



Opera Universitaria di Trento



UNIVERSITY
OF TRENTO - Italy

CALL FOR APPLICATIONS

2015/2016


*For assignment
of scholarships and accommodations
and exemption
from the provincial student welfare tax
and tuition fees*

Actions implemented by the Opera Universitaria (provincial institution) and by the University of Trento
to promote students' welfare and accommodations

ENGLISH COURTESY TRANSLATION OF THE CALL - THE OFFICIAL VERSION IS THE ITALIAN ONE

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All terms marked by the symbol  are included in the Glossary




1. RECIPIENTS

This Call for Applications is destined for:

- **students who are under 35 years old and are enrolled at the University of Trento for the first year or subsequent years in the following study programmes:**
 - Undergraduate degrees
 - Master's degrees
 - 5-year master's degrees
 - Research doctorates not benefitting from other scholarships, not receiving any other kinds of funds for the doctorate programme or not on paid leave of absence
- **students who are under 35 years old and are enrolled for the first year or subsequent years at:**
 - Conservatory of Music of Trento
 - The University Institute for Interpreters and Translators (ISIT)
- **students who are under 35 years old and who transfer to the University of Trento from another university.**

2. PLANNED ACTIONS





The actions, defined according to economic and merit-based conditions, acknowledging "capable and worthy students who may be without means" (art. 34 of the Constitution), are the following:

1. Scholarship
2. Accommodation , available in collective residences and in flats
3. Exemption from the provincial student welfare tax 
4. Total exemption from university tuition fees 

The students at the Conservatory of Music and the University Institute for Interpreters and Translators cannot request the benefit described in point 4.

3. REQUIREMENTS

3.1 ECONOMIC STATUS

The economic status  is based on a combination of three elements: household income , household assets , and evaluation of the household size , in accordance with Provincial Law 1 February 1993, no. 3 and subsequent implementing measures.


There is a specific online program available to facilitate evaluation of each applicant's situation (<http://icef.provincia.tn.it> – click on "accesso area pubblica" – click on "moduli simulazione per trasparenza" – choose the service "Benefici Opera Universitaria e Università"). Enter income, assets and household size information  to check whether you are eligible to apply for benefits according to your economic status.

Table 1) Threshold values for scholarships and total exemption from university tuition fees (income and assets for the year 2014)

HOUSEHOLD MEMBERS	EQUIVALENCE SCALE	MAXIMUM NET INCOME	MAXIMUM ASSETS NET OF EXEMPTIONS
1	1	€ 14.705,88	€ 60.759,80
2	1,57	€ 23.088,24	€ 74.730,39
3	2,04	€ 30.000,00	€ 86.250,00
4	2,46	€ 36.176,47	€ 96.544,12
5	2,85	€ 41.911,76	€ 106.102,94
6	3,20	€ 47.058,82	€ 114.681,37
7	3,55	€ 52.205,88	€ 123.259,80

EACH ELEMENT BEYOND 5 CORRESPONDS TO + 0.35 POINTS ON THE EQUIVALENCE SCALE

If the income or assets of the household are equal to or greater than 2/3 of the threshold value, the student may, nevertheless, not be eligible for benefits when the elements are combined.

If the income and assets of the household are both lower than one half of the threshold values, the student is definitely eligible.

3.2 MERIT

Merit is based on the number of credits earned and recorded over time by the *Offerta Formativa e Gestione Studenti* offices, in respect to the year of first enrolment. Any credits recognised for skills acquired prior to enrolment (Cpa and Cmpa) cannot be considered in the merit calculation.

3.2.1 Academic years after the first


Students enrolled in years following the first, are required to have a merit level based on the number of credits earned and recorded **by 5 August 2015 (by 30 September 2015 for students of the Conservatory, students enrolled in Civil Engineering and in Environmental and Land Engineering master's degree programmes and in the part-time Business Management degree programme)**, starting from the year of first enrolment.

Table 2) Minimum merit requirements in respect to the year of first enrolment for students in undergraduate (three-year) degree programmes

DEPARTMENT / CENTRE	DEGREE CLASS	DEGREE PROGRAMME	2014/2015	2013/2014	2012/2013	2011/2012
CIBIO – Centre for Integrative Biology	L-2	Biomolecular sciences and technologies	40	90		
Conservatory		First level degree	35*	85*		
Economics and management	L-18	Business administration and law	35	85		
Economics and management	L-33,L-18	Economics and management	40	90		
Economics and management	L-18	Business management	35	85		
Economics and management	L-18	Business management. part time	20*	52*	100*	
Physics	L-30	Physics	35	85		
Civil, environmental and mechanical engineering	L-7	Civil engineering	40	90		
Civil, environmental and mechanical engineering	L-7	Environmental and land engineering	35	85		
Industrial engineering	L-9	Industrial engineering	35	85		

Engineering and information technologies	L-8	Information engineering and business organisation	35	85		
Engineering and information technologies	L-8	Electronic engineering and telecommunications	35	85		
Engineering and information technologies	L-31	Computer science	35	85		
University Institute for Interpreters and Translators - ISIT		First level degrees	35	85		
Literature and Philosophy	L-1	Cultural heritage	35	85		
Literature and Philosophy	L-5	Philosophy	40	90		
Literature and Philosophy	L-11,L-12	Modern languages	40	90		
Literature and Philosophy	L-10	Historical and philological-literature studies	35	85		
Mathematics	L-35	Mathematics	35	85		
Psychology and Cognitive Studies	L-20	Interfaces and communication technologies	40	90		
Psychology and Cognitive Studies	L-24	Science and techniques of cognitive psychology	35	85		
Sociology and social research	L-39	Social work	40	90		
Sociology and social research	L-40	Sociology	35	85		
Sociology and social research	L-36,L-40	International studies	40	90		
Sociology and social research	L-40	Sociology – Part time	24	54	84	116



*credits earned and recorded by 30 September 2015

Table 3) Minimum merit requirements in respect to year of first enrolment  for students in master's degree and 5-year master's degree programmes


DEPARTMENT/ CENTRE	DEGREE CLASS	DEGREE PROGRAMME	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
CIBIO - Interdepartmental Centre for Integrative Biology	LM-9	Cellular and molecular bio- technologies	35	85			
CIMeC - Interdepartmental Centre for Mind/Brain Sciences -	LM-55	Cognitive Science	45	90			
Conservatory		Second level degree	35	85			
Economics and management	LM-77	Economics and Business Legislation	40	90			
Economics and management	LM-56	Economics	45	95			
Economics and management	LM-16	Finance	35	85			
Economics and management	LM-77	Innovation Management	45	95			
Economics and management	LM-77	International Management	45	95			
Economics and management	LM-77	Management	35	85			
Law	LMG/01	Law	35	85	140	195	250
Physics	LM-17	Physics	35	78			
Civil, environmental and mechanical engineering	LM-23	Civil engineering	35*	85*			

Civil, environmental and mechanical engineering	LM-35	Environmental and land engineering	35*	85*			
Civil, environmental and mechanical engineering	LM-4 C.U.	Constructing engineering/architecture	35	85	140	195	250
Civil, environmental and mechanical engineering	LM-30	Energy engineering	35				
Engineering and information technologies	LM-27	Telecommunications engineering	35	85			
Engineering and information technologies	LM-18	Computer science	40	90			
Industrial engineering	LM-22	Material engineering	35	85			
Industrial engineering	LM-33	Mechatronics engineering	35	85			
Literature and Philosophy	LM-89,LM-2	Cultural heritage conservation and management	35	85			
Literature and Philosophy	LM-14	Philology and literary critics	35	85			
Literature and Philosophy	LM-78	Philosophy and languages of modern times	35	85			
Literature and Philosophy	LM-37	Euro-American literature, translation and literary critics	35	85			
Literature and Philosophy	LM-49	Linguistic mediation, tourism and cultures	35	85			
Literature and Philosophy	LM-84	Historical sciences	35	85			
Mathematics	LM-40	Mathematics	35	85			
Psychology and Cognitive Studies	LM-51	Psychology	40	90			
School of international studies	LM-52	European and International Studies	40	90			
Sociology and social research	LM-88	Management of organisations and the territory	35	85			
Sociology and social research	LM-87	Methodology, organization and evaluation of social services	35	85			
Sociology and social research	LM-88	Sociology and social research	35	85			

*credits earned and recorded by 30 September 2015

Note: only those credits  actually earned and recorded after enrolment in master's degree programmes will be considered (credits  recognised from a previous university career will not be considered).

Bonus

To reach the minimum merit requirement, in addition to credits  actually earned, the student can also use a bonus of up to a maximum of 5 credits during his/her entire university career. Any bonuses not used for benefits during the current academic year can be used for subsequent years.

Students enrolled in the national university system prior to academic year 2012/2013 have an available number of bonus credits resulting from the difference between the maximum of 5 credits available and those already used in previous years (also during the 3-year undergraduate degree programme).

Example 1

A student enrolled for academic year 2014/2015 in the first year of the degree programme in Economics and Management (40 required credits), has earned 36 credits by 5 August 2015: to get the scholarship, the student uses 4 bonus credits and will have only one credit to use for the following years to reach the minimum merit requirement.

Example 2

A student enrolled for academic year 2013/2014 in the first year of the master's degree programme in Finance (85 required credits) has earned 81 credits by 5 August 2015: to get the scholarship, the student can use 4 bonus credits, but only if the difference between the maximum of 5 credits available and those already used is at least 4.

Students enrolled in **PhD** programmes must fulfil a merit requirement based on enrolment in the subsequent year.

Students transferring from other Universities

Students transferring from other universities must fulfil a merit requirement based on the number of credits earned and recorded **by 5 August 2015** at their former university in respect to the year of first enrolment. Credits not recognised by the University of Trento cannot be declared for the application for benefits in subsequent academic years.

Students transferring to other Universities

Authorisation for transfer will be issued subject to verification of the requirements set forth in point 7.3. Students who transfer to other Universities and who have not reached the merit requirement for maintaining the scholarship, as set forth in point 7.3, are required to reimburse the assigned scholarship amount and to pay university tuition fees.

Students with special needs

Reduced merit requirements may be considered for students with special needs as set forth in point 8.

3.2.2 First-year students

Students participating in the selection for admission to the first year of a master's degree programme in English language, and having earned their degree in a country not belonging to EHEA (European Higher Education Area – www.ehea.info), must fulfil a merit requirement based on their admission score, which must be equal to, or superior to 70% of the maximum possible score.

For other students who enrol in the first year, there are no merit requirements for admission.

For all students enrolled in the first year, special merit requirements for disbursement of the scholarship are envisaged, as explained in point 4.3.

4. SCHOLARSHIP

4.1 AMOUNTS FOR RESIDENT STUDENTS

The amount of the scholarship for students residing in the "local" municipalities (identified in tables 7 and 8 of the glossary [\[1\]](#)), ranges from a minimum of € 500,00 to a maximum of € 2.600,00, based on economic condition.

4.2 AMOUNTS FOR NON-RESIDENT STUDENTS

The amount of the scholarship for students residing in "non-local" municipalities (identified in tables 7 and 8 of the glossary [\[1\]](#)) who rent accommodations in proximity of the course site, for **at least 10 months** over the course of the academic year 2015/2016 (5 months for students enrolled in the first year beyond the normal duration of the degree programme), ranges from a minimum of € 1.200,00 to a maximum of € 5.000,00, according to economic condition.

Students living in facilities other than those made available by the Opera Universitaria are required to submit a copy of a rental agreement [\[1\]](#) with a minimum duration of 10 months during the academic year 2015/2016 and officially registered in their name, to the Opera Universitaria help desk (at the San Bartolameo student house, via della Malpensada 140), **not later than Friday 16 October 2015 (29 January 2016 for first-year PhD students)**. Students who in previous years submitted a multi-year rental agreement to the Opera Universitaria, must submit, by 16 October 2015, the documentation proving the validity of the rental agreement also for the academic year 2015/2016 (see rental agreement [\[1\]](#)). The student who enrolls in a master's degree programme after 16 October can submit the rental agreement at a later date, obtaining a "non-resident" scholarship in an amount that is proportional to the actual months covered by the agreement until 31 August 2016.

ATTENTION: for assignment of the "non-resident" scholarship, rental agreements submitted after 16 October 2015 will not be taken into consideration for any reason.

ATTENTION: foreign students with their families residing abroad and students enrolled in PhD programmes must submit the rental agreement by 16 October 2015 (29 January 2016 for first-year PhD students)

For those students who spend periods of time abroad for international mobility programmes or traineeships, for which a contribution by the Opera Universitaria or other Institution is envisaged, the "non-resident" scholarship will be disbursed only for the months during which the students are staying in Trento, as proved by the rental agreement, and exclusively if the total number of months of stay in Trento and those spent outside Trento is at least 10. Students who participate in a traineeship in Italy, as long as they are not the beneficiaries of any other scholarship or compensation paid for the internship/traineeship, can maintain the total amount of the "non-resident" scholarship if they submit a copy of the rental agreement in Italy, provided that the total number of months covered by the agreement is at least 10.

Example: A student who is awarded a scholarship by the Opera Universitaria for academic year 2015/2016, and the integration of the scholarship pursuant to point 13, residing in a "non-local" municipality, who spends a period of 6 months abroad for an Erasmus+ study programme, will get a resident scholarship for 6


months, and a non-resident scholarship only for the months he spends in Trento and only if upon return to Trento the student submits a rental agreement for housing in Trento with a duration of at least 4 months.

Students participating in the Double Degree project are considered “non-resident” students for a maximum of 2 years.

The following students will be considered “resident” students:

- students residing in “non-local” municipalities who will not rent accommodations in proximity of the course location
- students who are beneficiaries of the scholarship ex DM 755/2013
- students who are assigned accommodations and who, for any reason, do not directly pay the housing fee due to assignment of a free accommodation by the Opera Universitaria or who benefit from a rent contribution granted by the University of Trento or another Institution.

4.3 DISBURSEMENT

The scholarship will be disbursed exclusively by payment to a bank/postal account (or paid to a prepaid payment card enabled for receiving bank transfers) **held or jointly held in the student’s name**. When filling out the application, and nevertheless **by 3 November 2015**, the student must indicate an IBAN code  or confirm the IBAN code already communicated to the Opera Universitaria. On the contrary, the scholarship, if owed, will be credited as of February 2016.


4.3.1 Academic years after the first


For students enrolled in academic years after the first, the scholarship can be disbursed in a lump sum by December 2015. In case of insufficient funds, disbursement will be made in two instalments.

4.3.2 First-year students

For students enrolled in the first year, the amount of the scholarship will be disbursed in two instalments as follows:


First instalment payment

For students in income bracket  1, the first instalment will be disbursed by December 2015 to those students enrolled by 31 October; by February 2016 to those students enrolled for a master’s degree programme after 31 October 2015.

For students in income brackets  2, 3 and 4, who earn **12 credits by 31 March 2016**, the first instalment will be disbursed by May 2016.

ATTENTION: for those students enrolled in part time programmes, at the Conservatory of Music and at the University Institute for Interpreters and Translators, the first instalment will be disbursed by December 2015.

Second instalment

For students in income brackets  1 to 4, the second instalment will be paid upon reaching, **by 5 August 2016 (by 30 September 2016 for students enrolled in the Civil Engineering and in Environmental and Land Engineering master’s degree programmes, as well as for students enrolled in the part time Business Management degree programme)**, the number of credits required for students who enrolled in the first year of a study programme in academic year 2014/2015 according to tables 2 and 3. For students in income

brackets 2, 3 and 4, who reach by 5 August 2016 the number of credits required for students who enrolled in the first year of a study programme in academic year 2014/2015 according to tables 2 and 3, the entire amount of the scholarship will be disbursed.

ATTENTION: Bonus credits cannot be used to reach the merit requirements for disbursement of the first and second instalments of the scholarship.

Disbursement of the second instalment of the scholarship will be made ex officio every two months, after verification of the required merit level in the Esse3 booklet

Table 4) Summarised diagram of disbursement times and methods for first-year scholarships

	FIRST INSTALMENT	BALANCE	ATTENTION
STUDENTS ENROLLED IN THE FIRST YEAR BY 31 OCTOBER 2015	Income bracket 1 disbursement by December income brackets 2, 3 and 4 12 credits by 31 March disbursement by May	credits* academic year 2014/2015 according to tables 2 and 3 by 5 August (by 30 September for the Conservatory, master's degree programmes in Civil Engineering and in Environmental and Land Engineering, and part time degree programme in Business Management) Disbursement on a two-month basis, <i>ex officio</i>	students who do not reach 20 credits (15 credits for part time programmes) by 5 August must reimburse the scholarship (point 7.3)
STUDENTS ENROLLED IN THE FIRST YEAR OF A MASTER'S DEGREE AFTER 31 OCTOBER 2015	Income bracket 1 disbursement by February Income brackets 2, 3 and 4 12 credits by 31 March disbursement by May		

* For students who are enrolled in master's degree programmes only those credits earned and recorded after enrolment on the study programme are considered valid. Credits recognised from a previous university career will not be taken into consideration.

4.3.4 PhD students

For students who are enrolled in doctorate research programmes, the scholarship will be disbursed in a lump sum, within 60 days from the publication of rankings.

5. EXEMPTION FROM TUITION FEES


Students who are eligible for the scholarship and beneficiaries of the scholarship of the Ministry of Foreign Affairs for academic year 2015/2016 have the right to total exemption from tuition fees and the provincial student welfare tax, subject to the specific provisions set out in the following point for first-year students.

5.1 UNITN STUDENTS



5.1.1 First-year students

Students enrolled in the first year (excluding students enrolled on part time programmes) who fall within the income brackets 2, 3 and 4, must pay tuition fees if they do not earn **12 credits by 31 March 2016**. If these students earn **by 5 August 2016** the number of credits set forth for students who enrolled in the first year of a study programme in academic year 2014/2015 according to tables 2 and 3, they can request reimbursement of the tuition fees paid.


5.1.2 Exemption for students enrolled in the first year after the normal duration of the course


Students in master's degree programmes and 5-year master's degree programmes who are eligible for the scholarship, and who enrol for academic year 2015/2016, in the first year beyond the normal duration of the study programme in respect to the year of first enrolment  and who will not get their degree by the last graduation session of academic year 2014/2015 must pay the University of Trento an amount equal to half of the tuition fees, according to the methods and deadlines indicated on the University website.

5.1.3 No exemption

Students who have not been awarded a scholarship and therefore cannot benefit from the exemption, must pay tuition fees  according to their income level , according to the methods and deadlines indicated on the University website.

5.1.4 Exemption for students who get a first-level degree after 11 September 2015, who intend to enrol in the first year of a master's degree programme from 14 September 2015 to the deadlines envisaged by the single Departments/Centres



Students who get a first-level degree after 11 September 2015 and who intend to enrol in the first year of a master's degree programme from 14 September 2015 to the deadlines envisaged by the single Departments/Centres must present their applications by 11 September 2015. If these students are not eligible for the scholarship, they must pay the first instalment of the tuition fees  according to the methods and deadlines indicated on the University website.

All amounts due will be shown in the Esse3 web area  (Mytasse) reserved for students.


In the case of payment beyond the due date, the student will be required to pay a penalty for late payment .

Information about exemption for students with special needs is reported in point 8.1.

5.2 CONSERVATORY AND ISIT

Students of the Conservatory of Music and the University Institute for Interpreters and Translators, who are not exempt from the provincial student welfare tax , must pay € 140,00 **by 8 December 2015**, by bank transfer to the Opera Universitaria's account  and deliver the payment receipt to the Institute Registrar's Office where they enrolled.

6. ACCOMMODATION

Students who meet all economic requirements (table 5) and merit requirements (tables 2 and 3) and residing in a "non-local" municipality, can apply for accommodation  at a discounted rate. The "non-

local” municipalities of residence 🏠 are listed in tables 7 and 8 in the Glossary. Assignment of the accommodation is on an annual basis.

Table 5) Threshold values for discounted accommodation rates

(income and assets for the year 2014)

HOUSEHOLD MEMBERS	EQUIVALENCE SCALE	MAXIMUM INCOME LEVEL	MAXIMUM ASSET LEVEL NET OF EXEMPTIONS
1	1	€ 17.156,86	€ 64.844,77
2	1.57	€ 26.936,27	€ 81.143,79
3	2.04	€ 35.000,00	€ 94.583,33
4	2.46	€ 42.205,88	€ 106.59,14
5	2.85	€ 48.897,06	€ 117.74,10
6	3.2	€ 54.901,96	€ 127.753,27
7	3.55	€ 60.906,86	€ 137.761,44

EACH COMPONENT BEYOND 5 CORRESPONDS TO +0.35 POINTS MORE ON THE EQUIVALENCE SCALE

6.1 Renewal of accommodation

Students who benefitted from the scholarship and the accommodation for academic year 2014/2015 will receive instructions to apply for renewal of accommodation for academic year 2015/2016, which is to be done **by 6 July 2015** provided the following requirements are fulfilled:

- eligibility according to the economic conditions set forth in table 1
- the merit requirements set forth in tables 2 or 3. Those students who enrolled in the first year of an undergraduate degree programme in academic year 2012/2013 must have earned and recorded 140 credits by 5 August 2015 (by 30 September for the Conservatory).

6.2 New assignments of accommodations

The Opera Universitaria has **200 accommodation places available in Trento and 40 in Rovereto** for new accommodation applications, which will be assigned by the first half of September 2015.

The students who apply for accommodation 🏠 must indicate in the application for benefits the course location where they intend to live (Trento or Rovereto) and, if they are assigned the accommodation according to the rankings, they must confirm acceptance **within 3 days from the date of publication of the rankings**. An e-mail with instructions for accepting the accommodation will be sent to the student 📧. If the accommodation is not accepted by the deadline, the offer is considered rejected.

In case of withdrawal from a previously accepted accommodation or if the accommodation is not accepted, the eligible students according to the order in the ranking list will be contacted by e-mail: these students will have **3 days** to confirm acceptance of the accommodation 📧.

ATTENTION: It is recommended that students check their e-mail daily during the period when accommodations are assigned.

The deadlines for submitting the application for accommodation 🏠 are reported in point 10.3.


Information for students with special needs are reported in point 8.

ATTENTION: The annual assignment of accommodation for students enrolled in the first year (excluding students enrolled in part time programmes, at the Conservatory of Music and at the University Institute for Interpreters and Translators) is subordinate to verification that the student has earned 12 credits by 31 March 2016. The students who, on that date, have not met this merit requirement can maintain their accommodations only if they pay any outstanding rent arrears and all monthly rates due in advance for the period up to 31 August, or on the contrary the accommodation benefit will expire as of 18 April 2016.

The monthly cost of accommodation at a discounted rate is as follows:

- double room € 180,00 monthly
- single room € 220,00 monthly.

In addition to the monthly rate, the student must also pay a non-interest bearing deposit of € 400,00.


At the moment of assignment, students applying for accommodation  must deliver a copy of their SEPA direct debit form (preliminarily filled out upon completion of the application) including the bank details of a current account held or jointly held in the student's name, which can be used for SEPA SDD direct debiting. This form enables Opera Universitaria to charge to the bank account the amounts due for accommodation.

The charges will be made according to the following schedule:

1. by 30 November 2015, accommodation rate up to December 2015
2. monthly payment by the last day of the month for the months from January to June 2016
3. by 31 July 2016, accommodation rate for the months of July and August 2016.

The amount due must be available in the bank account held or jointly held in the student's name, as indicated upon submission of the application, during the days prior to the payment deadlines.

The non-interest bearing deposit of € 400,00 will be withdrawn, during the days immediately following the assignment of the accommodation. **This amount must be available in the bank account authorised for payments**, and will be reimbursed upon conclusion of the accommodation assignment period according to the methods set forth in *Rules and Regulations governing the Use of University Accommodation Facilities*, available at the website www.operauni.tn.it, within 60 days after the end of the assignment period.


No payment extensions, late payments, instalment schedules in respect to payment deadlines for the amounts due are admitted. **The accommodation  will be revoked in case of insufficient funds in the student's bank account and the amounts due, plus interest and expenses, will be recovered via inclusion on the tax roll (credit recovery with Trentino Riscossioni).**

Accommodations  are assigned ex officio.

7. DURATION, EXCLUSION AND REVOCATION OF BENEFITS

7.1 DURATION OF BENEFITS

The benefits described herein are assigned according to the following methods:

- for students enrolled in undergraduate degree programmes:
 - scholarship and tuition fees exemption (student welfare tax for students of the Conservatory of Music and the Institute for Interpreters and Translators) for a period of time equal to the duration of the respective study programme, starting from the year of first enrolment 

- accommodation (€), for a period of time equal to the duration of the respective study programme, plus one year for those who are eligible to renew the accommodation (€) for academic year 2015/2016 in accordance with point 6.1
- for students enrolled in master's degree programmes and 5-year master's degree programmes:
 - scholarship and tuition fees exemption (student welfare tax for students of the Conservatory of Music) for a period of time equal to the duration of the respective study programme plus one semester, starting from the year of first enrolment (€). The amount for the last semester will not be disbursed if the student graduates by 31 October 2015.
 - accommodation (€), for a period of time equal to the duration of the respective study programme, plus one year
- for students enrolled in part time programmes and doctorate research programmes:
 - scholarship, tuition fees exemption and accommodation (€) for a period of time equal to the duration of the respective study programme, starting from the year of first enrolment (€).

Information on the duration of benefits for students with special needs is reported in point 8.

7.2 EXCLUSION FROM BENEFITS

The following students are excluded from the benefits envisaged herein:

- students who enrol in a study programme of a level that is equal to a degree already earned by the same students
- students who enrol in undergraduate degree programmes, master's degree programmes or 5-year master's degree programmes and who already hold a "*vecchio ordinamento*" (former Italian graduate system) degree
- students who attend foreign Universities and who enrol at the University of Trento in the context of international mobility programmes or Double Degree programmes
- students who, in the academic year 2015/2016, are awarded any other economic allowance according to the same criteria
- students who do not meet the economic and/or merit requirements set forth herein
- students who have already been enrolled in a study programme of the same level of that in which they are enrolled for academic year 2015/2016, except for students who fulfil **all** the following requirements:
 - a. students enrolled for the first time in the Italian University System for the academic year 2014/2015
 - b. students who left their studies and intend to enrol, for academic year 2015/2016, in the first year of a study programme belonging to a different degree class (or, in the case of foreign students, who intend to transfer to a study programme belonging to a different degree class, without recognition of credits)
 - c. students who have returned any benefits awarded during the academic year 2014/2015
 - d. students who have paid any outstanding amounts due to the University and/or the Student Welfare Body.
- students who are 35 years old as of the date 1 January 2015.

Students who have submitted any false declarations in any of the previous academic years are also not eligible for the benefits; these students are excluded from benefits for the entire duration of their studies at the University of Trento.

7.3 REVOCATION OF BENEFITS

The first instalment of the scholarship and the exemption from tuition fees will be revoked in the following cases:

- students enrolled in the first year who do not earn at least **20 credits** (15 credits for part-time study programmes) by 5 August 2016
- students enrolled in the first year who transfer to other universities or who leave their studies without reaching the merit requirements specified in the previous point at the University of Trento
- students enrolled in the first year in a doctorate research programme who leave their studies during the first year and do not enrol in the second year
- students enrolled in a year following the first who leave their studies by 31 March 2016.

In case of revocation of the scholarship, the amounts received must be entirely reimbursed to the Opera Universitaria by **31 December 2016** via bank transfer to the current account held by the Opera Universitaria. Any amounts not reimbursed by that date will be subject to a penalty for late payment. Starting from June 2016 the amounts due, plus interest and expenses, will be recovered via inclusion on the tax roll (credit recovery with Trentino Riscossioni).

The revocation of the scholarship also implies payment of all relative tuition fees.

For information about payment of tuition fees in case of revocation of the scholarship, the student can write an e-mail to: HelpTasseStudenti@unitn.it

The accommodation benefit will be revoked starting from 16 April 2016 in case of students enrolled in the first year who have not earned **12 credits by 31 March 2016** (except for students enrolled in part-time study programmes). The accommodation can be maintained only by students who pay any outstanding rent arrears and all monthly rates due in advance for the period up to 31 August.

The accommodation benefit will also be revoked in the cases indicated in the *Rules and Regulations governing the Use of University Accommodation Facilities* available on the website www.operauni.tn.it in the section "Accommodation".

8. INFORMATION FOR STUDENTS WITH SPECIAL NEEDS


8.1 INFORMATION FOR STUDENTS WITH DISABILITIES

Without prejudice to the provisions set forth herein, the following is also specified.


Disabled students, with officially recognised handicap pursuant to article 3, paragraph 1, of Law no. 104 of 5 February 1992 or with a disability equal to or greater than 66%, are entitled to total exemption from tuition fees and from the provincial student welfare tax for the entire study programme, independently of their household's economic condition. Students must apply for this benefit upon enrolment at the University.

The duration of the scholarships and accommodation benefits for students who have a disability equal to or greater than 66% or with officially recognised handicap pursuant article 3, paragraph 1 of Law no. 104 of 5 February 1992, is nine semesters for undergraduate degree programmes, seven semesters for master's degree programmes and fifteen semesters for 5-year master's degree programmes. To be eligible for the scholarship, students enrolled in any year following the first must fulfil special merit assessments that take

into account the possible difficulties faced by these students during their university studies due to their disabilities.

The Office for Disability Services of the Opera Universitaria at via S. Margherita 13 is available for assessing the merit requirements as described in the previous paragraph, for filling out the application for the scholarship and/or accommodation , as well as for requesting any special service needs or equipment.

The Office for Disability Services is open Monday to Friday from 9:00 am to 12:00 pm (telephone 0461.217407; e-mail: gmorelli@operauni.tn.it).


Disabled students are assigned accommodations without any architectural barriers according to their specific needs. In order to benefit from a discounted rate, the student must submit an application for accommodation  by the deadlines set forth in point 10.3.

8.2 INFORMATION FOR STUDENTS WITH SPECIFIC LEARNING DIFFICULTIES (D.S.A)

Students with specific learning difficulties (D.S.A), certified in accordance with Law no. 170 of 8 October 2010, may contact the Office for Disability Services to request and organise individual learning plans according to their objective difficulties, in order to also evaluate the possibility of making specific changes to the merit requirements set forth herein for assignment of benefits.

9. ECONOMIC CONDITION CERTIFICATION





9.1 STUDENTS HAVING THEIR HOUSEHOLD IN ITALY


Before submitting an application for benefits, the ICEF (Household Income Index) Declaration must be completed for all the members of the student's household , stating the composition of his or her household and giving the relevant details. Advice can be obtained from one of the **Fiscal Support Centres (CAF) having an arrangement with the Autonomous Province of Trento and the University of Trento**. A list of the centres (only those marked with an *) can be found on this site:

http://icef.provincia.tn.it/clesiuswebapps/icefTrasp/icef_caf_abilitati.pdf

ATTENTION: the ICEF declaration can be submitted free of charge from the beginning of July onwards. We recommend that an appointment be arranged and the declaration be submitted well in advance, in order to complete the formalities required to apply for the benefits before the deadlines indicated in point 10.3

To complete the declaration, the following information is requested:


- details of the income for the year 2014 of every member of the student's household  (taken from income tax returns and other assessment parameters for self-employed workers or agricultural workers)
- information regarding the movable assets owned by every member of the student's household  relating to the year 2014 (current accounts, bank deposits, investments, etc.)
- information regarding the immovable assets owned by every member of the student's household  as at 31.12.2014 (taken from appropriate documentation or Land Registry certificates)
- the tax code of every member of the student's household 
- an identification document of the person making the declaration.

The code of the *“Dichiarazione ai fini della valutazione della condizione economica per agevolazioni in materia di diritto allo studio”*, issued by the Fiscal Support Centre (CAF) after completion, must be entered in the application for the scholarship and accommodation .



9.2 STUDENTS HAVING THEIR HOUSEHOLD ABROAD


Students from EU and non-EU countries and Italian students whose household is based abroad must submit the documents described in the paragraphs below **directly to the “Opera Universitaria”, having first obtained an appointment by writing to assistenza@operauni.tn.it**, by the deadlines stated in point 10.3. Once the data relating to the applicant’s economic condition have been entered, which is done after checking the documentation submitted, enrolled students can proceed with the application online at the Opera Universitaria help desk at Via Malpensada 140.

9.2.1 Students from EU countries

Students from EU countries must submit documents certifying their economic condition (family status and residence certificate of their household; income of the household members ; assets owned by their household: surface area (square metres) of the household’s home, surface area (square metres) of homes other than the home of residence and bank deposits). The documentation must be translated into Italian.

9.2.2 Students from non-EU countries

- In case of students from particularly poor countries , their economic condition will be assessed on the basis of a certificate issued by the Italian diplomatic authorities operating in the country of origin, certifying that the student does not belong to a family notoriously of a high income and high social level. This certificate can be issued by Italian bodies authorised to issue financial guarantees in the manner referred to in the legal provisions currently in force regulating the enrolment of foreign students at Italian universities.
- Students from non-EU countries must provide the documents requested, issued by the competent authorities in their country of origin (family status and residence certificate of the household; income of household members ; assets owned by the household: surface area (square metres) of the household’s home, surface area (square metres) of homes other than the home of residence and bank deposits); the documentation must be translated into Italian and certified by the Italian diplomatic authority competent in the territory in question (Embassy or Consulate) as regards its conformity with the original. For those countries where particular difficulties are encountered in obtaining certificates from a local Italian Embassy, the documents in question can be issued by the foreign competent diplomatic or consular representatives in Italy and legalised by a Prefecture.

All foreign students are nevertheless obliged to declare the incomes and assets owned in Italy by their household .

The economic condition of students who have obtained recognition of their “international protection” status (political refugees) and stateless students will be assessed by taking into account only incomes received and assets owned in Italy.

9.3 STUDENTS WHOSE HOUSEHOLD HAS INCOMES AND ASSETS BOTH IN ITALY AND ABROAD



Italian or foreign students whose household also has incomes and property abroad must submit the ICEF declaration adopting the methods indicated in point 9.1 for incomes and assets owned in Italy and provide documentation relating to their economic condition abroad, according to the methods set out in points 9.2.1 and 9.2.2.

10. SUBMISSION OF APPLICATION FOR BENEFITS

10.1 APPLICATION TYPE

10.1.1 Confirmation of economic condition

Students who satisfy **all the following conditions** may submit a **confirmation** of the economic condition declared for the previous year:

- a “new application” has been submitted for the academic year 2013/2014 or the academic 2014/2015
- the household , including its characteristics, has not altered from the previous year
- the economic condition of the household  has not altered to an extent that the threshold values indicated in table 1 have been exceeded.

Attention: if, during the academic year 2015/2016 (as of July 2015) the student submits a new “Dichiarazione ai fini della valutazione della condizione economica per agevolazioni in materia di diritto allo studio” to the Fiscal Support Centre (CAF), the confirmation will no longer be valid and the application for a scholarship will be revised to reflect the new ICEF index.

10.1.2 New application

Students who are unable to confirm their economic condition, in the manner envisaged in point 10.1.1, must submit a **new application** containing the code of the “Dichiarazione ai fini della valutazione della condizione economica per agevolazioni in materia di diritto allo studio” issued by the Fiscal Support Centre (CAF).

10.2 HOW TO COMPLETE THE APPLICATION


10.2.1 Completion of the application for benefits by Unitn students


To complete the application for benefits, which can only be submitted online, students wishing to enrol in the first year or in the following years of a study programme at the University of Trento must access the *Home Page* on the University portal (<http://www.unitn.it>) **by the deadlines indicated in point 10.3** and follow all the following instructions.

When filling out the application, the following data will be required:

- if the student is filling out an economic condition **confirmation form**, he or she must declare that his or her economic condition has not altered, confirming the validity of the data already stored in the system, entered the previous year
- if the student is filling out a **new application form**, the system will automatically display the code of the “Dichiarazione ai fini della valutazione della condizione economica per agevolazioni in materia di diritto allo studio” issued by the Fiscal Support Centre (CAF).

Attention: only applications correctly completed and confirmed in every section, as required by the online procedure, by the deadlines indicated in point 10.3 will be accepted.

The IBAN code  for a current account held, or jointly held, in the student’s name must be included or confirmed the online application for benefits, by accessing the site www.unitn.it, not later than 3 November 2015. Only those applying for accommodation must enter the IBAN code when confirming

acceptance of the accommodation place offered and the SEPA direct debit form shall then be printed and handed in when the accommodation assignment certificate is undersigned .

10.2.2 Completion of the application for benefits by students enrolled at the Conservatory of Music, ISIT (Institute for Interpreters and Translators) and PhD students

Students at the Conservatory of Music, the Institute for Interpreters and Translators (ISIT) and PhD students at the University of Trento must complete the application for benefits **by the deadlines indicated in point 10.3:**

- at the Fiscal Support Centre (CAF), if the student is submitting a **new application** (“*Domanda per la concessione di agevolazioni in materia di diritto allo studio – studenti iscritti a Conservatorio di Musica, ISIT, corsi di Alta Formazione Professionale e dottorandi*”)
- at the Opera Universitaria help desk, if the student is submitting a **confirmation** of his/her economic condition.


Attention: only “Domanda per la concessione di agevolazioni in materia di diritto allo studio – studenti iscritti a Conservatorio di Musica, ISIT, corsi di Alta Formazione Professionale e dottorandi”, which have been completed with all the merit information in relation to the study programme attended will be accepted

10.3 WHEN TO SUBMIT THE APPLICATION

Students can submit applications **as of 20th July 2015**, by the deadlines indicated below.

Attention: the deadlines indicated below must be respected regardless of whether the student has actually enrolled in the first year (awaiting the outcome of the admission test or of enrolment to a masters’ degree programme after 11 September 2015) or re-enrolled, as the envisaged deadlines may be different


10.3.1 Unitn, Conservatory of Music, ISIT (Institute for Interpreters and Translators) Students

by 26th August 2015 if the applicant is also applying for accommodation 


by 11th September 2015 for scholarship and tax exemption applications.

Students eligible for renewal of accommodation (see point 6) must apply **by 6th July 2015**.

10.3.2 PhD students enrolling in the first year

by 29th January 2016 for scholarship, student welfare tax exemption and accommodation applications .

10.3.3 PhD students enrolling in years after the first

by 26th August 2015 if the applicant is also applying for accommodation 

by 11th September 2015 for scholarship and student welfare tax exemption applications.

Table 6) Summary of deadlines for submission of applications for benefits

	SCHOLARSHIP, TAX EXEMPTION AND ACCOMMODATION	SCHOLARSHIP AND TAX EXEMPTION
UNITN, CONSERVATORY, ISIT STUDENTS	by 26 th August NEW APPLICATION OR CONFIRMATION OF ECONOMIC CONDITION	by 11 th September NEW APPLICATION OR CONFIRMATION OF ECONOMIC CONDITION
PHD STUDENTS ENROLLING IN THE FIRST YEAR	by 29 th January NEW APPLICATION	by 29 th January NEW APPLICATION
PHD STUDENTS ENROLLING IN YEARS AFTER THE FIRST	by 26 th August NEW APPLICATION OR CONFIRMATION OF ECONOMIC CONDITION	by 11 th September NEW APPLICATION OR CONFIRMATION OF ECONOMIC CONDITION



11. APPROVAL OF RANKINGS AND APPEALS

By 31st October 2015 the Opera Universitaria will publish the official ranking for scholarships on the site www.operauni.tn.it. At the same time, the University of Trento will inform students not eligible for the scholarship of the procedures and time schedule applying for the payment of tuition fees. The scholarship ranking for students who have enrolled in the first year of PhD programmes will be published on the site www.operauni.tn.it by 28th February 2016.

If funds are inadequate, the rankings drawn up on the basis of economic condition may provide for students who are “eligible but not recipient”.

The ranking for accommodation places will be published as soon as applications have been collected, to allow places to be assigned as quickly as possible.


Students concerned may file a written appeal stating the grounds on which it is based, within 30 days from the publication of the official ranking to:

- UNIVERSITY OF TRENTO – UFFICIO SVILUPPO SERVIZI ONLINE E SUPPORTO UTENTI – VIA VERDI, 8 – 38122 TRENTO, for exemption from tuition fees 
- OPERA UNIVERSITARIA– SETTORE ASSISTENZA – VIA DELLA MALPENSADA, 140 – 38123 TRENTO, for scholarships and/or accommodations 

The designated bodies shall assess the appeal, according to their respective responsibilities, within 30 days from the deadline for the submission of the appeal.

12. OBLIGATION TO GIVE NOTIFICATION

Should the information given change in any way after an application has been submitted, the student concerned must promptly give notification of the variation to the Opera Universitaria help desk, particularly in the following circumstances:

- change to another degree programme
- transfer to another University
- abandonment of studies
- change in the information stated in the scholarship application (residence, bank details, economic condition, etc.)
- award of another scholarship or other allowance
- recognition of any examinations during the year (calling for the recalculation of the benefits granted, considering the year of first enrolment )
- award of the degree

13. OTHER INITIATIVES

INTERNATIONAL MOBILITY - ERASMUS+ STUDY PROGRAMME (EUROPE)

Students enrolled at the University of Trento who have been awarded an EU or University scholarship for the academic year 2015/2016 as part of the Erasmus+ Mobility study programme (Europe), are entitled to an additional allowance, if they also receive a scholarship from the Opera Universitaria for the same academic year. The monthly allowance is € 200,00 and is offered during the student's stay abroad (not including any period of extension), up to a maximum of 10 months and as long as funds allow. To obtain the contribution, the student must satisfy the requirements set forth herein, and those relating to the Erasmus+ programme.

This additional allowance will be paid by the European Programmes and International Mobility Support Office, adopting the methods laid down by the University of Trento, of which receivers of scholarships will be informed.


SPECIAL ALLOWANCES

In exceptional situations characterised by serious economic hardship, arisen after periods established as requiring ordinary intervention, and taking into account, in any event, the principles on which this Call is based, or objective situations backed up by documented evidence that prevent the merit requirements from being fulfilled, the Opera Universitaria reserves the right to intervene with the granting of ad hoc allowances. This type of intervention should not be considered as an alternative to the scholarship if the relevant requirements have not been satisfied or the deadline for submission of the ordinary application has not been respected. The student must go to the Opera Universitaria and provide adequate documentary evidence of his/her hardship.

The application for a special allowance will be assessed by a Commission composed of members of the Board of Directors.

INTERNSHIP/TRAINEESHIP ABROAD

A scholarship holder who is on an internship or traineeship abroad, in a country other than that of which he or she is a citizen, will receive, for up to a maximum period of 4 months, and provided that he or she is not recipient of another scholarship or grant for the same internship/traineeship project, a monthly allowance

of € 500,00 from the Opera Universitaria. In the case of students enrolled in the first year beyond the standard duration of the study programme on a Master's degree or 5-year Master's degree programme, in respect to the year of first enrolment , only the traineeship period completed by 31st March 2016 will be taken into account for the purpose of calculating the allowance. It is pointed out that allowances for internship/traineeship programmes cannot be cumulated with the scholarship awarded for participation in the Erasmus+ Mobility programme for traineeships or as part of the Call for co-funded internships set up by the Ministry of Education, University Studies and Research pursuant to Law 183-87.

The Opera Universitaria will pay the benefit at the end of the internship/traineeship, once it has received notification from the Job Guidance Office of the University of Trento.

BILATERAL EXCHANGE PROGRAMMES

Scholarship holders who take part in bilateral exchange projects organised by the University, will receive an additional grant calculated in proportion to the amount invested by the University in the project concerned.

The contribution will be paid by the European Programmes and International Mobility Service Office, according to the methods laid down by the University of Trento.

14. ACCURACY OF DECLARATIONS

The administrative simplification service provided by the Autonomous Province of Trento has set up a Control Centre to monitor ICEF declarations, carrying out annual checks to verify the accuracy of the ICEF declarations submitted, requesting information from the Tax Police authorities, Italian Inland Revenue, municipal authorities, Land Registry Offices and any other administrations concerned.

A student making a false declaration will be obliged to pay an administrative fine of three times the amount received and will lose his or her right to receive further allowances at any time during the study programme.

The Opera and the University will report the matter to the judicial authorities in accordance with art. 76 of Presidential Decree no. 445 dated 28th December 2000, for the application of criminal legislation to actions constituting an offence.

Following controls carried out over the last few years, the Body has been forced to report a number of students to the judicial authorities. We therefore recommend that self-certification forms be drawn up and submitted with the utmost attention and precision.

15. PRIVACY NOTICE PURSUANT TO ART. 13 – LEGISLATIVE DECREE No. 196/2003

Legislative Decree no. 196 dated 30 June 2003 guarantees that personal data are handled with respect for the rights, fundamental freedoms and dignity of individuals, with particular reference to confidentiality and personal identity (as envisaged in article 13).

Data are handled for the following purposes:

- a) in procedures connected with the payment of scholarships, allocation of accommodation places and related services, exemption from provincial student welfare tax and tuition fees
- b) to draw up statistical qualitative-quantitative reports, also in aggregated form
- c) to carry out services intended to assess the satisfaction of those using the services offered

You are therefore informed that:

- personal data supplied will be handled exclusively by staff specifically instructed for institutional purposes by the Opera Universitaria, and in relation to ensuing obligations connected with them or by other bodies to which the data in question must be transferred by law. Third party suppliers of services to the Opera Universitaria may become aware, exclusively for the purposes described above, of personal data, having been assigned the task of acting as Data Processing Supervisors and guaranteeing the same level of protection. Furthermore, data may be transferred, for the same purposes, to other public subjects (e.g. the Autonomous Province of Trento, Education Ministry, Tax Agency, etc.). Data may only be transferred and disseminated to third parties in aggregated and totally anonymous form and exclusively for statistical purposes;
- data will be handled in written form and/or on magnetic, electronic or data transmission media;
- the supply of data is obligatory in order to deal with the formalities laid down by the law in connection with education subsidies and accounting and tax obligations and the refusal to provide data or to consent to their being handled at a later date will prevent the Opera Universitaria from dealing with a request for access to benefits/services;
- the Data Controller is the Opera Universitaria of Trento, via della Malpensada 82/A 38123 Trento (tel. 0461.217411 – certified e-mail: opera.universitaria@pec.operauni.tn.it);
- the data subject may exercise his rights against the Data Controller at any time, pursuant to art. 7 of Legislative Decree 196/2003.

ACCOMMODATION

The procedures applying to access and revocation of accommodation services are set out in the *Rules and Regulations governing the Use of University Accommodation Facilities*, which can be found on the site www.operauni.tn.it and are accepted upon completion of the application for benefits.

CREDITS

Credits are a means of measuring the learning activities students have undertaken, as defined in Legislative Decree no. 509/99. For every study programme, the didactic division in charge at each university assigns a number of credits to the various didactic activities involved (lectures, practice, traineeships, seminars, theses, etc.).

ESSE3

Esse3 is the management system used by the University of Trento to record all the events relating to a student's study programme.

IBAN

The IBAN (International Bank Account Number) is defined at an international level and is made up as follows:

- ◆ 2 letters representing the Nation (IT for Italy)
- ◆ 2 control figures
- ◆ the national BBAN code.

For example:

IBAN					
INTERNATIONAL INITIAL	CONTROL NUMBERS	CIN	ABI	CAB	CURRENT ACCOUNT N.
IT	12	L	12345	12345	123456789012

INCOME BRACKETS

Since the academic year 2008/2009, the University of Trento has implemented a student contribution system that provides for 13 income brackets to be applied to all students who commence a new study programme. The methods adopted are described on the University website.

HOUSEHOLD

The student's household is the household to which he or she belongs when the application for benefits is submitted.

1. Definition of household

A person can belong to only one household. A household is made up of the persons officially recorded as family members (art. 4 of Presidential Decree no. 223 dated 30 May 1989), subject to the provisions contained in the measures implementing article 6 of Provincial Law no. 3 dated 1 February 1993.

2. Household other than that of the applicant's parents

The household of a student applying for benefits does not correspond to that of his or her parents when the following circumstances arise, also separately:

- the student has already reached the age of 35
- the student is an orphan or without both parents or officially "convivenza anagrafica"
- the student has resided in a home other than that of his/her parents' household for at least 18 months since the date of the application and his/her total income, considered for the purpose of calculating the ICEF index, excluding the economic support envisaged in article 35, paragraph 2, of Provincial Law no. 13/2007 ("reddito

di garanzia”) and any scholarship or economic benefit requested, was equal to or exceeded € 8.000,00 in the year 2014

- the student resides with his or her spouse and/or their children.

The student must, in any event, declare every person who officially resides in his or her home.

If the above-mentioned conditions are not met, the student will be considered part of his or her original household. The term original household means the household composed of the student receiving the benefit, his or her parents and his or her brothers and sisters who officially reside with the parents or, if the parents are separated, composed of the student receiving the benefit, the parent with whom the student lived before his or her change of residence and the student’s brothers and sisters who still live with that parent. If the parents were not separated when the change of residence occurred, the student is entitled to choose the household to which reference must be made.

HOUSEHOLD ASSETS

Household assets which may be assessed for ICEF purposes are the sum of the conversion of movable assets, immovable assets and the household’s home of residence into equivalent income, having deducted the exemption, and weighed on the basis of the degree of kinship with the person to receive the benefits, according to the following percentage rates:

100% for the person to receive the benefit, his or her spouse from whom he or she is not separated and his or her first degree relatives

50% for second degree relatives

30% for third or fourth degree relatives.

Persons cohabiting with the applicant who are not relatives are allocated the following percentage rates:

100% for a common law husband/wife

30% for other household members.

Household assets are considered after deducting the following exemptions:

€ 130.000,00 for the household’s home

€ 25.000,00 for movable assets

Assets exceeding the exemptions are valued in the following manner:

5% for the first 25.000 euros

20% for the next 20.000 euros

60% over 45.000 euros.

Property owned abroad: premises owned abroad are allocated the established value of € 500,00 per square metre.

HOUSEHOLD INCOME

Household income which may be assessed for ICEF purposes is calculated as the sum of the incomes of the household members net of deductions, weighed on the basis of the degree of kinship with the person to receive the benefit, according to the following percentage rates:

100% for the person to receive the benefit, his or her spouse from whom he or she is not separated and his or her first degree relatives

50% for second degree relatives

30% for third or fourth degree relatives

Persons cohabiting with the applicant who are not relatives are allocated the following percentage rates:

100% for common law husband/wife

30% for other household members.

To calculate economic condition, an estimate is made of the economic capacity required to cover the consumption expenditures incurred by households during the year to which the income refers (see “Calculation of estimated

consumption expenditure” in point 1) and this is then compared with the income of the household in question (see “Consistency calculation” in point 2).

1. Calculation of estimated consumption expenditure

a) Basic consumption expenditures are calculated, as a conservative estimate, taking as references a number of entries from the household consumption expenditure table put together by the Statistics Office of the Autonomous Province of Trento, with the amounts reduced at the rates indicated below, as potentially referring to low-income households. The amounts reduced in this way are established in a resolution passed by the Provincial Council.

Table 9) Type of consumption expenditure and weight for calculation of virtual income

Types of basic consumption expenditure	Percentage rate applied
Food	80%
Clothing/footwear	40%
Electricity supply	50%
Communications	40%

b) Rents and interest payable under mortgage loans correspond to the values stated by the applicant in his or her ICEF declaration for the year in question.

c) Costs for the servicing of motor vehicles are calculated as a flat rate, established in a resolution passed by the provincial council, for every vehicle owned on 31/12 in the year on question.

d) Home running costs are calculated, multiplying the flat rate per square metre, established in a resolution passed by the provincial Council, by the number of square metres floor area in the applicant’s home of residence on 31/12 in the relevant year. This figure must be stated in the application, rounded up to the nearest ten.

An estimate of consumption expenditure is obtained by adding together the items a) + b) + c) + d).

2. Consistency calculation

If the estimated consumption expenditure figure exceeds the household income figure declared, the application is inconsistent, otherwise it is considered consistent: if the application is found to be inconsistent, the calculation of the household’s economic condition will be based on the estimated economic capacity required to cover the expenditures incurred by households, calculated in the manner described in point 1.

MUNICIPALITIES

Table 7) Classification of the MUNICIPALITIES for students enrolled on study programmes held in Trento

“LOCAL” MUNICIPALITIES	“NON-LOCAL” MUNICIPALITIES
ALA, ALBIANO, ALDENO, AVIO, BASELGA DI PINÈ, BEDOLLO, BESENELLO, BOSENTINO, CALAVINO, CALCERANICA AL LAGO, CALDONAZZO, CALLIANO, CAVEDINE, CEMBRA, CENTA SAN NICOLÒ, CIMONE, CIVEZZANO, DENNO, DRENA, DRO, FAEDO, FLAVON, FORNACE, FRASSILONGO, GARNIGA, GIOVO, ISERA, LASINO, LEVICO TERME, LAVIS, LISIGNAGO, LONALASES, MEZZOCORONA, MEZZOLOMBARDO, MORI, NAVE SAN ROCCO, NOGAREDO, NOMI, PADERGNONE, PERGINE VALSUGANA, POMAROLO, ROVERÈ DELLA LUNA, ROVERETO, SAN MICHELE ALL’ADIGE, SANT’ORSOLA TERME, TAIÒ, TENNA, TERLAGO, TON, TRENTO, VATTARO, VEZZANO, VIGOLO VATTARO, VILLA LAGARINA, VOLANO, ZAMBANA Other “local” municipalities in the Province of Bolzano: BOLZANO, BRONZOLO, CORTACCIA, EGNA, LAIVES, MAGRÈ, ORA, SALORNO, TERMENO	All municipalities not included in the “local” list

Table 8) Classification of the MUNICIPALITIES for students enrolled on study programmes held in Rovereto

“LOCAL” MUNICIPALITIES	“NON-LOCAL” MUNICIPALITIES
ALA, ALDENO, ARCO, AVIO, BESENELLO, BRENTONICO, CALCERANICA AL LAGO, CALDONAZZO, CALLIANO, CIMONE, CIVEZZANO, FOLGARIA, ISERA, LAVIS, MEZZOCORONA, MEZZOLOMBARDO, MORI, NAGO-TORBOLE, NOGAREDO, NOMI, PADERGNONE, PERGINE VALSUGANA, POMAROLO, RIVA DEL GARDA, RONZO-CHIENIS, ROVERETO, SAN MICHELE ALL'ADIGE, TERRAGNOLO, TRAMBILENO, TRENTO, VALLARSA, VEZZANO, VIGOLO VATTARO, VILLA LAGARINA, VOLANO, ZAMBANA Other “local” municipalities in the Province of Verona: S. AMBROGIO DI VALPOLICELLA, DOMEGLIARA	All municipalities not included in the “local” list

OPERA UNIVERSITARIA CURRENT ACCOUNT

The current account of the Opera Universitaria is held with the Unicredit Banca – branch office at via Galilei 1 – Trento (IBAN code: IT 35 B 02008 01820 000006006809 –SWIFT/BIC code: UNCRITM10HV): the reason for the payment, the student’s surname, first name and matriculation number must be clearly indicated whenever a bank transfer is made.

PARTICULARLY POOR COUNTRIES

As provided in Ministerial Degree no. 594 dated 1st August 2014, the following Countries are considered “particularly poor”: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Chad, Comoros, Democratic Republic of Congo, Democratic Republic of Korea, Eritrea, Ethiopia, Gambia, Djibouti, Guinea, Guinea Bissau, Equatorial Guinea, Haiti, Kenya, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Central African Republic, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, Southern Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe.

PENALTY FOR LATE PAYMENT

Students paying fees after the due date will incur a penalty for late payment applied by the University of Trento of € 12,00 for the first 10 days and € 40,00 starting from the eleventh day of delay. The payment date is the date on which the transaction is carried out by the bank at which the payment is requested and not the value date.

A student who fails to satisfy the minimum merit requirement by August of the academic year following that of enrolment (for example, a student enrolled for the academic year 2015/2016 who has not earned 20 credits by 5th August 2016) must return the first scholarship instalment by December 2016. Students, who fail to return amounts owed to the Opera Universitaria by this date, will be liable to pay an amount corresponding to the first scholarship instalment plus a penalty for late payment payable at the fixed sum of € 50,00.

PROVINCIAL STUDENT WELFARE TAX

The term “provincial student welfare tax” means the tax set up by article 3, paragraph 20, of Law no. 549 dated 28 December 1995 and regulated, for the Autonomous Province of Trento, by Provincial Law no. 1 dated 7 January 1997. The tax is payable by students enrolling on study programmes at the University of Trento, as well as legally recognised universities, university institutes and higher education university institutes, whose head office is situated in the province of Trento and that award legally recognised study qualifications.

RENTAL AGREEMENT

Rental agreements must be registered with the Italian Tax Agency, in the name of the student making the application and valid for at least 10 months during the academic year 2015/2016. The copy handed in at the Opera Universitaria help desk must include the details of the registration.

If the agreement is renewed or in the case of a multi-year agreement, a copy of the F23 tax form (or on-line receipt), proving that the registration tax has been paid or documentation proving that the “flat rate tax coupon” has been chosen, must be submitted in order to prove the validity of the agreement for the academic year 2015/2016. If the student has entered into a multi-year agreement using a “flat rate tax coupon” and has already handed it in to the Opera Universitaria then, during the term of the agreement, he or she needs only to provide an auto-certification declaring that he or she is still the tenant of the flat.

TUITION FEES

The term tuition fees means the enrolment fee and the tuition fees required from a student who enrolls on a study programme.

YEAR OF FIRST ENROLMENT

The term “year of first enrolment” means the enrolment, for the first time, in the first year of a study programme attended at any University, except for students who fulfil all the following requirements:

- students enrolled for the first time in the Italian University System for the academic year 2014/2015
- students who left their studies and intend to enrol, for the academic year 2015/2016, on a study programme belonging to a different degree class (or, in the case of foreign students, who intend to transfer to a study programme belonging to a different degree class, without recognition of credits)
- students who have returned any benefits received during the academic year 2014/2015
- students who have paid any outstanding amounts due to the University and/or the Student Welfare Body.

If the student benefitted from the Shortening of study programme and therefore the recognition of his examinations, the year in which he or she enrolled at the university for the first time will be treated as the year of first enrolment.

Any periods of interruption are not taken into consideration when assessing merit if the student has submitted a duly drawn up application for a “temporary interruption” in specific situations, namely: a) the birth of a child (for female students); b) prolonged illness or disability, duly certified. Any study activity carried out during the interruption period will automatically deprive the student in question of his or her right to such benefit.