



CALL FOR APPLICATIONS
FOR UNIVERSITY SCHOLARSHIPS AND GRANTS
ACADEMIC YEAR 2019-2020

Art. 1 – Definitions

1. In this document, the following definitions are intended:
 - a) **University:** University of Verona.
 - b) **Degree programme:** the degrees instituted and implemented at the University, which lead to one of the types of degrees specified in the following point (c).
 - c) **Degree:** Bachelor's degree, Master's degree or PhD.
 - d) **Old-system degree programme:** degree programme under the regulations prior to Ministerial Decree no. 509/1999.
 - e) **New-system degree programme:** first-cycle degree programme pursuant to the regulations of Ministerial Decree no.s 509/1999 and 270/2004.
 - f) **Master's degree programme:** second-cycle degree programme pursuant to the regulations of Ministerial Decree no. 270/2004.
 - g) **PhD programme:** doctoral programme pursuant to the regulations of Ministerial Decree no. 45/2013.
 - h) **Postgraduate Specialisation for Legal Professions (*Scuola di specializzazione per le professioni legali*):** legal postgraduate specialisation programme, as set out in Ministerial Decree no. 537/1999;
 - i) **Student:** person enrolled in a degree programme at the University.
 - j) **CFU:** university education credit as per Ministerial Decree no.s 509/1999 and 270/2004.
 - k) **Part-time student:** person enrolled part-time in a degree programme at the University, as per the University Regulations for Students issued by Rector's Decree no. 2637 of 16/6/08 and following modifications and additions.
 - l) **Grant/scholarship:** financial aid award for university study pursuant to the Prime Ministerial Decree of 9/4/01.
 - m) **Eligible candidate:** student who fulfils the requirements concerning financial situation and study merit in order to be placed on the ranking list for grant/scholarship awards.
 - n) **Beneficiary:** student who is awarded a study grant or scholarship.
 - o) **ESU:** a regional body concerned with university grants and scholarships.
 - p) **DSU:** Substitutive Declaration pursuant to Prime Ministerial Decree no. 159 of 5/12/13 and following modifications and additions.
 - q) **ISEE:** indicator of a family unit's equivalent financial situation as per Prime Ministerial Decree no. 159 of 5/12/13 and following modifications and additions.
 - r) **ISEEE:** indicator of a family unit's equivalent financial situation abroad, pursuant to Legislative Decree no. 68 of 29/3/12.
 - s) **ISEE for University:** indicator of a student's family unit's equivalent financial situation, specifically used for applications for university grants and scholarships pursuant to Legislative Decree no. 68 of 29/3/12 and Ministerial Decree no. 159 of 5/12/13 and following modifications and additions.
 - t) **ISPE:** indicator of a family unit's equivalent assets pursuant to Prime Ministerial Decree no. 159 of 5/12/13 and following modifications and additions.

Art. 2 – Purpose of the call for applications

1. As part of the Veneto Regional Administration's annual action plan for implementing university grants and scholarships for the 2019-2020 academic year, the University of Verona hereby issues a call for applications from capable, deserving students with limited financial means. The awarding of a grant or scholarship is intended to contribute towards covering the students' maintenance costs for **at least 10 months per year** during their university degree.
2. To be eligible to receive a grant or scholarship, the merit and income conditions outlined in the following Articles must be met, and the application procedure must be followed fully and correctly.

Art. 3 – Students who may apply for a grant or scholarship

1. The financial awards referred to in this document pursuant to the Prime Ministerial Decree of 09/04/01 (Article 2 and following; Art. 12) are awarded through a competitive application process as set out in this call and are applicable for the following duration:
 - a) Bachelor's degree students: 7 semesters, starting from the first year of enrolment.
 - b) Master's degree students: 5 semesters, starting from the first year of enrolment.
 - c) Single cycle/Combined 5- or 6-year Bachelor+Master's degree students: 11 or 13 semesters, starting from the first year of enrolment.
 - d) PhD students who are not recipients of a scholarship under Ministerial Decree no. 45/2013: the standard duration of the programme, as determined by the relevant teaching regulations, starting from the first year of enrolment.
 - e) Postgraduate Specialisation for Legal Professions students: the standard duration of the programme, as determined by the relevant teaching regulations, starting from the first year of enrolment.

For **part-time** Bachelor's, Master's and Single Cycle/Combined Bachelor+Master's degree students: scholarships are awarded for a longer period, as described in Article 10 of this document.

For **students with a disability** of 66% or higher, scholarships are awarded for a longer duration in relation to the type of degree being taken, as stated in Article 11 of this document.

The maximum time a scholarship can be awarded begins from the first year of enrolment. The first year of enrolment is intended to mean the first year of enrolling for the first time at any university. **Years of study** are all the years in which a student has been enrolled in any degree programme at any university. Thus, a student's number of **years of study** may not be the same as the **degree year**.

For the purpose of these awards, any years in which students have put their studies on hold do not count towards the maximum time.

Also for the purpose of these scholarships, pursuant to Prime Ministerial Decree of 9/4/01, students who have **previously withdrawn from studies** and then enrolled in another degree programme are considered as being enrolled for the first time. The years they accumulated in their previous enrolment are not counted, as long as they did not receive any scholarship during that time.

Any CFU gained during the previous enrolment cannot be counted towards merit points for scholarship applications for the student's current degree programme.

2. Scholarships are awarded for students to complete each level of study for the first time. The students referred to in Point 1(a) must not already have another degree (either from the old system or the new system) gained in Italy or abroad, or any diploma issued by a Conservatory or Fine Arts Academy, or any first cycle (three-year) academic diploma issued pursuant to Law no. 508/1999.

The students referred to in Point 1(b) must not already have an old-system degree, a degree considered to be of the second cycle that was gained abroad, a *laurea specialistica*, *laurea*

magistrale, Master's degree (including Single Cycle/Combined Bachelor+Master's degrees), any diploma issued by a Conservatory or Fine Arts Academy, or any second cycle (two-year) academic diploma issued pursuant to Law no. 508/1999.

In cases where it is permitted to be enrolled at both a university and a higher education institution for the arts, music or dance at the same time, students may apply for a grant/scholarship for only one of these programmes for the 2019-2020 academic year.

Students enrolled in a double/joint university degree must submit their grant/scholarship application to the institution where their programme is administratively based, i.e. the university where they pay their enrolment fees.

3. **If funds are available** after these regional scholarships have been allocated to all eligible students, students who graduate from a first, second cycle degree or Single Cycle/Combined Bachelor+Master's degree within the standard duration of the programme will receive an extra 50% of the scholarship amount they received in the last year of the degree programme.
4. Scholarships may be awarded to students who meet the admission requirements for their current degree programme, independently of the number of years it took them to gain their previous qualification.

Art. 4 – Application procedure and deadline

Students may apply under this call for applications if, for the 2019-2020 academic year, they:

1. **Are enrolled by the non-extendable deadline of 15/10/2019** (the date of payment of university fees will be the date used), except in the case of different payment deadlines for application calls for limited entry degrees/degrees with an entry test or students transferring from another university in a:
 - ✓ Bachelor's degree
 - ✓ Master's degree
 - ✓ Single cycle/Combined Bachelor+Master's degree
 - ✓ PhD programme
 - ✓ Postgraduate Specialisation for Legal Professions
2. Fulfil the **financial situation requirements** (as attested by the ISEE for University and ISPE) and **merit requirements** indicated in Articles 7 and 9 of this document.

To apply for a scholarship, students need to do all of the following by the strict deadline of 30/08/2019 at 1:00 pm:

- Request an **ISEE for University statement year 2019** (as specified below) or an **ISEE Equivalent** year 2019 (see Article 12 of this document);
- Submit a scholarship application (see point *b.* below), **exclusively by completing the Benefits Application Form (DUB) online**, academic year 2019-2020.

a. HOW TO REQUEST AN ISEE FOR UNIVERSITY STATEMENT

To request an ISEE for University, students must complete a Substitutive Declaration (DSU) – which regards information about their family unit and each family member's income and assets – directly at the “online services” section of the INPS [website](#) or with the help of a Tax Assistance Centre (CAF) or qualified professional. Students will be provided with the ISEE for University statement by the CAF or by the INPS.

The university shall only accept **ISEE for University statements relevant to the 2019 solar year**, i.e. those requested between 01/01/19 and 30/08/19. For this purpose, the date marked on the DSU receipt will be the only one to be used, not the date of the ISEE for University statement release, which generally occurs a few days after the DSU submission.

Ordinary ISEE statements and ISEE for University statements requested after 30/08/2019 will not be considered.

Students do NOT need to submit a hard copy statement of the ISEE for University statement to the university. Moreover, they do NOT need to communicate to the university any information concerning the value of the ISEE for University statement, since the university has direct access to the INPS database.

Please check that there are no **omissions or discrepancies** on the ISEE statement, in which case the application **will not be accepted**. Moreover, ISEE for University statements - or **corrections** - submitted in the INPS system **after 10/12/2019 will not be accepted**.

Please note:

If **two (or more) students belong to the same family unit**, to obtain a grant/scholarship, the ISEE statement must include the following text: "si applica alle PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO" [*for the purpose of university bursaries*] **followed by the students' respective tax numbers (codici fiscali)**, also in case of students who have not enrolled yet or not holding a high school diploma yet.

b. HOW TO APPLY FOR A GRANT OR SCHOLARSHIP - THE BENEFITS APPLICATION FORM (DUB)

b.1 Bachelor's, Master's and Single cycle/Combined Bachelor+Master's degree students

Submit a scholarship application **exclusively by completing the Benefits Application Form (DUB) online**, available from the student's personal account in ESSE3 – SEGRETERIA (<https://univr.esse3.cineca.it/Start.do>). Students should use their GIA login and password if they are already registered, going through their most recent study pathway (or Master's degree, if conditionally enrolled for such). Those who are not yet registered should use their temporary credentials for the university's online services. By submitting the DUB online, students give their consent for the university to receive all the information on their ISEE for University statement from INPS. After completing the application, it needs to be CONFIRMED DEFINITELY or else it is not valid. The computer system will send out a receipt to the student's email address (.....@studenti.univr.it or other email account). The document will also appear in the student's personal area on ESSE3: this will be **regarded as the only proof** that the application was submitted, so please make sure to **keep a copy of the document**.

Those intending to enrol in the first year of a limited entry degree or a degree with an admission exam, and students transferring from another university who wish to apply for these awards, must submit their application **by 30/08/2019 at 1:00 pm AFTER registering for the university's online services**.

Please remember that whilst completing the Benefits Application Form (DUB), students will not be required to insert the value of their ISEE for University statements.

The DUB allows students to apply online for the following student benefits:

- **University fees reduction**
- **Grant/scholarship**
- **Part-time student collaboration**

There is a single form to submit to apply for any and all of the possible benefits. Please pay attention to the different deadlines if requesting several benefits. Since the DUB is a single application form to be submitted only once, students will need to send their application by the earliest relevant deadline.

Failing to complete even one of the above actions means the application will not be considered. Modification requests and additional documentation are not permitted after the application call has closed.

Any:

- **requests to change the information provided;** or
 - **reports regarding technical problems attributable to the university** (system malfunctions) that prevent students from submitting the application via the web **in the 72 hours before the deadline** must be communicated by the student using the specific “**change request form**” or “**technical fault report form**” in one of the following ways:
 - by sending an email to benefici@ateneo.univr.it from the student’s university email account (.....@studenti.univr.it);
 - or, only if the student does not have a university email account yet, then from another email account, attaching a copy of the front and back of an ID document.
- This must be done by **30/08/2019 at 1:00 pm (= DUB application deadline)**.
Applications submitted by any method other than the ones specified above will NOT be considered.

b.2 PhD/ Postgraduate Specialisation for Legal Professions students

Students enrolled in a PhD or in the Postgraduate Specialisation for Legal Professions must print the relevant application form: “**DUB – PhD 2019-2020**” or “**DUB - Postgraduate Specialisation for Legal Professions – 2019-2020**” which are available in pdf format at: www.univr.it/borsedistudio. This must be completed and signed, then forwarded to the University of Verona by **30/08/2019 at 1:00 pm** in one of the following ways:

- From the applicant’s own personal **Certified Email Account (PEC)**, pursuant to Art. 4 (4) of Prime Ministerial Decree of 06/05/2009, to the email address: ufficio.protocollo@pec.univr.it, also attaching a copy of the student’s ID document, **in pdf format only** (please make sure the pdf file is **non-editable and static**, i.e. there are no links or interactive features). **Please note: the student’s university email account is not a Certified Email Account (PEC)!**
- **In person** to the University Scholarships and Grants Office (Via Vipacco 7, 37129 Verona) by 1:00 pm of the deadline date.
If the application is delivered by another person (not the applicant), the following must also be attached:
 - a document signed by the applicant, delegating the other person as the deliverer of the application and its attachments;
 - a copy of the applicant’s and the deliverer’s ID document.
- **Registered post with receipt of delivery** to: University of Verona, via dell’Artigliere 8, 37129 Verona. The post office stamp date will be noted as the application submission date. The university takes **no responsibility** for missing applications by post, so students are advised to send their application with some kind of proof of submission, attaching a copy of their ID document.

Applications that are incomplete, received after the deadline or sent in a way not specified above will not be accepted. The University of Verona will not be responsible for any delays in the delivery of the applications.

Art. 5 – Definition of student status

1. For the purpose of the awards in question, the following definitions are intended:
 - a) **Local:** Students who reside in the city or surrounding area of the place where they attend their university courses.
 - b) **Commuter:** Students who reside in a place from which they are able to commute daily to the site where they attend their courses. The distance would be around 40-80 km and/or 40-80 minutes’ travel time. Students residing in a peripheral area of the university course location may also be considered under this category depending on the specific distance or travel time required by public transport in each case.
 - c) **Non-local:** Students who reside in a place far from where they attend their university

courses and thus need to find their own paid accommodation near the campus (either in the city where the university site is located or in another town classified as local), making use of a public residential structure or other private accommodation for a period of at least 10 months of the 2019-2020 academic year. If non-local students take accommodation near the campus, that they do not need to pay for, they are considered as commuters.

Non-EU foreign students are considered non-local, independent of the distance between their accommodation and the place where their courses are held, except if the student's family unit lives in Italy. In all cases, to be considered non-local, the students must be paying for accommodation in the same city as their university campus (or in another town classified as local) for a period of at least 10 months of the 2019-2020 academic year.

The definitions of local, commuter and non-local student status are as specified in the tables for university grants and scholarships at www.univr.it/borsedistudio, unless the student concerned provides proof of otherwise by showing official documents issued by transport service providers. Students who live in an area which classifies them as a 'local' or 'commuter' to their degree campus cannot be considered 'non-local' even if they show a legal rental contract.

2. To be classified as NON-LOCAL, students who are not living in an ESU residential facility must do the following by **15/10/2019 at 1:00 pm** (the date and time when the information is received by the server will be used):

- a) Email the documentation confirming the lease (rental contract and a copy of the registration or online registration, taking into account any extension, change or end of the lease contract) to benefici@ateneo.univr.it. This documentation must be sent as a **single PDF file** from the student's institutional email account (.....@studenti.univr.it), or if the student does not yet have a university email account, then from another email account, attaching a copy of the front and back of their ID document (please make sure the pdf file is **non-editable and static**, i.e. there are no links or interactive features).

The rental contract must show the following:

- There must be a rental fee charged for the accommodation
- The contract must be in the student's name, or including the student's name in case of joint tenancy;
- The contract must cover at least 10 months within the period from 01/10/2019 to 30/09/2020
- The contract must be official and legal, signed by both parties and registered at the Italian Revenue Agency (*Agenzia delle Entrate*).

The following must be presented along with the rental contract:

- Documentation showing that the rental contract was registered at the Revenue Agency (taking into account any extension, change or end of the lease contract).
- Receipt of the annual registration fee. If the lease is under '*cedolare secca*', a copy of the registration receipt is required (a copy of the online registration is acceptable).

In case of multiple emails sent, only the last one will be considered: students have the responsibility to make sure they attached complete and readable documents.

Students who do not present a legal rental contract or who do not submit the required documents on time and as instructed above will be classified as 'commuters' (or 'local').

For students who pay for rental accommodation in a **convent, residence or religious institute**, the rental contract does not need to be registered, but it must be printed on the institute's letterhead and must include the personal information of the student, clearly stating the start and end date of the rental period (from which documentation shall be demonstrated a duration of at least 10 months within the time period between 01/10/2019 and 30/09/2020).

3. Students participating in **international mobility programmes** (including traineeships and work placements abroad) shall keep their original scholarship (non-local, commuter or local scholarship), without being able to change their student status or increase the amount of the

original scholarship.

Students who attend a study abroad programme organised through the University in the same academic year will be considered 'non-local' as long as they live in paid accommodation while abroad for a duration which, together with that in Italy, adds up to at least 10 months, by 30/09/2020. Students will have to submit a copy of the lease contract in either Italian or English.

Specifically, students who attend a study abroad programme organised through the university in the 2019/2020 academic year, who live in different paid residencies while abroad for a total duration of at least 10 months, will be able to submit their latest lease contract **by 15/03/2020**. **They will be classified as 'non-local' only after submitting a copy of the lease contracts covering the entire 10-month period.**

Art. 6 – Financing and scholarship amounts

1. For these awards for the 2019-2020 academic year, funds are allocated from the following sources:
 - a) Revenue collected from the regional tax for university grants and scholarships;
 - b) A possible quota from the supplementary state funds set up specifically pursuant to Legislative Decree no. 68/2012;
 - c) Possible resources from the Veneto Regional Administration pursuant to Legislative Decree no. 68/2012.

The resources from point a), as soon as they have been calculated, will go towards funding the first ranking list of eligible students which will be drawn up as specified in Article 12 of this document.

The other possible resources, stated in letters b) and c), will serve to fund the additional ranking lists which will be drawn up as soon as the availability of the aforementioned funds has been confirmed.

Financial resources will be spread among the various ranking lists, described in Article 12, as per the following criteria:

- 30% to students enrolling in Bachelor's and Master's degrees for the first time, of which:
 - 95% to first-time students from within the EU;
 - 5% to first-time students from outside the EU.
- 70% to non-first year students in all degree programmes.

For PhD students without a scholarship as set out in Ministerial Decree no. 45/2013, a number of scholarships are allocated, for a total that cannot exceed the percentage of students eligible for a scholarship in 2018-2019 out of the total number of PhD enrolments.

2. Scholarship amounts for **full-time students** are as follows:

FULL-TIME STUDENTS	Scholarship amounts for the 2018-2019 academic year		
	ISEE for University €0.00 to €15,672.52	ISEE for University €15,672.52 to €23,508.78	
Non-local	€5,237.50**	from €5,237.50**	to €2,618.75**
Commuters	€2,890.50**	from €2,890.50**	to €1,445.25**
Local*	€1,977.50**	from €1,977.50**	to €988.75**

* Includes one free meal per day.

** Deductions will be made as specified in the table below.

Scholarships will be administered in full to students whose ISEE for University is less than or equal to **€15,672.52**.

For higher ISEE for University values, up to a maximum of **€23,508.78**, the scholarship awards are gradually reduced as follows:

From **€15,672.52** to **€23,508.78**

Non-local: €5,237.50 - (ISEE for University - €15,672.52) * (reduction coefficient)

Commuter: €2,890.50 - (ISEE for University - €15,672.52) * (reduction coefficient)

Local: €1,977.50 - (ISEE for University - €15,672.52) * (reduction coefficient)

The reduction coefficient is calculated as follows:

Reduction coefficient

Non-local: $(€5,237.50 / 2) / (€23,508.78 - €15,672.52) = 0,3341837$

Commuter: $(€2,890.50 / 2) / (€23,508.78 - €15,672.52) = 0,1844311$

Local: $(€1,977.50 / 2) / (€23,508.78 - €15,672.52) = 0,1261763$

From the above scholarship amounts, the following **deductions** will be applied:

FULL-TIME STUDENTS	DEDUCTIONS FOR SERVICES	
	FOOD	ACCOMMODATION
	ESU Verona deduction for the daily meal	ESU Verona accommodation deduction – for students staying in ESU Verona accommodation
Non-local	€600.00 (1 free meal per day)	€1,500.00
Commuters	€400.00 (1 free meal per day)	€0.00
Local*	€0.00 (1 free meal per day)	0.00

* For local students, no deduction is taken for the free daily meal.

The **scholarship amount** effectively administered after the applicable deductions have been made for the above services is guaranteed to be **at least €1,100.00** for non-local and commuter students.

With regard to scholarships awarded for the first year beyond the normal programme duration ('fuori corso'), i.e.:

- the 7th semester of Bachelor's degrees;
- the 5th semester of Master's degrees;
- the 11th or 13th semester of Single cycle/Combined five or six year Bachelor+Master's degrees,

the scholarship amount and deductions for canteen services provided by ESU Verona will be 50% of the normal amount.

Students who are eligible for and/or beneficiaries of this scholarship are **exempt from paying the regional tax and tuition fees** for the 2019-2020 academic year. Students who are eligible for and/or beneficiaries of this scholarship for one semester longer than the normal duration of their Bachelor's or Master's degree as determined by the teaching regulations of Ministerial Decree no.s 509/1999 and 270/2004 are exempt from paying the regional tax and 50% of the tuition fees. **Reimbursement of the taxes and student fees paid in the first instalment (excluding stamp duty) will be made automatically towards the end of July 2020.**

Under Art. 6 of Law no. 398/1989, **this scholarship may not be combined with other scholarships, grants or bursaries** awarded for any reason, except those awarded by national or foreign institutions for education or research abroad (mobility grants). Students who win a regional scholarship and who have been awarded or are simultaneously awarded another scholarship (except a mobility grant) must choose only one award to accept.

Art. 7 – Criteria for assessing financial situation

1. The financial situation of each student is determined based on their ISEE statement, pursuant to Prime Ministerial Decree no. 159 of 5/12/13 and following modifications and additions.
2. Pursuant to Art. 8(3) of Legislative Decree no. 68/2012 and Art. 2(1) of Prime Ministerial Decree no. 159 of 5/12/13, the ISEE and ISPE may be used as additional means of selection, as set forth in paragraphs 7 and 8 respectively.
3. For the purpose of administering the benefits stated in this document, the student's family unit is defined as set out in Prime Ministerial Decree no. 159 of 5/12/13, especially Art. 8.
4. If the student does not live with their parents, the applicant is still considered a member of their parents' family unit unless both of the following conditions are true:
 - a) the student has been living away from their parents' home, in accommodation not owned by a family member, for at least two years before applying to enrol for the first time in their degree programme; and
 - b) the student has had an employee or tax-declared income of at least €6,500 per year, declared under a family unit of one person, for at least the past two years.
5. Even if the students' parents do not live together, they may be considered part of the same family unit as defined by Art. 3(2) of Prime Ministerial Decree no. 159/2013 except in the cases cited in Art. 3(3) of the same Prime Ministerial Decree if they are married, or in the cases cited in Art. 7(1) of the same Prime Ministerial Decree if they are not married. For the cases referred to in Art. 7(1) of the aforementioned Prime Ministerial Decree, the ISEE statement will include an extra component, calculated based on the single parent's financial situation according to the procedures set out in Appendix 2(2) of the same Prime Ministerial Decree.
6. For PhD students, the family unit is based solely on the financial situation of the student, and their spouse and children if applicable, as set out in Art. 3(2-5) of Prime Ministerial Decree no. 159/2013, and in any case without prejudice to the possibility of the applicant themselves constituting a family unit as per the ordinary regulations in Art. 3 of the aforementioned Prime Ministerial Decree.
7. Pursuant to Art. 8(3) of Legislative Decree no. 68 of 29/03/2012, the financial situation of foreign students or Italian students who reside abroad is defined according to the Equivalent Economic Situation Indicator Abroad (ISEEE), calculated as the sum of the income earned abroad and 20% of the assets owned abroad, evaluated in the same way based on the average exchange rate of the euro in the reporting year, defined by Ministry of Finance decree under Art. 4(4) of Decree Law no. 167 of 28/06/1990, converted with modifications by Law no. 227 of 04/08/1990.
8. The Equivalent Assets Indicator (ISPE) is calculated as set out in Prime Ministerial Decree no. 159 of 5/12/13.
9. To be eligible to receive any of the benefits referred to in this document, the student's family unit's **ISEE for University** together with the **ISEEE** may not total more than **€23,508.78**.
For the purpose of ascertaining student eligibility, any scholarship received by the student in 2017 which may have contributed to determining the ISEE for University will not be taken into account. Verification will be carried out by the university.
10. Pursuant to Art. 8(3) of Legislative Decree no. 68/2012 and Art. 2(1) of Prime Ministerial Decree no. 159 of 5/12/13, students whose family unit's **ISPE** as stated in point 8) above is more than **€36,218.63** may not apply.
The ISPE is calculated by the university based on the information included in the ISEE statement for University, according to the following formula: $ISPE = ISP / \text{equivalence scale}$.

Art. 8 - Students with foreign residency: ISEE equivalent ('ISEE parificato')

1. To apply for regional study scholarships,
 - students who do NOT reside in Italy; and
 - foreign students residing in Italy who are NOT independent and whose family unit resides abroad

should request an **ISEE EQUIVALENT statement** (*"Indicatore Parificato Universitario"* or *"ISEE PARIFICATO"* for short).

2. To obtain the ISEE Equivalent statement, students need to make an appointment at one of the Tax Assistance Centres (CAF) listed at www.univr.it/borsedistudio.
3. At the CAF, students must present the documents indicated in the "LIST OF DOCUMENTS TO SUBMIT TO THE CAF TO CALCULATE THE ISEE EQUIVALENT", which can be viewed at www.univr.it/borsedistudio. Without these, the CAF cannot calculate the ISEE equivalent.
4. The ISEE EQUIVALENT statement will be sent directly by the CAF to the university via electronic means. Students do NOT need to submit a hard copy of the statement to the university.
5. With regard to foreign students from **especially poor countries**: financial situation is established by a statement from the Italian diplomatic authority in their country of origin, attesting that they do not belong to a known family of high income and high social status (see the table at www.univr.it/borsedistudio – LIST OF DEVELOPING COUNTRIES). Alternatively, if these students are enrolled at a university in their country of origin that has agreements or conventions with the university where they are enrolling in Italy, the statement can be issued by the aforementioned university.
6. For foreign students from non-EU countries enrolling in the first year of a Bachelor's, Master's or Single cycle/Combined Bachelor+Master's degree, the attestation that the student concerned does not belong to a known family of high income and high social status can alternatively be issued by an Italian entity authorised to guarantee financial coverage (see regulations for foreign students enrolling in university degrees 2019-2020 at <http://www.studiare-in-italia.it/studenti stranieri/> with reference to the provisions in force on the enrolment of foreign students in Italian universities; in which case the entity issuing this statement is responsible for returning the amount of any scholarships revoked in the manner specified in Article 14 of this document. In all cases, students must declare all of the income and assets that the members of their family unit have in Italy.
7. To evaluate the financial situation of students with recognised status as a **political refugee or stateless person**, only income or assets held in Italy are taken into account as described in this Article.

Art. 9 – Criteria for determining merit

1. For students enrolled for the first time in a:
 - **PhD programme or Postgraduate Specialisation for Legal Professions**: students need only to be admitted to the programme as specified by the relevant teaching regulations, in order to be eligible for a scholarship.
 - **Bachelor's, Master's or Single cycle/Combined Bachelor+Master's degree**: scholarships are allocated based solely on the ISEE for University as set out in Article 7 of this document. Merit requirements for the awarding of student benefits are evaluated after enrolment as specified in the following point.
 - **For Bachelor's, Master's or Single cycle/Combined Bachelor+Master's degree** students, the second part of the scholarship will be paid as long as they have gained 20 CFU by 10/08/2020, excluding any credits obtained from previous study programmes. If the aforementioned requirements are met late, but still by 30/11/2020, only the first instalment of the scholarship will be awarded and the student will be exempt from paying the regional tax and 50% of the tuition fees for the 2019-2020 academic year. **If the aforementioned requirements are not fulfilled by 30/11/2020, the scholarship will be permanently revoked and the student will be liable to pay the regional tax and tuition fees for the 2019-2020 academic year.**

2. For non-first year students enrolled in a:

- **PhD programme or Postgraduate Specialisation for Legal Professions:** in order to be eligible for a scholarship, students in their second year or more must fulfil the requirements to enrol in the successive years of their programme as specified in the relevant teaching regulations.
- **Bachelor's, Master's or Single cycle/Combined Bachelor+Master's degree:** the following merit requirements relevant to the year of study must be met, including those required for the year of application itself:

BACHELOR'S DEGREES

Year	Minimum credits	Deadline	Bonus
2nd	25	10/08/2019	5
3rd	80	10/08/2019	12
Final semester	135	10/08/2019	15

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREES (6 YEARS)

Year	Minimum credits	Deadline	Bonus
2nd	25	10/08/2019	5
3rd	80	10/08/2019	12
4th	135	10/08/2019	15
5th	190	10/08/2019	15
6th	245	10/08/2019	15
Final semester	300	10/08/2019	15

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREES (5 YEARS)

Year	Minimum credits	Deadline	Bonus
2nd	25	10/08/2019	5
3rd	80	10/08/2019	12
4th	135	10/08/2019	15
5th	190	10/08/2019	15
Final semester	245	10/08/2019	15

MASTER'S DEGREES

Year	Minimum credits*	Deadline	Bonus
2nd	30	10/08/2019	15
Final semester	80	10/08/2019	15

* *These limits are increased by the same number of credits more than 180 that the student may be given recognition for at the time of enrolment.*

The **bonus** accumulated according to the **degree year** (not the year of study) is used if necessary to meet the aforementioned requirements. Thus:

- students who have a number of CFU below the minimum credits threshold will be automatically provided by the University - without any request from the student - with a number of bonus points according to their degree year (see table above);
- any bonus points that are not used in the academic year of application can be used in the future (also in the case of a Master's Degree);
- during their course of studies, students may be awarded bonus points only once. Once provided with a bonus, students are not allowed to gain additional bonus points: they can

only benefit from their remaining bonus points. This rule also applies when transferring from one study programme to another (e.g. from a Bachelor's to a Master's degree);

- bonus points are not available for part-time students.

e.g. If the bonus of 5 CFU is requested in order to meet the requirements for a scholarship for the 2nd year of the degree and only 3 CFU are needed, in the future only the remaining 2 CFU points may be used.

Art. 10 - Part-time students

- For part-time students, the duration of the scholarships is as follows.
 - Bachelor's degrees: 7 years (14 semesters) from the year of initial enrolment;
 - Master's degrees: 5 years (10 semesters) from the year of initial enrolment;
 - Single cycle/Combined 5-year Bachelor+Master's degrees: 11 years (22 semesters) from the year of initial enrolment;
 - Single cycle/Combined 6-year Bachelor+Master's degrees: 13 years (26 semesters) from the year of initial enrolment.
- The scholarship application deadlines are the same as specified for full-time students.
- To be able to apply for a scholarship, part-time students must be enrolled at the university for 2019-2020 and submit an application request in the same way as stated in Article 4 of this document.
- For the purpose of these scholarship applications, the applicant's number of years of study (passing from full-time to part-time or vice versa) is calculated by considering such years based on if the student is enrolled part-time or full-time for the current academic year. This way, students who pass from one modality to another are neither advantaged or disadvantaged for the ranking lists.

e.g. Students who studied full-time in their 1st and 2nd years but who intend to do their 3rd year part-time will be considered not as 3rd year students but as 5th year part-time students, and will be evaluated as such for the ranking lists. Conversely, students who studied part-time in their 1st and 2nd years but who intend to switch to full-time for their 3rd year will be considered as 2nd year full-time students, as the first two years part-time correspond to one year full-time.
- In cases where students switching from part-time to full-time have accumulated a fraction of an academic year (e.g. 1st year full-time, 2nd year part-time), their study time will be rounded up to the nearest full year.
- For **part-time students**, scholarships are administered entirely as money (no deductions are made for food services and/or accommodation).

PART-TIME STUDENTS	Scholarship amounts for the 2019-2020 academic year		
	ISEE for University €0.00 to €15,672.52*	ISEE for University €15,672.52 to €23,508.78	
Non-local	€2,618.75	from €2,618.75	to €1,309.38
Commuters	€1,445.25	from €1,445.25	to €722.62
Local	€988,75	from €988,75	to €494.38

* Scholarships will be awarded in full to students whose ISEE for University is less than or equal to 2/3 of the relevant maximum threshold.

- For higher ISEE for University values, up to the maximum limit specified above, scholarship amounts will be gradually reduced according to the following formula:

From €15,672.52 to €23,508.78

Non-local: €2,618.75 - (ISEE for University - €15,672.52) * (reduction coefficient)

Commuter: €1,445.25 - (ISEE for University - €15,672.52) * (reduction coefficient)

Local: €988.75 - (ISEE for University - €15,672.52) * (reduction coefficient)

Reduction coefficient

Non-local: $(€2,618.75 / 2) / (€23,508.78 - €15,672.52) = 0.1670918$

Commuter: $(€1,445.25 / 2) / (€23,508.78 - €15,672.52) = 0.0922155$

Local: $(€988.75 / 2) / (€23,508.78 - €15,672.52) = 0.0630881$

Scholarships for non-local and commuter part-time students are guaranteed to be at least **€550.00**.

8. Part-time students who are eligible for and/or beneficiaries of a scholarship are exempt from paying taxes and tuition fees for the 2019-2020 academic year. **Reimbursement of the regional tax and student fees paid in the first instalment (excluding stamp duty) will be made automatically towards the end of July 2020.**
9. To be eligible to apply for this award, the merit requirements for non-first year part-time students are as follows:

BACHELOR'S DEGREES

Year	Minimum credits	Deadline
2nd	12	10/08/2019
3rd	25	10/08/2019
4th	60	10/08/2019
5th	80	10/08/2019
6th	110	10/08/2019
7th	135	10/08/2019

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREES (5 OR 6 YEARS)

Year	Minimum credits	Deadline
2nd	12	10/08/2019
3rd	25	10/08/2019
4th	60	10/08/2019
5th	80	10/08/2019
6th	110	10/08/2019
7th	135	10/08/2019
8th	165	10/08/2019
9th	190	10/08/2019
10th	220	10/08/2019
11th	245	10/08/2019
12th	275	10/08/2019
13th	300	10/08/2019

MASTER'S DEGREES

Year	Minimum credits*	Deadline
2nd	15	10/08/2019
3rd	30	10/08/2019
4th	60	10/08/2019
5th	80	10/08/2019

* These limits are increased by the same number of credits more than 180 that the student may be given recognition for at the time of enrolment.

10. The bonus points referred to in Article 9 shall NOT be used to meet the merit requirements.
11. Part-time students' financial and asset situations are determined using the same criteria specified in Article 7 of this document.
12. Non-first year part-time students will receive the second instalment of the scholarship by 30/06/2020.
13. Part-time students enrolled for the first time will receive the second instalment of the scholarship by 30/09/2020 if they have gained at least 10 CFU by 10/08/2020.
14. Part-time students enrolled for the first time who do not gain at least 10 CFU by 30/11/2020 will have their scholarship revoked.

Art. 11 – Students with disabilities

1. For enrolled students who have a level of invalidity of **66% or higher** (recognised by National Health Service Commissions), the benefits referred to in Article 3 of this document are available for a duration of:
 - a) 9 semesters for Bachelor's degrees
 - b) 7 semesters for Master's degrees
 - c) 13 semesters for Single Cycle/Combined 5-year Bachelor+Master's degrees
 - d) 15 semesters for Single Cycle/Combined 6-year Bachelor+Master's degrees
2. For students with disabilities enrolled for the first time in the **first year** of a Bachelor's, Master's or Single Cycle/Combined Bachelor+Master's degree, the provisions of this application call concerning the second instalment of the scholarship being administered only if students obtain a certain number of credits by 10/08/2020 do not apply, nor do the provisions concerning scholarship revocations as described in Article 14 of this document.
3. The merit requirements for **non-first year students with disabilities** are as follows:

BACHELOR'S DEGREES

Year	Minimum credits Disability 66-80%	Bonus Disability 66-80%	Minimum credits Disability 81-100%	Bonus Disability 81-100%	Deadline
2nd	20	4	15	3	10/08/2019
3rd	64	9	48	7	10/08/2019
1st year <i>fuori corso</i> (beyond the normal programme duration)	108	12	81	9	10/08/2019
Final semester <i>fuori corso</i>	144	12	108	9	10/08/2019

MASTER'S DEGREES

Year	Disability 66-80%: Minimum credits	Disability 66-80%: Bonus	Disability 81-100%: Minimum credits*	Disability 81-100%: Bonus	Deadline
2nd	24	12	18	9	10/08/2019
1st year <i>fuori corso</i>	64	12	48	9	10/08/2019
Final semester <i>fuori corso</i>	96	12	72	9	10/08/2019

* These limits are increased by the same number of credits more than 180 that the student may be given recognition for at the time of enrolment.

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREES (5 YEARS)

Year	Disability 66-80%: Minimum credits	Disability 66-80%: Bonus	Disability 81-100%: Minimum credits*	Disability 81-100%: Bonus	Deadline
2nd	20	4	15	3	10/08/2019
3rd	64	9	48	7	10/08/2019
4th	108	12	81	9	10/08/2019
5th	152	12	114	9	10/08/2019
1st year <i>fuori corso</i>	196	12	147	9	10/08/2019
Final semester <i>fuori corso</i>	240	12	180	9	10/08/2019

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREES (6 YEARS)

Year	Disability 66-80%: Minimum credits	Disability 66-80%: Bonus	Disability 81-100%: Minimum credits*	Disability 81-100%: Bonus	Deadline
2nd	20	4	15	3	10/08/2019
3rd	64	9	48	7	10/08/2019
4th	108	12	81	9	10/08/2019
5th	152	12	114	9	10/08/2019
6th	196	12	147	9	10/08/2019
1st year <i>fuori corso</i>	240	12	180	9	10/08/2019
Final semester (2 nd year <i>fuori corso</i>)	288	12	216	9	10/08/2019

4. To fulfil the merit requirements specified above, students can apply any bonus points they accumulated in their previous Bachelor's degree but did not use during that time.
5. **To submit the relevant documents to apply for these awards**, interested students should contact the Inclusion and Accessibility unit ("*U.O. Inclusione e Accessibilit *") in the atrium of the *Palazzo di Lettere e Filosofia*, Via San Francesco 22; email inclusione.accessibilita@ateneo.univr.it; phone: 045/8028786-8593.

Art. 12 – Determining the ranking lists for order of merit

1. Applicants are responsible for checking the provisional and final ranking lists, which will be posted at www.univr.it/borsedistudio.
2. Pursuant to Art. 4(7) of the Prime Ministerial Decree of 9/4/01, the ranking lists showing the order of merit for scholarships shall be drawn up as follows:
 - a) For students **enrolled for the first time in the first year** of any degree, a single list of all the eligible candidates will be drawn up in increasing order of the students' ISEE for University statement, without any differentiation between specific degree programmes. **Non-EU students** in this ranking list will be allocated a maximum of 5% of the total funds reserved for this list.
 - b) For **non-first year** Bachelor's, Master's and Single cycle/Combined Bachelor+Master's degree students, a merit-based ranking list will be drawn up independently of the specific degree programme.
To establish this list, students will be evaluated amongst their peers based on the type of degree programme (Bachelor's degree; Master's degree; Single cycle/Combined Bachelor+Master's degree) and whether they are full-time or part-time. Results will be transposed to a new scale ranging from 0 to 1 inclusive; in this way, all students can be compared to each other.

In cases of equal merit, students' financial situations will also be used to determine their position on the ranking list.

Ranking list positions are calculated using an absolute coefficient for merit, applying the following formula:

$$\frac{\text{Student's number of credits} - \text{Minimum number of credits}}{\text{Maximum credits} - \text{Minimum credits}}$$

The minimum and maximum number of credits are displayed in the tables in Appendix 1 on pp. 19-20.

c) For PhD students (who are not receiving scholarships as set out in Ministerial Decree no. 45/2013) and students enrolled in the Postgraduate Specialisation for Legal Professions, separate ranking lists will be drawn up (first year and non-first year) in increasing order based of the students' ISEE for University statement.

3. The **provisional ranking list** will be published by **31/10/2019**.

Students who find any anomalies in the ranking lists referred to in point 2 above should submit a specific "report form", downloadable from the university website, by **8/11/2019 at 1:00 pm**. Reports received after this deadline will not be accepted.

Students must submit the report form **in pdf format by email only** to benefici@ateneo.univr.it from their university email account, or from another email account if they do not yet have a university email account. In the latter case, a copy of a valid form of ID must be attached with the report.

4. The **final ranking list** will be published by **13/12/2019**.

Art. 13 – Payment of the scholarships

1. The monetary part of the scholarship – i.e. the scholarship amount net of food services and accommodation (if applicable) as specified in Article 6 – is paid in two equal parts.
2. The **first instalment** of the scholarship is paid to students by 31/12/2019.
3. For non-first year Bachelor's, Master's and Single cycle/Combined Bachelor+Master's degree students, the **second instalment** of the scholarship is paid by 30/06/2020.
4. For students enrolled for the first time in a Bachelor's, Master's or Single cycle/Combined Bachelor+Master's degree, the **second instalment** of the scholarship is paid by 30/09/2020 as long as the student has gained at least 20 CFU (or 10 CFU if part-time) by 10/08/2020.
5. For PhD or Postgraduate Specialisation for Legal Professions students, scholarships are administered as a single payment by 31/12/2019.
6. To be able to receive scholarship payments, students **must** enter the IBAN details of a current bank account for which they are the holder or co-holder, online in ESSE3 – SEGRETERIA (<https://univr.esse3.cineca.it/Start.do>) by **10/12/2019**. Students should log in to their account, click on the link "Home - Anagrafica", choose the section "Reimbursement details" > "Change reimbursement details" then follow the instructions to enter the required information.

Please note that if the IBAN details of the student's Banca Popolare di Verona CARD are used, the CARD needs to have already been activated at one of the branches of the Banca Popolare di Verona.

Failure to provide the aforementioned IBAN details or to activate the CARD means that scholarship payments cannot be administered to that student.

Art. 14 – Revocation/forfeiture of scholarships and respective eligibility

1. Students enrolled for the first time in a Bachelor's or Master's degree who do not gain at least 20 CFU (or 10 CFU if part-time) towards their degree programme (or the programme they will enrol in for 2020-2021, if different to the previous) by 30/11/2020 will have their scholarship revoked.

2. Students who have not gained the minimum number of required CFU stated in point 1 above by 30/11/2020 will be liable to pay the regional tax and tuition fees due for the 2019-2020 academic year.
3. Students who have not fulfilled the requirements for the second scholarship instalment by 10/08/2020, and who have not had their scholarship revoked, are exempt from paying the regional tax and 50% of the tuition fees for the 2019-2020 academic year.
4. In exceptional cases, through a request in writing, the deadline for obtaining the minimum number of credits required to avoid revocation may be extended to 28/02/2021.
5. Students will have their scholarship and eligibility for such revoked if, by 10/08/2020:
 - a) they transfer to another university during the 2019-2020 academic year;
 - b) they withdraw from study.
6. Scholarships awarded for the 2019-2020 academic year shall be revoked from students who graduate in the 2018-2019 extra exam session (February-April 2020). In this case, students must return the amount they have received, before the date of their graduation.
7. If their scholarship is revoked, students must return the monetary amount of the scholarship and the value of the food and/or accommodation services provided to them by ESU for that academic year. The reimbursement must be made in accordance with the method and deadline established by the university and/or ESU.

Art. 15 – Statements: corrections and verifications

1. Applications for scholarships and student benefits, and the details concerning students' financial situation and merit, are submitted by students themselves through self-declaration forms as set out in Presidential Decree no. 445 of 28/12/00.
2. The university is obliged to perform spot checks on the truthfulness of students' self-declarations, which must be carried out every year on a sample of at least 20% of the students eligible for services and schemes that are not available to all students.
3. In accordance with the *Regulations for implementing checks on applications for university bursaries*, while performing these checks the university may ask for appropriate documentation to support the completeness and truthfulness of the information provided by students, or to correct data or minor errors.
4. These checks and verifications on the truthfulness of students' self-declarations may be performed even after the benefits have been awarded.
5. Through a memorandum of understanding, the university also sends students' self-declarations of financial position to be further investigated by the Provincial Command of the Italian Finance Police (*Guardia di Finanza*) in Verona.
6. Following appropriate administrative and financial checks, if a declaration that was submitted is found to contain untruthful information, even concerning administrative data or minor errors, any benefits awarded will be revoked. National laws on this matter are applicable, especially Art.s 71, 75 and 76 of Presidential Decree no. 445/2000, Art. 316-ter of the Criminal Code and Legislative Decree no. 68/2012, which states: "*Whoever [...] submits false statements [...] is subject to administrative penalties consisting of the payment of three times the amount made, or the value of services accessed incorrectly, and loses the right to receive other funds for duration of their course of studies, subject in all cases to the application of the penalties provided for in Art. 38(3) of Decree Law no. 78 of 31/05/2010, converted with amendments by Law n.122 of 30/07/2010, as well as the criminal laws for the acts that constituted the offence.*"
7. All communication regarding information checks shall be transmitted by the University exclusively by email to the student's email address. Students are responsible for checking their inbox regularly.
8. **Students must promptly inform in writing the University Scholarships and Grants Office (ufficio.dirittostudio@ateneo.univr.it) of any changes of information that occur after the submission of their application (e.g. corrections to their ISEE statement; update of student career details) that may be relevant to the administration or revocation of their**

scholarship.

Art. 16 – Information on the processing of personal data

1. Pursuant to EU Regulation 2016/679, the University of Verona is the Data Controller of the personal data of those who apply for a grant or scholarship. Detailed information on the purposes of the processing, data recipients and rights of Data Subjects is available on the University's website, at the following link: www.univr.it/en/privacy

Art. 17 – Procedure Officer

1. The Procedure Officer, in accordance with and for the purposes of Law no. 241/1990 and following modifications, is the Head of the University Scholarships and Grants Office - Teaching and Student Services Office, Via Vipacco 7, 37129 Verona. Ph: 045 8028711.
2. Candidates may exercise their right of access to the procedures by submitting a request form that can be downloaded at <https://www.univr.it/it/altri-contenuti-accesso-civico>

Art. 18 – Contact details for information

For more information about this call for applications, please contact: University Scholarships and Grants Office - Teaching and Student Services unit ("U.O. Diritto allo Studio"), Via Vipacco 7, 37129 Verona. Ph: 045 8028711. Opening hours: Monday, Tuesday, Wednesday and Friday, 10:00 am - 1:00 pm. CLOSED ON THURSDAYS.

Art. 19 – Reference legislation

1. Presidential Decree no. 445/2000 "Legislative provisions concerning administrative documents".
2. Academic regulations of the University of Verona - Issued by Rectoral Decree report no. 1569 of 28/09/2017 protocol no. 263164 and following modifications and additions.
3. University Regulations for Students - Issued by Rectoral Decree rep. no. 6671 of 09/08/18 prot. no. 261461 and following modifications and additions.
4. Prime Ministerial Decree 09/04/01 "Equal treatment regarding university bursaries".
5. Legislative Decree no. 68 of 29/03/12, Review of the main legislation on university bursaries and the enhancement of legally recognised university colleges, in implementation of the mandate provided for in Art. 5(1)(a: second sentence) and (d), Law no. 240 of 30/12/2010 and according to the principles and guidelines laid down in par. 3(f) and par. 6.
6. Prime Ministerial Decree no. 159 of 05/12/13 "Regulations on the revision of the means of determining and fields of application of the ISEE".
7. Resolution of the Regional Council of Veneto no. 761 of 04/06/2019 regarding the adoption of the annual plan of action for implementing university scholarships and grants 2019-2020;
8. Resolution of the Board of Directors of 28/06/19 relating to the "Convention plan between Veneto Regional Administration and University of Verona for the administration of regional scholarships and grants 2019-2020".

Rector
Prof. Nicola Sartor

APPENDIX 1 (Minimum and maximum credit tables)

BACHELOR'S DEGREES		
Full-time students		
Year of study	Maximum credits	Minimum credits
2nd year	60	25
3rd year	120	80
Final semester	180	135

MASTER'S DEGREES		
Full-time students		
Year of study	Maximum credits	Minimum credits
2nd year	60	30
Final semester	120	80

BACHELOR'S DEGREES		
Part-time students		
Year of study	Maximum credits	Minimum credits
2nd year	30	12
3rd year	60	25
4th year	90	60
5th year	120	80
6th year	150	110
7th year	180	135

MASTER'S DEGREES		
Part-time students		
Year of study	Maximum credits	Minimum credits
2nd year	30	15
3rd year	60	30
4th year	90	60
5th year	120	80

SINGLE CYCLE/COMBINED		
BACHELOR+MASTER'S DEGREE (6 years) Full-time students		
Year of study	Maximum credits	Minimum credits
2nd year	60	25
3rd year	120	80
4th year	180	135
5th year	240	190
6th year	300	245
Final semester	360	300

SINGLE CYCLE/COMBINED		
BACHELOR+MASTER'S DEGREE (5 years) Full-time students		
Year of study	Maximum credits	Minimum credits
2nd year	60	25
3rd year	120	80
4th year	180	135
5th year	240	190
Final semester	300	245

SINGLE CYCLE/COMBINED		
BACHELOR+MASTER'S DEGREE (6 years) Part-time students		
Year of study	Maximum credits	Minimum credits
2nd year	30	12
3rd year	60	25
4th year	90	60
5th year	120	80
6th year	150	110
7th year	180	135
8th year	210	165
9th year	240	190
10th year	270	220
11th year	300	245
12th year	330	275
13th year	360	300

SINGLE CYCLE/COMBINED		
BACHELOR+MASTER'S DEGREE (5 years) Part-time students		
Year of study	Maximum credits	Minimum credits
2nd year	30	12
3rd year	60	25
4th year	90	60
5th year	120	80
6th year	150	110
7th year	180	135
8th year	210	165
9th year	240	190
10th year	270	220
11th year	300	245

STUDENTS WITH DISABILITIES: MINIMUM AND MAXIMUM NUMBER OF CREDITS FOR CALCULATING RANKING LIST POSITION

BACHELOR'S DEGREES Students with 66-80% disability		
Year of study	Maximum credits	Minimum credits
2nd year	60	20
3rd year	120	64
1st year <i>fuori corso</i>	180	108
Final semester (2nd year <i>fuori corso</i>)	180	144

BACHELOR'S DEGREES Students with 81-100% disability		
Year of study	Maximum credits	Minimum credits
2nd year	60	15
3rd year	120	48
1st year <i>fuori corso</i>	180	81
Final semester (2nd year <i>fuori corso</i>)	180	108

MASTER'S DEGREES Students with 66-80% disability		
Year of study	Maximum credits	Minimum credits
2nd year	60	24
1st year <i>fuori corso</i>	120	64
Final semester (2nd year <i>fuori corso</i>)	120	96

MASTER'S DEGREES Students with 81-100% disability		
Year of study	Maximum credits	Minimum credits
2nd year	60	18
1st year <i>fuori corso</i>	120	48
Final semester (2nd year <i>fuori corso</i>)	120	72

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREE (6 YEARS) Students with 66-80% disability		
Year of study	Maximum credits	Minimum credits
2nd year	60	20
3rd year	120	64
4th year	180	108
5th year	240	152
6th year	300	196
1st year <i>fuori corso</i>	360	240
Final semester (2nd year <i>fuori corso</i>)	360	288

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREE (6 YEARS) Students with 81-100% disability		
Year of study	Maximum credits	Minimum credits
2nd year	60	15
3rd year	120	48
4th year	180	81
5th year	240	114
6th year	300	147
1st year <i>fuori corso</i>	360	180
Final semester (2nd year <i>fuori corso</i>)	360	216

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREE (5 YEARS) Students with 66-80% disability		
Year of study	Maximum credits	Minimum credits
2nd year	60	20
3rd year	120	64
4th year	180	108
5th year	240	152
1st year <i>fuori corso</i>	300	196
Final semester (2nd year <i>fuori corso</i>)	300	240

SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREE (5 YEARS) Students with 81-100% disability		
Year of study	Maximum credits	Minimum credits
2nd year	60	15
3rd year	120	48
4th year	180	81
5th year	240	114
1st year <i>fuori corso</i>	300	147
Final semester (2nd year <i>fuori corso</i>)	300	180