



# UniSR

Università Vita-Salute  
San Raffaele

## 2022–2023 Funding for International Mobility Programmes different from the *Erasmus+ Programme* and the *Additional Project*

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This is a simplified translation of the competition call DR no. 7895 of 14<sup>th</sup> November 2022 posted on the official on-line board of the Vita-Salute San Raffaele University website that contains the procedure and steps to take in order to apply for the bursaries granted by the Italian Ministry of Education, University and Research for fostering Student International Mobility. The only official and legal document regulating this competition is the Italian version of the call.

Please note that those students with a lower family income, that is certified by the ISEE, will be prioritized. However, **all students can submit their applications even in the case they neither wish to provide any ISEE certification nor any document assessing their family income situation.** See point 2 for further information.

### The laws regulating the assignment of these bursaries are as follows:

- The Statute of Vita-Salute San Raffaele University approved by the Ministry of Education, University and Research (MIUR) on August 2, 1996 with following amendments;
- Law no. 170 of 11 July, 2003 and, in particular, art. 1;
- The Ministerial Decree no. 1047 of December 29, 2017 'INTERVENTIONS SUPPORTING UNIVERSITY STUDENTS' (Youth Support and Orientation Funding), registered at the Court of Auditors on March 8, 2018;
- Law no. 241 of August 7, 1990, as amended, 'New Rules on Administrative Procedures and The Right of Access to Administrative Documents';
- The Prime Minister's Decree no. 1320 of December 17, 2021 'Increase in the value of scholarships and eligibility requirements for financial assistance for university students';
- Circular no. 13676 of May 11, 2022, issued pursuant to art. 6, comma 1 of Ministerial Decree no. 1320 of December 17, 2021;
- The Prime Minister's Decree no. 159 of December 5, 2013 'Regulation Concerning the Revision of the Methods of Determination and the Fields of Application of the Indicator of the Equivalent Economic Situation Indicator (ISEE)' and subsequent additions and amendments;

### Università Vita-Salute San Raffaele

Via Olgettina 58 – 20132 Milano

Tel. +39 02 91751 500

P. IVA 13420850151 – Cod. Fisc. 97187560152 – N° REA MI-1511742

[www.unisr.it](http://www.unisr.it)

- Ministerial Decree no. 344 of April 7, 2022 “Definition of the list of particularly impoverished states for the 2022/2023 academic year”;
- The note of the Italian Ministry of University and Research "Monitoring of the resources allocated under the Young People's Fund for the financial years 2017, 2018 and 2019 and procedures for the use of the resources allocated for the period 2017 - 2020 with reference to the 2019-20 and 2020-21 academic years”;
- Ministerial Decree 289 of 25 March 2021, as amended, "General guidelines for the three-year planning of the university system for the period 2021-2023”, specifically for the provisions relating to the use of ministerial funds for the years 2017, 2018, 2019 and 2020.

Concerning the abovementioned laws, the Rector has established this competition call for the assignment of grants for **International Mobility, different from the Erasmus Programme, towards European and non-European countries for the academic year 2022/2023** until funding has been exhausted.

The funding allocated to Vita -Salute San Raffaele University amounts to € 43.755,70. This amount may be increased in the event of further availability of funds.

### 1. Recipients

The funds cannot be combined with other forms of funding for International Mobility (Erasmus+, Additional Project) already granted or to be granted for the same mobility period.

Students enrolled in a Bachelor and Master of Science or Single-Cycle 6-year Master’s Degree program may apply within the normal duration of the course, increased up to one year and also students enrolled in a Doctoral research program (PhD) may apply, subject to the eventual incompatibilities established in the Doctoral Regulations or in the different Doctoral Calls <sup>1</sup>.

This call covers mobility in the academic year 2022/2023.

Duration of the eligible mobility period: **from 3 weeks (minimum) to 6 months (maximum)**.

### 2. Requirements

The funds are assigned to students based on the criteria and indications established by the Ministerial Decree no. 1047/2017 and as reported in the table below:

ISEE	Monthly Amount for Mobility Grant
ISEE ≤ € 13,000	€ 500
€ 13,000 < ISEE ≤ € 21,000	€ 450

<sup>1</sup>By way of an example, PhD students who benefit from additional scholarships that are co-financed through the PON Calls “Research and Innovation” 2014-2020 and, in particular, through the funds assigned on the FSE – REACT EU – Action IV.4 “Doctoral research program about topics of Innovation” and Action IV.5 “Doctoral research program about Environmental topics” cannot submit the application to obtain the Ministerial Funds for International Mobility.

€ 21,000 < ISEE ≤ € 26,000	€ 400
€ 26,000 < ISEE ≤ € 30,000	€ 350
<b>ISEE &gt; € 30,000 (or no ISEE)</b>	€ 300

In addition, the training activities carried out abroad by students must:

- count toward the accomplishment of the final qualification;
- fall within the scope of agreements or conventions signed by the University with partners of appropriate profile;
- be recognized in the student's transcripts according to the European guidelines on this matter.

### **Requirements related to economic conditions**

Students participating in the competition, with reference to their own household and based on art. 8 of Prime Minister's Decree no. 159, of 5 December 2013, must provide an ISEE evaluation (Equivalent Economic Situation Indicator) for subsidized services for the right to Higher Education, issued after 1 January 2022. This certification will not have to be submitted in the case the student has an ISEE certificate stating that his/her family income is higher than EUR 30,000.00.

### **Definition of household**

The student's household is defined pursuant to and in accordance with the methods specified in the Prime Minister's Decree no. 159 of 5 December 2013, as amended.

### **Financially independent students**

In accordance with the provisions of article 8, comma 2 of Prime Ministerial Decree 159/2013, students are considered as financially independent when both of the following circumstances apply:

- they have lived separately from their family's home for at least two years prior to the date of submission of the personal declaration referring to the family unit, in a place that does not belong to any of student's family members;
- they have filed tax income returns from regular employment or contract work of minimum € 9,000.00 for at least two years.

If neither or at least one of the above circumstances applies, nor sufficiently documented, students shall not be considered as financially independent, therefore the income and asset status of the student's whole family shall be taken into account for selection.

### **3. How to submit your application**

The application must be submitted as PDF file exclusively on line **by the application deadline: hrs. 12 (noon), 16<sup>th</sup> December 2022**, accessing the UniSR Student Intranet reserved area (path: Menu\Registrar's Office\Financial Assistance and Merit Awards) and selecting "Request form for the assignment of the

Ministerial Mobility Funds for the 2022/2023 A.Y."). Students who wish submit their request (Exhibit A) with ISEE (i.e. a certificate assessing their family income status issued after 1<sup>st</sup> January 2022) have to comply with the criteria listed in Exhibit B.

- Italian Students' ISEE: please refer to the Italian competition call for details.
- International Students' income calculation: documents listed in Exhibit B must be enclosed to the request, together with ISEEU parificato, Exhibit A and a copy of their ID card.

**Students who do not wish to submit any documents on their household income or who possess an ISEE higher than EUR 30,000.00 are not required to enclose documentation attesting to their financial status with the application. As a consequence, they will accept the minimum monthly amount of EUR 300, in the case they were ranked among the bursary beneficiaries.**

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#### **4. The Ranking and the allocation of the contributions**

The ranking will be drawn up based on the ISEE indicator (or for international students the documents listed in Exhibit B) and in increasing order. Students who do not present the ISEE will be ranked after those who did and according to the chronological order of presentation of the bursary request.

The ranking will be published **by 30<sup>th</sup> December 2022** and the funds will be assigned to students in the rankings as per point 2 and until funds are available.

50% of the bursary will be transferred to the student before departure and only after the International Office or the Doctoral Office has certified that the student is actually leaving for a mobility program and that he/she has met all the requirements for obtaining the bursary.

The remaining 50% will be transferred at the end of the mobility program and once all closure procedures have been carried out and the mobility confirmed.

The balance will be paid based on the actual days of permanence. If the student has received an advance payment higher than the amount due, he/she will have to give back the exceeding amount.

Once all balances have been transferred to the beneficiaries, should there still be funds available, these will be allocated to any eligible students who ranked lower in the list and who did not benefit from the first distribution of the funds.

Mobility contributions will be paid by bank transfer to the bank account (opened in Italy and in the name or joint name of the student beneficiary) indicated in the application.

These contributions will be subject to taxation at the expense of the beneficiaries as income assimilated to employment (pursuant to art. 50, paragraph 1, letter c), of the Consolidated Text on Taxes and Income, T.U.I.R.) in accordance with current legislation.

#### **5. Privacy Policy Statement**

Vita-Salute San Raffaele University, with registered office in via Olgettina 58, Milan, Italy, 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 complies 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**").

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

#### **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 Mr. 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@univr.it](mailto:privacy@univr.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 used 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 and subsequent amendments and additions (*Consolidation Law on Higher Education*); Italian Royal Decree 1269/1938 and subsequent amendments and additions. (*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 higher 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 Minister's 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 higher 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.

### **6. Verification of economic status**

Vita-Salute San Raffaele University, for the purposes of verifying the statements made, will make use of the options provided by the laws in force and for verification of economic status, it will exercise the options available 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, appointments made will be revoked and the parties 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.

### **7. Other information**

This notice is a summary of the Italian call for applications that is available on the website <https://www.unisr.it/>.

The Italian call for applications is the only official, binding and legal document regulating this competition. The person in charge of the administrative procedure is Dr. Luca Pollastri.

Milan, November 14, 2022



# UniSR

Università Vita-Salute  
San Raffaele

Exhibit A

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## Request form for the assignment of the Ministerial Mobility Funds

**A.Y. 2022/2023**

DR no. 7895 of November, 14, 2022

Affidavit

(according to the art. 46 e 47 of the Presidential Decree no. 445/2000)

For the attention of the Rector,

**I, the undersigned,**

First and Last name \_\_\_\_\_

Tax code \_\_\_\_\_

Degree Program \_\_\_\_\_ Student ID number \_\_\_\_\_

Born in (City and Country) \_\_\_\_\_

Born on \_\_\_\_\_ Citizenship \_\_\_\_\_

Home Address in Italy: \_\_\_\_\_ Street no. \_\_\_\_\_

City \_\_\_\_\_ Prov.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Information on the Mobility period:

From: \_\_\_\_\_ to: \_\_\_\_\_ Location: \_\_\_\_\_

### DECLARE

I am **NOT** presenting the ISEE or affidavit on my family income status and therefore I accept the minimum monthly amount corresponding to €300.

**Università Vita-Salute San Raffaele**

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**or ENCLOSE**

- The DSU (Personal Declaration) signed by the student and the ISEEU certification for accessing the benefits envisaged by the Rights to Higher Education issued after 1<sup>st</sup> January 2022;
- Documentation on family income as per Exhibit B

**I, also, DECLARE**

that I have read and understood the privacy note (Privacy Policy Statement) and I give my permission for my data to be used according to the legislative decree no. 196/2003 for all duties and activities linked to this call.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**BANK DETAILS FOR WIRE TRANSFER**

(The bank account must be in the Student's name if case of joint account holders)

C/A holder \_\_\_\_\_

Bank transfer to Bank \_\_\_\_\_

IBAN:

I	T																				
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Date \_\_\_\_\_ Signature \_\_\_\_\_

## Evaluation of the economic condition of international students:

All international and Italian students living abroad must send in the documentation listed below for the evaluation of the student's economic condition. The following documentation must be submitted in original, translated into Italian and legalized by the competent authorities.

- Document indicating the composition of the student's family and its members
- Income earned in the year 2020 by each component of the family living in the same home.
- Documentation on real estate/property holdings of each component of the family living in the same household as of 31 December 2020 (apartments, buildings, etc.) with the indication of the square meters. If none are owned, a certification stating this must be issued by the relevant authorities and provided.
- Certification of assets and movable property possessed in 2020 by the family living in the same household. If there are none, a certification stating this issued by the relevant authorities and handed in.

In all cases, the income declared by foreign students cannot be lower than € 6,079.45, which is the minimum amount envisaged by the Consulates for receiving a student visa.

The income condition of foreign students and Italian students living abroad is defined according to the indications of art. 8 para. 5 of the Prime Minister's Decree no. 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/borse-di-studio-regionali>.

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 economic and asset condition of the family household of foreign students and Italian students living abroad must be certified with the appropriate documentation issued by the competent authorities of the country in which the income was produced, and must be translated into Italian by the Italian diplomatic authorities. In those countries where there are particular difficulties in issuing the certifications by the local Italian Embassy, said certifications must be issued by the competent foreign diplomatic or consular offices in Italy and legalized by the Prefectures in compliance with para. 33, of the Presidential Decree no. 445 of 28 December 2000. For foreign students coming from particularly poor countries (Prime Minister's Decree no. 344 of 7 April 2022) the assessment of the economic condition is carried out based on specific certifications issued by the Italian Representatives in the country of origin, which confirms the student does not belong to a family known to have high income.

However, 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.