



UniSR

Università Vita-Salute
San Raffaele

2023–2024 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 Rectoral Decree no. 8513 of 20 November 2023 posted on the official online bulletin board of the Università Vita-Salute San Raffaele website that contains the procedure and steps to take in order to apply for the bursaries granted by the Italian Ministry of 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);
- 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. 159 of 5 December 2013, "Regulations concerning the revision of the methods of determination and the fields of application of the Indicator of Equivalent Economic Situation (ISEE)", as amended;
- Ministerial Decree no. 115 of 28 February 2023 "Definition and list of Particularly Poor and Developing Countries for the purposes of the provisions of art. 3 paragraph 5 Prime Minister's Decree of 9 April 2001" for the 2023-24 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

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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”;
- The note of the Ministry of Universities and Research “Young People’s Fund – final monitoring of the use of resources of the period 2017–2020 and intermediate monitoring of resources of the period 2021–2022”.

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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 2023–24 academic year** until funding has been exhausted.

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 ¹.

This call covers mobility in the 2023–24 academic year.

Duration of the eligible mobility period: **up to a maximum of 6 months**.

2. Requirements

The funds are assigned to students based on income and merit criteria according to the amounts shown in the following table:

ISEE	Monthly Amount for Mobility Grant
ISEE ≤ € 13,000	€ 600
€ 13,000 < ISEE ≤ € 21,000	€ 550
€ 21,000 < ISEE ≤ € 26,000	€ 500
€ 26,000 < ISEE ≤ € 30,000	€ 450
ISEE > € 30,000 (or no ISEE)	€ 400

¹ 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.

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.

Merit requirements

Students enrolled in Bachelor's degree, Master's degree programs and single-cycle Master's degree programs participating in the competition must have earned the following number of credits by 31st October 2023:

- **3-year Bachelor's Degree programs:**
2nd Year: 49 credits
3rd Year: 95 credits
- **Single-cycle Master's Degree programs:**
2nd Year: 49 credits
3rd Year: 95 credits
4th Year: 160 credits
5th Year: 215 credits
6th Year: 270 credits
- **Master's Degree programs:**
2nd Year: 45 credits

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 1st January 2023. 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 been living 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 apply

The application must be submitted as PDF file exclusively online **by the deadline: 12 noon on 18th December 2023** from the www.unisr.it website by accessing the 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 2023/2024 AY".

Students/PhD Students who wish submit their request (Exhibit A) with ISEE (i.e. a certificate assessing their family income status issued after 1st January 2023) 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 and PhD 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 400, in the case they were ranked among the bursary beneficiaries.

4. The Ranking and the allocation of the contributions

Two separate rankings will be drawn up, one for students in the years after the first year of all degree programs and one for those enrolled in the first year of all degree programs and PhD programs

Rankings are formulated in a descending manner by adding the score obtained in the evaluation of the academic merit requirement (maximum 100 points) and the score obtained in the evaluation of economic condition (maximum 100 points).

Ranking of students enrolled in years after the first year of all degree programs

Academic merit score - up to 100 points

The score for educational credits earned by October 31, 2023 is calculated according to the following expression:

$$(\text{student credits} - \text{minimum credits}) \times \frac{100}{(\text{Maximum credits} - \text{minimum credits})}$$

Score for economic condition - up to 100 points

The score for the economic situation component is calculated based on the ISEE - only for those who submit it - for subsidized benefits or on the basis of the ISEEU *parificato* certificate for international students

or Italians residing abroad related to the maximum limit of € 30,000 for a maximum of 100 points, and according to the following formula:

$$\left[1 - \frac{\text{I.S.E.E. universitario}}{30.000} \right] \times 100$$

Students who have submitted a University ISEE/ISEEU *parificato* certificate of more than 30,000 euros or who have not turned it in are awarded 0 points.

In case of a tie in the ranking list, the candidate with a more disadvantaged family economic condition will prevail. In case of further parity of both merit and economic condition, the candidate enrolled in the highest year of the course will prevail.

Ranking of students enrolled in the first year of Bachelor's, Master's and Doctoral degree programs

Academic merit score – up to 100 points

The score for the merit component is calculated based on the high school comprehensive final grade for those enrolled in the first year of a Bachelor's degree program, single-cycle Master's degree program; a Bachelor's degree grade for those enrolled in two-year Master's degree programs, and, for those enrolled in Ph.D programs, the Master's degree final grade for admission to the Ph.D according to the following expression:

$$(\text{High School/BSc final grade} - \text{minimum grade}) \times \frac{100}{(\text{Max. grade} - \text{min. grade})}$$

Score for economic condition – up to 100 points

The score for the economic situation component is calculated based on the ISEE – only for those who present it – for subsidized benefits or on the basis of the ISEEU certificate equalized for international students or Italians residing abroad related to the maximum limit of € 30,000 for a maximum of 100 points, and according to the following formula:

$$\left[1 - \frac{\text{I.S.E.E. universitario}}{30.000} \right] \times 100$$

Students who claim to have a University ISEE/ISEEU *parificato* of more than 30,000 euros or who have not turned it in are awarded 0 points.

In case of a tie in the shortlist, the candidate with a more disadvantaged family economic condition will prevail. In case of further parity of both merit and economic condition, priority will be given to the younger candidate.

The ranking list will be announced by **29th December 2023**.

The funds will be assigned to Students and PhD Students in their respective 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 Mobility Office or the PhD Office has certified that the Students/PhD Students are actually leaving for a mobility program and that they have 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 students have received an advance payment higher than the amount due, they 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. Processing of Personal Data

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, in accordance with the provisions of Reg. (EU) 2016/679 (hereinafter the “**Regulation**” or “**GDPR**”) and of Italian Legislative Decree no. 196 of 30 June 2003 (hereinafter the “**Data Protection Code**”).

DATA CONTROLLER AND DATA PROTECTION OFFICER

The Data Controller is Vita-Salute San Raffaele University.

In accordance with the provisions **(i)** of the Regulation (see article 37) and **(ii)** of the CODAU University Administration Association Guidelines, the University has designated GSD SISTEMI E SERVIZI S.C.A.R.L. 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:

Data Controller's email: titolare.privacy@univr.it

DPO's email: privacy@univr.it

CATEGORIES AND TYPES OF DATA PROCESSED AND PURPOSES OF THE PROCESSING

The personal data which you contribute - personal details, contacts, data concerning your academic/educational career, financial data and health data (all together defined as “Personal Data”) -

are processed for purposes relating solely to the process of selection for and admission to the university course for which you have applied.

Data will be processed in accordance with art. 6, para 1, point e) of the GDPR and, with regard to health data, in accordance with art. 9, para 2, point g). Except for your special categories of data, your personal data may be disseminated through the online publication of the student rankings. You will never be publicly identified by means of your name and/or surname; only your ID code (pre-registration number) will be used.

COMPULSORY NATURE OF THE CONTRIBUTION OF DATA AND STORAGE TIMES

The contribution of the Personal Data requested is compulsory and in case of failure to contribute them it will be impossible to proceed with the selection process.

The Personal Data acquired will be stored for a period of 1 year from the end of the selection, after which your data will be completely anonymised.

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.

DISCLOSURE OF DATA

Your Personal Data will not be disseminated. This will, however, not apply if the disclosure or dissemination of your Personal Data is required, in accordance with the law, by public authorities for the purposes of defence, security or the prevention, investigation or repression of crimes, or by public entities (government bodies, ministries, Inland Revenue, pension and welfare institutions, public health surveillance organisations and the police) in accordance with legal obligations. The aforesaid will usually operate as independent Data Controllers for their respective processing operations.

DATA PROCESSOR

Your Personal Data may be disclosed to the providers of services strictly related to and necessary for the Data Controller's operations, normally acting as data processors under art. 28 of the GDPR. The full list may be requested from the Data Controller at any time by writing to the contacts provided above.

AUTHORISED PROCESSORS

Your Personal Data may be processed by staff of the departments assigned to pursue the purposes set out above, who have been specifically authorised to process them and have received appropriate operating instructions in accordance with the provisions of art. 29 of the GDPR.

TRANSFER OF PERSONAL DATA

Personal data acquired by the University will not be transferred outside the EU.

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 structured, 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 and 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 believe 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 Dott. Luca Pollastri.

Milan, 20th November 2023



Request form for the assignment of the Ministerial Mobility Funds

A.Y. 2023/2024

Rectoral Decree no. 8513 of 20 Nov. 2023

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 €400.

☐ **For students enrolled in years following the first year of their degree program**, to have earned the following number of credits by 31 October 2023 _____

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☐ **For students enrolled in their first year of a Bachelor's Degree program or single-cycle Master's Degree program**, to have obtained the following final grade from high school _____

☐ **For students enrolled in their first year of a two-year Master's Degree program**, to have earned the following Bachelor's Degree final grade _____

☐ **For PhD students**, to have been admitted to the PhD with the following Master's Degree final grade _____

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 1st January 2023;

☐ Documentation on family income as per Exhibit B

I, also, DECLARE

that I have read and understood Point 5 of this notice 'Processing of Personal Data' 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)

Bank account holder _____

Bank transfer to Bank _____

IBAN:

[illegible]

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 2021 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 2021 (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 2021 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.