data which may reveal racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trades unions, associations or organisations of a religious, philosophical, political or trades union nature, and personal data which reveal the individual's state of health or sex life) and judicial data (i.e. personal data which may reveal measures as defined by article 3 (1) (a-o, r-u) of Italian Presidential Decree no. 313 of 14 November, 2002, relating to criminal record, list of administrative penalties deriving from offences committed and the relative crimes recorded, or the status of accused or suspected party under articles 60 and 61 of the Italian Criminal Procedural Code) during the pursuance of its institutional aims, the University might acquire the following data:

- a) data relating to diversely able students and/or family members or income data for the purpose of possible verification of self-certification relating to the payment of university fees and any



exemption from the payment of university fees and/or access to any reductions granted by law, and data relating to the management of extraordinary grants for students' projects;

- b) data relating to refugee status for access to exemptions and scholarships;
- c) data relating to pregnancy, for the implementation of all necessary precautions to protect pregnant women, both for educational purposes, such as attendance at laboratory classes, and for access to any grants or benefits available by law;
- d) data which may reveal political opinions or membership of parties, associations or organisations of a religious, philosophical, political or trades union nature, for requirements relating to the functioning of the University's internal electoral procedures;
- e) sensitive and judicial data of relevance to disciplinary proceedings against students;
- f) data relating to disabled status for interpreting, tutoring, transport and similar services for all handicapped students;
- g) health data, necessary for assessment of the student's suitability, also by means of medical examinations by professionals appointed for the purpose by the University, and for safety purposes.

The aforesaid sensitive and judicial data relating to teaching activities and the management of students' enrolments and careers (including, if relevant, access to and residence in the university's student accommodation), acquired both from the data subjects and from third parties, are processed by the competent Departments and/or Organisations, both on paper and on digital media.

The following are the main items of legislation under which the University is permitted to use sensitive and judicial data: Italian Royal Decree 1592/1933, as amended (*Consolidation Act on Higher Education*); Italian Royal Decree 1269/1938, as amended. (*Approval of regulations regarding students*); Italian Presidential Decree 382/1980 (*Reorganisation of university teaching, relative educational categories and trial of new methods of organisation and teaching*); Italian Law 168/1989 (*Creation of the Ministry Of Universities And Scientific And Technological Research*) Italian Law 398/1989 (*Regulations governing university scholarships*); Italian Law 341/1990 (*Reform of the university system*); Italian Law 390/1991 (*Legislation on the right to university education*); Italian Law 104/1992 (*Framework law for the assistance, social integration and rights of handicapped people*); Italian Ministerial Decree 224/1999 (*Regulations governing research doctorates*); Italian Legislative Decree 445/2000 (*Consolidation Law incorporating legislation and regulations on administrative documentation*); Italian Law 148/2002 (*Ratification and Implementation of the Lisbon Convention of 11 April 1997*); Italian Ministerial Decree 270/2004 (*Changes to the Regulations governing the teaching independence of Universities, approved by Ministry Of Universities And Scientific And Technological Research Decree no. 509 of 3 November 1999*); Italian Presidential Decree 334/2004 (*Regulations for the implementation of the consolidation law on immigration and the status of foreigners*); Italian Ministerial Decree no. 142 of 25/3/1998 and Law no. 196 of 24 June 1997 (*Regulations governing internships*); Italian Prime Ministerial Decree 9 April 2001; Italian Law no. 30 of 14 February 2003 (*"Biagi Law", reforming the labour market*); Current Socrates/Erasmus Institutional Contract; University Charter, University Teaching Regulations, Student Regulations and other current University Regulations; current Regional Laws on the right to university education.

Compulsory nature of the contribution of data

Subject to the aforesaid principles of limitation of purposes and storage and minimisation of data, the provision of personal data is compulsory and those refusing to provide them will be unable to establish and continue any relationship with the University.



Data processing procedures

Personal data are processed using manual and automated tools, by methods strictly correlated to the relative purposes, by means of appropriate security measures and for the period of time required by the current regulatory framework.

Transfer of personal data

Personal data acquired by the University may be transferred to other countries, including outside the EU. In this case, the University undertakes to perform preliminary checks and to oblige any third parties to which personal data are transferred to comply with the relevant principles and legal requirements enforced by the Regulation and the Data Protection Code. For this purpose, the University may require the third-party recipient of the personal data to sign a specific deed designating the third party as a data processor pursuant to Art. 29 of the Data Protection Code or Art. 28 of the Regulation.

Rights of data subjects

Data subjects are entitled to apply to the University, at any time, for access to their personal data, or for their rectification or erasure, or to object to their processing in the circumstances envisaged by Art. 20 of the Regulation, and are entitled to request the restriction of processing in the circumstances covered by Art. 18 of the Regulation, and to obtain the personal data concerning them in a commonly used, machine-readable format (portability) in the circumstances envisaged by Art. 20 of the Regulation.

Requests must be sent in writing, by email to the Data Controller or the DPO.

Data subjects are entitled at all times to lodge a complaint with the competent supervisory authority (Italian Personal Data Protection Authority), under art. 77 of the Regulation, if they maintain that their data are being processed in breach of the current law.

ARTICLE 9. Verification of economic status

For verification of economic status, Vita-Salute San Raffaele University will exercise the options available to it under current law, specifically art. 10 of Legislative Decree no 68 of 29 March 2012, art. 71 of Presidential Decree no. 445 of 28 December 2000, art. 38 of Decree Law no. 78 dated 31 May 2010 (converted, with amendment, into law no. 122 of 30 July 2010), and art. 11 of Prime Ministerial Decree no. 159 of 5 December 2013 and the relative INPS Pension Authority Circular no. 171 of 18 December 2014, also demanding all relevant documentation for verification of the accuracy of the statements issued (personal and corporate tax returns, VAT returns, etc.).

In the event of false declarations, contributions awarded will be revoked and the students concerned will receive the penalties envisaged by articles 75 and 76 of Presidential Decree no. 445/2000, art. 10 of Legislative Decree 68/2012 and art. 38 of Decree Law n. 78/2010, converted with amendments by law no. 122/2010.

In no case shall the above preclude the adoption of disciplinary measures or reporting to the judicial authorities if a crime is considered to have been committed.

ARTICLE 10. Other important information

For any further information, interested students may call 0291751500.

This Rector's Decree is available on the university website: <https://www.unisr.it>.

The official in charge of the administrative procedure is Luca Pollastri.



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Università Vita-Salute
San Raffaele

The Italian competition call is the only official, binding and legal documents regulating this competition.



Application for the allocation of financial contribution A.Y. 2023/2024

(Personal declaration of certification pursuant to articles 46 and 47 of Presidential Decree no. 445/2000)

I, THE UNDERSIGNED

Last name and first name _____ Student tax code _____

Degree Course _____ Year Course _____ Matriculation Number _____

E-mail _____ Phone number _____ Cell. Phone _____

DECLARE

That I read the competition call, that I accept its conditions, that I meet the requested participation requirements and that I am in the following condition of hardship:

DATA PROTECTION

I, the undersigned, declare that I have read and understood Article 8 of the Call (Data Protection) and specifically agree to the processing of my personal data.

Date _____ Signature of the applicant student _____

BANK DETAILS FOR PAYMENT OF FINANCIAL CONTRIBUTION
(the c/a must be held or at least jointly held in the student's name)

C/A holder _____

Bank transfer to Bank: _____

IBAN:

[illegible]

Date and place _____ Signature of the applicant student _____

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