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***Call for Applications for the allocation of accommodation at the IULM
University Residences - Santander and Cascina Moncucco - for
students enrolled at the Libera Università di Lingue e Comunicazione
IULM***

Academic Year 2024/2025

***Approved by Rector's Decree
No. 20678 of 6 May 2024***

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This competition is announced, pending the implementation of Legislative Decree 68/2012, in accordance with the provisions set out in Lombardy Regional Law no. 33 of 13 December 2004 - in particular article 3, of the Prime Ministerial Decree of 9 April 2001 - implementing article 4 of Law no. 390 of 2 December 1991 - and pending the resolution of the Lombardy Regional Council "Decisions regarding the methods and funding forecasts for the allocation of competition benefits for the Right to University Study academic year 2024/2025". As a result of the Memorandum of Understanding of 19 July 2010 between the Lombardy Region and the Ministry of Education, Universities and Research, this call for applications incorporates the criteria for the experimental allocation of benefits for students enrolled in the first and second year of degree courses for the academic year 2024/2025.

The competition for the assignment of **110 places** at the **Santander University Residence** and **68 places** at **Cascina Moncucco** is open to students enrolling in IULM University degree courses in the academic year 2024/2025 who meet the merit, income and academic regularity requirements specified in this call for applications.

The Santander University Residence

Via Santander, 5 - Milano

106 beds in double rooms and 4 single rooms suitable for accommodating students with disabilities. The Residence offers the following services:

- 2 communal kitchens
- coin-operated laundry
- break room
- study room
- pc room
- wireless Internet connection
- air conditioning
- fridge in room
- 24-hour concierge service
- bed linen and bathroom towels provided

Cascina Moncucco

Via Moncucco, 29 / 31 - Milano

58 beds in double rooms and 5 double rooms suitable for accommodating students with disabilities. The Residence offers the following services:

- 3 communal kitchens
- coin-operated laundry

- break room
- study room
- wireless Internet connection
- air conditioning
- fridge in room
- 24-hour concierge service
- bed linen and bathroom towels provided

Definitions

In this Call, we mean by:

Beneficiary: the student who, in possession of all requirements, is the assignee of the accommodation.

Eligible: the student who, even if in possession of all requirements, is not an assignee of the accommodation due to exhaustion of available places.

First absolute enrolment: any previous enrolment on any degree course (even other than that attended in the academic year 2024/2025) of the same level of study for which the student enrolled for the academic year 2024/2025, in any Italian or foreign university, regardless of the outcome of their studies (renunciation of studies, transfer, graduation etc.).

Person in charge of the procedure pursuant to law 241/90 and subsequent amendments:

Valentina Grassano

dirittoallostudio@iulm.it

1 – COMPOSITION AND NUMBER OF PLACES AVAILABLE

The total number of **178** places subject to this Call for Applications will be assigned with priority to students enrolled for the academic year 2024/2025 on Bachelor's, Master's and Research Doctorate courses who are in possession of all the requirements set out in this Call.

85 places will be assigned at a subsidised rate, **93** places will be assigned at the full rate.

The subdivision of places between first year students and students enrolled in years following the first year will be determined on the basis of the number of eligible candidates in each ranking, and in any case priority will be given to students confirmed from the previous academic year, if in possession of the necessary merit and income requirements.

2 – GENERAL PARTICIPATION CONDITIONS

2.1 Who can participate in the competition

The competition is open to Italian students, students from countries belonging to the European Union, foreign students referred to in Presidential Decree no. 394 of 31 August 1999, n. 394, implementing Legislative Decree no.286 of 25 July 1998, who have reached the age of majority (age 18).

To participate in the competition, students must be enrolled or declare that they want to enrol:

- for the first time in a regular year of a Bachelor's degree, a Master's degree, or a Research Doctorate;
- in a further year ("fuori corso") beyond the duration established by the respective educational system, after completion of the regular course of study for Bachelor's and Master's degree courses.

The following may also participate:

- students with disabilities, with recognition of a disability pursuant to Article 3(1) of Law no. 104 of 5 February 1992 or with disabilities greater than 66%, for a period of three semesters beyond the legal duration of the course of study attended starting from the year of first absolute enrolment;
- students who attain a Bachelor's degree by the November / December 2024 session, provided they have enrolled in the first year of the Master's degree course for the academic year 2024/2025 by **28/06/2024**.

2.2 Course levels

The levels of the courses for which accommodation will be allocated are:

- Bachelor's Degree (three-year, first-level degree)
- Master's Degree (two-year, second-level degree)
- Doctorate (maximum level)

3 – MERIT REQUIREMENTS

3.1 General requirements

Students, in the academic year 2024/2025, must not:

- already have a qualification, obtained in Italy or abroad (including qualifications not having a legal value in Italy and with the same admission qualification), of a level equal to or higher than the course for which accommodation is requested for the academic year 2024/2025;
- benefit for the same year of the course from accommodation grants provided by other public or private bodies;
- have already benefited from provision of accommodation for the same course year;
- be resident in the province of Milan or in municipalities from which it is possible to reach the course center on a daily basis with travel times, by public transport, equal to or less than 90 minutes. Travel times can be checked on the Trenitalia website, the Lombardy Region site <http://www.muoversi.regione.lombardia.it> and the websites of the local transport companies.
- be hired for an indefinite period, even part time, for more than 20 hours per week, or possess a VAT number, or hold more than 10% of shares in a company;
- have outstanding debts of any kind with IULM University;
- have incurred disciplinary measures imposed by the University.

Also excluded are those students who in the academic year 2024/2025:

- enrol in the first year, re-enrolling after having renounced their studies;
- are enrolled as “*fuori corso intermedio*” or “*ripetente intermedio*”;
- carry out a change of faculty or degree course or a change of university with repetition of enrolment in a course year already attended.

3.2 Academic regularity

To be considered eligible for allocation of accommodation, there must have been no interruptions in the regular progression of the years attended (transfers with repetition of the same course year, enrolments in repeat years or as “*fuori corso intermedio*”, renunciation of studies) for the level of studies for which the benefit is requested.

As an exemption to this principle, if during their university studies the student had to repeat the same course year, **at the same level of study attended in the academic year 2024/2025**, even following the renewal of enrolment after having renounced studies in any university, Italian or foreign, the number of credits necessary to access the ranking relating to the allocation of accommodation is calculated regarding the credits available for each past year, starting from the year of first absolute enrolment. **The exemption does not apply to students enrolled in the first year of Bachelor's and Master's Degree Courses, and to those enrolled in any year of the Doctorate programme.**

Absolute first enrolment means **any previous enrolment in any degree course (even other than the one attended in the academic year 2024/2025) of the same level of study for which they were enrolled for the academic year 2024/2025, in any Italian or foreign university**, regardless of the outcome of those studies (renunciation of studies, transfer, graduation, etc.).

For this purpose, the student in the application must obligatorily declare the presence of any previous events mentioned above (renunciation of studies, internal transfer, or transfer from another University, etc.) that led to irregularities in their studies.

3.3 Merit requirements for students enrolled in the first year of Bachelor's Degree Courses

Students enrolled for the first time in the first year of the Bachelor's Degree Courses must have obtained a high school diploma (or equivalent qualification for access to the university system) of **not less than 70/100**. Students who have obtained their diploma in a country other than Italy will be evaluated according to the diploma grade resulting from the application of the conversion formula adopted by the Italian Ministry of Education (MIUR note of 4/6/2007).

Eligibility for admission to the benefit rankings will also be conditional on passing the assessment procedures for testing minimum knowledge required for access to degree courses **without additional learning requirements (OFAs)**.

3.4.1 Merit requirement for students enrolled in years subsequent to the first year of Bachelor's and Master's Degree Courses

Students enrolled in years subsequent to the first year of Bachelor's and Master's Degree Courses must have attained the overall number of credits specified in the following table in the current course of study, deriving from exams **taken and registered** before the second examination session of the academic year 2023/2024:

<i>CFU credits to be acquired before the second session of the academic year 2023/2024</i>			
Degree Courses	Course year		
	2nd	3rd	Last semester (1st year "fuori corso")
Bachelor's	35	90	150
Master's (*)	45	==	90
(*) The minimum number of educational credits established for Master's Degree Courses is increased by a number of credits equal to those above the 180 credits which may have been accepted at the time of the student's enrolment.			
<i>Important:</i> the number of educational credits necessary to access the ranking is calculated with reference to the educational credits provided for in each academic year passed, starting from the year of first absolute enrolment for each level of study, also including the academic years in which the student has repeated, for any reason, the same year of enrolment.			

For Bachelor's and Master's Degree Courses whose number of sustainable annual credits differs from the number of sustainable credits set by Ministerial Decree 270/04 (60 credits per year), for the determination of the merit requirement a criterion proportional to the merit requirement provided for in the above table, rounded down, is applied.

The exams taken, recognized as valid for determining the merit requirement, are those specifically indicated in the study plan proposed by the Faculty, or in the study plan proposed by the student and already approved, on the date of submission of the application, by the Faculty Council, pursuant to law no. 910 of 11 December 1969.

Credits deriving from activities or exams prior to enrolment (for example the recognition of language certificates) are not considered valid for the merit requirement, even if recognized and included in the student's study plan. Furthermore, credits deriving from recovered learning requirements and from interim individual modules are not considered valid.

3.4.2 Validity of credits and weighted average

When completing the online application, you will be asked to indicate the number of credits earned and the relative weighted average. These values are defined as follows:

NUMBER OF CREDITS: applicants are required to declare the credits deriving from exams taken and regularly registered from the beginning of their studies (for the current level of studies) and before the second examination session of the academic year 2023/2024. Exams with marks not out of thirty are also valid. Credits deriving from off-plan exams, recovered learning requirements, from interim individual modules, and exams taken and registered before enrolment at the current level of studies (for example the recognition of language certifications) must not be considered.

WEIGHTED AVERAGE: applicants are required to calculate and declare the weighted average with reference to the exams indicated in the "NUMBER OF CREDITS" field; exams with marks not out of thirty are not to be considered. "30 e Lode" is worth 30.

To calculate the weighted average, it is necessary to multiply each grade by the value (in credits) of the exam; the sum of these results must be divided by the total number of credits considered.

Example:

exam 1	mark 26/30	value: 9 credits
exam 2	mark 30/30	value: 12 credits
exam 3	mark 18/30	value: 9 credits
exam 4	mark: approved	value : 3 credits
total credits attained		33 credits
total credits to consider for weighted average		30 credits

Calculation of weighted average:

26 x 9 =	234 +	
30 x 12 =	360 +	
18 x 9 =	162 +	
total	756	weighted average: 756 / 30 = 25.20

3.5 Students with disability

For students with disabilities, with recognition of a disability pursuant to Article 3(1) of Law no. 104 of 5 February 1992 or with disabilities greater than 66%, individual merit requirements can be defined, based on the type of handicap, which may deviate from the values of point 3.4 up to a maximum of 40%.

4 – INCOME REQUIREMENTS

4.1 L'I.S.E.E. for university services

The economic conditions of the family unit of the student applying for the accommodation grant are identified on the basis of the University Equivalent Economic Situation Indicator (I.S.E.E. for university services) referred to in Prime Ministerial Decree no. 159 of 12/05/2013, "Regulation concerning the revision of the methods of determination and the fields of application of the Equivalent Economic Situation Indicator (ISEE)".

The student requesting the accommodation grant must be in possession, in sufficient time with respect to the deadlines for submitting the scholarship application, of an ISEE certificate for university services (not an ordinary ISEE) whose Self Declaration (DSU) has been signed on the basis of current legislation on a date after 1 January 2024.

The Self Declaration (DSU) is the document that contains the information regarding personal details, income and assets necessary to describe the economic situation of the family unit for applying for subsidized social benefits, and serves to provide information useful for calculating the ISEE.

Pursuant to Presidential Decree 445/2000, whoever signs the DSU is civilly and criminally liable for the correctness and completeness of the data contained therein.

The I.S.E.E. is calculated using the economic situation indicator (given by the sum of all incomes, including those exempt from IRPEF with the exception of welfare, social security and indemnities received from public administrations due to the condition of disability (Legislative Decree no. 42/2016 art. 2 sexies, paragraph a), received by the members of the family unit, increased by 20% of the value of the assets) in relation to the number of members of the family unit and to some characteristics of the same (scale of equivalence).

$$\text{I.S.E.E.} = \frac{\text{(sum of income net of deductibles)} + 20\% \text{ (sum of assets net of deductibles)}}{\text{Equivalence scale parameter}}$$

Equivalence scale parameter

The equivalence scale indicates an increasing parameter related to the number of family members. The parameter is increased in the presence of some characteristics of the nucleus that are relevant in this context: presence in the family unit of more than two dependent children; working parents and minors, in particular if under the age of three; single-parent units.

For the academic year 2024/2025 the income and the financial position to refer to are those of the calendar year 2022.

Complete information relating to the ISEE can be found on the website www.inps.it.

The applicant student or a family member can submit the DSU electronically directly to INPS, by connecting to the website www.inps.it. The ISEE portal is available in the section "Online Services" - "Services for the citizen", which can be accessed using your SPID credentials. The DSU can also be presented to a tax assistance centre (CAF) or to the local INPS office.

In order to facilitate citizens in entering the data needed for calculating the ISEE, in January 2020 the **precompiled DSU** was introduced, characterized by the coexistence of self-declared data by the citizen with other data provided by the Inland Revenue and INPS (the so-called precompiled data). The precompiled DSU is made available to citizens through the INPS online services, which the applicant can access directly or, by granting a specific proxy, through the CAF.

The citizen must self-declare the data not available in the administrative archives: the composition of the family unit, disability and non-self-sufficiency, house ownership, any residual mortgage, the periodic cheques paid or received for spouse and children, the movable assets and real estate held abroad, the net asset value for sole proprietorships, agricultural or building lands. In general, the precompiled information in the DSU can be accepted or, where incorrect or incomplete, must be integrated or modified (for example by adding a financial report or a building that is not present). It is the responsibility of the declarant to modify or integrate the precompiled data in the event that they have changed or are incorrect (INPS Circular No. 96 of 13/01/2020).

The issuance by the CAF of the ISEE certificate for university services is free, since ANDISU, of which IULM University is an associated body, has signed a memorandum of understanding in this regard with the National Council of CAFs. To find the most accessible CAF in your place of residence, you can consult the website www.consultacaf.it.

The DSU, at the time of submission, contains only self-certified information. The declarant will receive, from the acquiring entity (INPS, CAF), a receipt of successful presentation but not the calculated ISEE. For the calculation of the ISEE, it is necessary to complete the acquisition of other data by INPS and the Revenue Agency (maximum 15 days). Therefore, it is the responsibility of the interested party to come into possession of the ISEE certificate with the relative protocol number and the note "To be applied to subsidized services for the Right to University Education", in time for the deadline for entering online the data required to complete the application for the accommodation grant. **ISEE certifications will only be considered valid if the date of the signing of the DSU is after 1 January 2024.**

Failure to submit a university ISEE signed by the date of publication of the ranking in the INPS database will result in exclusion from the assignment of accommodation in all the rankings.

4.2 Income and capital limits

To be considered in possession of the income requirements necessary for the application for the assignment of subsidised accommodation, students must have, concerning income for 2022 and the financial position for 2022, a university ISEE whose:

- ISPE indicator (obtained by dividing the ISP value on the Certificate by the equivalence scale) does not exceed **€52,902.43**.
- university ISEE indicator does not exceed **€24,335.11**.

The two limits indicated must be respected jointly; exceeding even just one of them entails non-possession of the income requirement.

IMPORTANT - The two ISEE and ISPE values indicated above may be updated following the issuance of the regional resolution on interventions for the Right to Study for the academic year 2024/2025. These values may be specified with an addition to this notice which will be published in July 2024 on the University website, in the Financial Aid section.

4.3 Family unit

4.3.1 Composition of family unit

The family unit is defined in accordance with article 3 of Prime Ministerial Decree no. 159 of 5/12/2013, and INPS Circular no. 171 of 18/12/2014.

In particular, with reference to the date of signing the DSU, the family unit is made up of the registered family members and, in any case, of the student applying for the study grant and of all the persons present in the applicant's family status certificate, even if not related by kinship or affinity.

The applicant's parents, if married, who have a different registered residence, are part of the same family unit.

The spouse registered in the registry office of Italian citizens residing abroad (AIRE) is included in the family unit of the other spouse.

Married parents of the applicant student who have different registered residences constitute separate family units only in the following cases:

- a) when a judicial separation has been pronounced or the homologation of a separation by mutual consent has taken place pursuant to art. 711 of the Code of Civil Procedure, or when a separation has been ordered pursuant to art. 126 of the Civil Code;
- b) when a different residence is allowed following the temporary and urgent measures referred to in Article 708 of the Code of Civil Procedure;
- c) when one of the spouses has been excluded from parental authority over the children or a measure of removal from the family residence has been adopted pursuant to Article 333 of the Civil Code;
- d) when one of the cases referred to in Article 3 of Law 898 of 01/12/1970, as subsequently amended, has occurred and a request for dissolution or cessation of the civil effects of the marriage has been filed;
- e) in the case of marital abandonment, ascertained by a court of law or by a public authority responsible for social services.

A child under 18 years of age is part of the family unit of the parent with whom he or she lives. A child in pre-adoption foster care shall be part of the foster parent's family unit.

A child in temporary foster care shall be considered a separate family unit, without prejudice to the right of the foster parent to consider him/her as part of their family unit. A child in foster care and placed in a community shall be considered a separate family unit.

A child who has reached the age of majority and is not living with his/her parents and is dependent on them for tax purposes, if he/she is not married and has no children, is part of his/her parents' family unit. If the parents belong to separate family units, the child who has reached the age of

majority is part of the household of the parent on whom he/she was wholly dependent for tax purposes in the year in which the income was generated, or, if dependent on both parents, is part of the family unit of one of the parents, identified by him/her. In the absence of tax liability, the adult child is a member of the family unit of the parent who has been awarded child support benefit.

A person who is cohabiting for religious, health, military, penal and similar reasons, is considered a separate family unit, unless he/she is to be considered a member of their spouse's family unit.

For the purposes of calculating university ISEE, **art. 8 of Prime Ministerial Decree no. 159 of 5/12/2013** also establishes that the parent who has recognised the benefit claimant as their child, and who is not cohabiting with and not married to the other parent, shall be included in the family unit of the child claiming the benefit, provided that he/she meets certain conditions. Thus, the non-cohabiting parent becomes part of the child's family unit if he/she is not in any of the following situations:

- a) is married to a person other than the other parent of the child claiming the benefit;
- b) has children with a person other than the other parent of the child claiming the benefit;
- c) is required by a court order to pay periodic maintenance payments for the child claiming the benefit;
- d) is excluded from parental authority over the child or is subject to an order of removal from the family residence pursuant to Article 333 of the Civil Code;
- e) is estranged from the child in terms of emotional and economic relations and the estrangement and abandonment have been established by the competent authorities (judicial authorities, social services).

If the non-cohabiting parent who is not married to the other parent **is** in one of the conditions a) or b) above and **is not** in one of the conditions c), d) or e) above, an **additional component** calculated on the non-cohabiting parent must be added to the ISEE of the family unit of the student claiming the benefit.

4.3.2 Independent student

In compliance with the provisions of article 8, paragraph 2, of Prime Ministerial Decree no. 159/2013, students who are not married or legally separated or divorced may declare themselves to be "independent from their family of origin" and produce a university ISEE certificate in which they appear without their parents (but in any case in compliance with the other requirements set out in point 4.3.1), only if **both** of the following requirements are met:

- a) residence, according to the registry records, outside the family unit of origin, established for at least **two years** prior to the date of submission of the application and in a building not owned by a member of the original family unit;
- b) **personal** income deriving from employment or equivalent work, *not carried out on behalf of a family member*, declared for tax purposes in the last **two years** of not less than **€9,000.00** per year.

In the absence of one or both of these requirements, in order to adequately take into account the persons who are responsible for the student's maintenance, the student's family unit will be integrated with that of the parents and other persons identified in accordance with point 4.3.1.

4.3.3 Married student

The condition of being an independent student also applies in the case of a married student. Therefore, a student who does not meet the requirements set out in section 4.3.2 will be integrated into the original family unit, without their spouse and children.

4.3.4 Doctorate Courses

Applicants enrolled on doctorate courses have the option of declaring a "restricted" family unit, consisting of themselves, their spouse and children (if any).

4.3.5 Current I.S.E.E.

Ordinarily, the ISEE refers to the income received in the second calendar year preceding the DSU. In some situations, in the presence of significant changes in income and/or assets due to adverse events (e.g. job loss), such income and/or assets do not reflect the real economic situation of the family unit. It is therefore possible to calculate a current ISEE based on the income and/or assets of the previous calendar year. For the purposes of calculating the current ISEE, the change in the employment of one of the members must be associated with a change in the overall income or assets situation of the family unit that is 25% higher than the income situation identified in the standard ISEE calculation. Therefore, before requesting the calculation of the current ISEE, a DSU must have already been submitted and the certificate indicating the income situation indicator must have been received, on the basis of which the possession of the requirements for the calculation of the current ISEE will be verified.

4.4 Evaluation of financial conditions and assets of Italian and foreign students residing abroad

The financial status of foreign students or Italian students residing abroad is defined on the basis of the provisions contained in article 8, paragraph 5, of Prime Ministerial Decree no. 159/2013, without prejudice to different provisions issued at national level.

Pursuant to Prime Ministerial Decree no. 159/2013, it is not possible to determine the ISEE Indicator for services of the right to university study in favour of students not resident in Italy and of students resident in Italy who are not independent from their family unit of origin resident abroad, therefore it is necessary to calculate an **Equivalent University Indicator (ISEEU Equivalent)**.

In order to obtain the **ISEEU Equivalent** free of charge, interested students must apply exclusively to the **CAF** tax assistance centre that has an agreement with IULM University, preferably by sending an e-mail to iseeparificato@cafaclimilano.it.

Under penalty of inadmissibility of the application, students required to submit the ISEE Equivalent must deliver the necessary documentation, translated and legalised, to the CAF **by no later than 14 June 2024**.

The University will acquire the ISEEU and ISPEU Equivalent data of students residing abroad directly from the CAF using digital means.

4.4.1 Foreign students coming from particularly poor countries

For foreign students from particularly poor countries (specified by Decree No. 440 of 13/02/2024 of the Ministry of University and Research in agreement with the Ministry of Foreign Affairs and

International Cooperation), the assessment of the economic condition is carried out on the basis of certification from the Italian Representation in the country of origin stating that the student does not belong to a family known to have a high income and high social level.

In any case, the income declared by foreign students may not be less than €6,947.33, which corresponds to the minimum means of maintenance that must be proven in order to apply for a visa to enter Italy for study purposes (D.I. 20.11.2001, published in the Gazzetta Ufficiale no. 283 of 5.12.2001 and subsequent updates). This amount will therefore constitute the minimum threshold for the purposes of assessing the requirements relating to financial conditions.

4.4.2 Political refugees

For students who have been granted political refugee status, no foreign documentation from their country of origin is required. The student must have an ISEE certificate referring to the family unit registered in Italy. A copy of the certificate of political refugee status must be attached to the application.

5 – FORMATION OF RANKINGS

To be admitted to the final rankings, applicants must be **duly enrolled for the 2024/2025 academic year, through the payment of the first instalment of the fees and contributions, by the following dates:**

- students of the first year of Bachelor's and Master's degree courses: **enrolment by 28 June 2024.**
- students of the first year of Doctorate courses: **pre-enrolment in the admissions competition by 28 June 2024;**
- students who renew their enrolment for years subsequent to the first year of the Bachelor's, Master's and Research Doctorate courses: **enrolment by 20 September 2024,** under penalty of immediate withdrawal of the allocated accommodation.

5.1 Students enrolled for the first time in the first year of all degree programmes and in doctorate courses

The ranking is formulated on the basis of the ISEE for university services of the family unit in relation to the limit of €24,335.11 for a maximum of 1,000 points assigned with the following formula:

$$\left(1 - \frac{\text{Student's university ISEE}}{(24,335.11)} \right) \times 1000$$

The order in the ranking is determined, in descending order, with respect to the assigned score. In the case of equal scores, the younger age prevails.

5.2 Students enrolled in years subsequent to the first year of all Bachelor's and Master's Degrees courses

The order of the ranking is determined, in descending order, by the overall score resulting from the sum of the score relating to the number of educational credits attained by the second examination session of the academic year 2023/2024, and the score determined by the average mark of the exams. The total points that can be attributed are 1,000 distributed as follows: 600 based on the number of training credits attained and 400 based on the average grade of the exams passed.

In the case of equal merit scores, the student who has not used the bonus prevails in the ranking and subsequently the student with the highest score regarding the economic situation. In case of further equality, the younger student prevails.

The score relating to the educational credits obtained, relating to exams taken and registered by the second examination session of the academic year 2023/2024, is calculated according to the following formula:

$$\frac{(\text{student's credits} - \text{minimum credits}) \times 600}{(\text{maximum credits} - \text{minimum credits})}$$

The score related to the **weighted average grade** of the exams taken and registered by the second examination session of the academic year 2023/2024 is calculated according to the following formula (the grade "30 e lode" is counted as 30):

$$\frac{(\text{student's average grade} - 18) \times 400}{(30-18)}$$

Priority will be given in the allocation of accommodation to students with disabilities, with recognition of a disability pursuant to Article 3(1) of Law no. 104 of 5 February 1992 or with disabilities equal to or greater than 66%. For the assignment of the 4 single rooms for students with motor disabilities, a special committee will meet.

Subsequently, the assignment will be **confirmed** for the student assignees in the academic year 2023/2024 who have stayed at the university residence for a period of not less than 10 months, if in possession of the merit and income requisites.

Finally, the assignment will be **confirmed** for student assignees in the academic year 2022/2023 who have stayed at the university residence for a period of not less than 10 months, if in possession of only the merit requisites.

6 – APPLICATION DEADLINES AND PROCEDURES

6.1 Procedures

The application will be presented by the student using the faculty of self-certification pursuant to Presidential Decree no. 445 of 28/12/2000. Applications for admission to the competition must be submitted by filling in the appropriate form available on the University's website, www.iulm.it, in the section Financial aid, under *SPORTELLO TASSE - DSU* (Applications for accommodation).

Applicants are obliged to complete their application using their University credentials and therefore must have previously been accredited to the IULM University Online Services. Without prejudice to the possible submission of documentation requested by the Office, students will not have to submit a paper summary of the application.

Failure to submit a document within the prescribed deadline or the submission of an irregular document will result in the student being excluded from this competition.

6.2 Deadlines

Applications for the assignment of accommodation must be submitted through the *Sportello Tasse - DSU* Office no later than 16 June 2024.

Students are required to notify the Fees, Contributions and Right to Study Office within 15 days of the event and in writing, of any occurrence concerning the request for accommodation which occurs after the submission of the application (obtaining accommodation at another facility, transfer to another university, inability to continue studies, withdrawal of enrolment, etc.).

Any changes in the applicant's family status or marital status or in the composition of the family unit already declared will be considered valid if they occur and are communicated to the Fees, Contributions and Right to Study Office by the date of publication of the provisional ranking.

Support for completing the online application is provided from Monday to Friday through the **telephone help desk** (02.891412.890 from 9.00 to 12.00) and by **email** at dirittoallostudio@iulm.it.

7 – PUBLICATION OF PROVISIONAL RANKINGS AND APPEALS

The **provisional rankings** for the allocation of accommodation will be published on **1st July 2024** on the website www.iulm.it in the Financial Benefits section, in the electronic file "*SPORTELLO TASSE - DSU*" – *Esito graduatorie*.

In consideration of the need to promptly provide for the allocation of places, any **requests for revision** of the provisional rankings must be submitted to the *Ufficio Tasse - DSU* no later than **8 July 2024**. The application must concern any incorrect assessments by the Fees, Contributions and Right to Study Office and must be accompanied by appropriate documentation to justify the reasons of the applicant.

Once the review procedure has been completed, the Fees, Contributions and Right to Study Office will proceed with the publication of the **final rankings** by **22 July 2024**. Further appeals against the final decision must be submitted to the Regional Administrative Court of Lombardy within the terms provided for by current legislation.

8 –ASSIGNMENT OF ACCOMMODATION

8.1 Acceptance

Students are required to read the rankings published in the *Sportello Tasse - DSU* on the University website, as well as any communications related to them. If he/she is the beneficiary of a place, within **3 days** from the date of publication of the definitive rankings, he/she must:

- proceed with the acceptance of the place, under penalty of forfeiture of the assignment, by connecting to the *Sportello Tasse - DSU* and filling in the appropriate online form no later than **24 July 2024**;
- pay a non-interest-bearing security deposit of € 500.00 (if not paid in the previous academic year) no later than **26 July 2024** following procedures to be communicated by the Fees, Contributions and Right to Study Office following acceptance online.

Failure to accept and/or to pay the security deposit within the deadlines specified above will result in the forfeiture of the assigned place and reassignment to the next eligible student in the ranking.

8.2 Admission

Students may present themselves, **as from 1st September 2024**, at the reception of the university residence on the day and time agreed with the reception of the residence, to sign and collect the admission letter and receive the immediate assignment of the place,.

Students enrolled in the academic year 2024/2025, to be admitted to the Residence must be formally enrolled in the academic year 2024/2025, i.e. they must have paid the first instalment of the university tuition fees and contributions for the academic year 2024/2025.

By accepting the accommodation, the student undertakes to pay the fee for the entire assignment period, without prejudice to the cases of early withdrawal provided for in paragraph 9.3 below.

Students who do not show up by the agreed date and do not submit a specific request for suspension from the forfeiture, will be considered to have renounced their right and the unoccupied place will be assigned to another eligible student in accordance with ranking order.

Students admitted for the first time must present the following documents:

- photocopy of an identity document;
- photocopy of the tax code;

When the student takes possession of the place assigned, he/she must also sign a declaration of acceptance of the internal Rules and Regulations for living in the residence, as well as the report on the furnishings and equipment provided.

It is possible to contact the Residences by e-mail at the following addresses:
residence.santander@iulm.it 02. 8180061 and residence.moncucco@iulm.it 02.891414100.

8.3 Hospitality

Students who win the competition will be able to use the accommodation **from 1st September 2024 to 31st July 2025**.

Students must vacate their allocated accommodation by 2p.m. on 31 July 2025.

The Residences will be closed from 1st August to 31st August. Any other periods of closure will be communicated with due notice by the *Ufficio Tasse – DSU*.

8.4 International mobility

Students assigned accommodation who are taking part in an **international mobility** programme during the 2024/2025 academic year are required to inform the Fees, Contributions and Right to Study Office and the reception desk of the facility of the period they will be staying abroad. During this period the place will be temporarily assigned to another student. Those entitled to a place can only take possession of the accommodation assigned to them on the expiry date of the mobility project, without prejudice to the availability of accommodation in the event of early return from the mobility programme.

The accommodation fee, which may be deducted from the amount of the Regional Scholarship for the academic year 2024/2025 and not used, will be reimbursed in proportion to the number of months spent abroad, together with the international mobility supplement for the academic year 2024/2025.

9 – ACCOMMODATION COSTS, METHODS OF PAYMENT, WITHDRAWAL

9.1 – Subsidised Admission

85 students, who meet all the requirements set out in this Call, will be admitted to the Residence with subsidized conditions upon payment of the **annual fee of €3,520.00** covering the entire service from September 2024 to July 2025.

The subdivision of the 85 students between students enrolled in the first year and students in years following the first year will be determined on the basis of the number of eligible candidates in each ranking, and in any case priority will be given to students confirmed from the previous academic year.

Payment of the subsidised annual fee of **€3,520.00** must be made in accordance with the procedures expressly specified by the Fees, Contributions and Right to Study Office within the following deadlines:

- **1st instalment €1,282.00** (including revenue stamp to be affixed on the invoice) **by 10 September 2024;**
- **2nd instalment €962.00** (including revenue stamp to be affixed on the invoice) **by 10 January 2025;**
- **3rd instalment €1,282.00** (including revenue stamp to be affixed on the invoice) **by 10 April 2025.**

Students who are awarded a study grant for the 2024/2025 academic year will receive the grant without any deduction for accommodation services.

Students enrolled in the first year “fuori corso” will benefit from subsidised conditions for 6 months (September 2024 - February 2025).

By accepting the place, the student undertakes to pay the fee for the entire assignment period, without prejudice to the cases of early withdrawal provided for in paragraph 9.3 below.

The fees paid and not used, due to early withdrawal, will not be reimbursed, except as indicated in paragraph 9.3 points a) and b).

Guests are required to keep the invoices certifying the payments in order to be able to check dates of payment. In the event of late payment, legal interest rates will be applied. In the event that the delay in payment lasts for more than one month, the student’s university studies will be frozen administratively and the assigned place will be revoked.

9.2 – Full-rate admission

93 students will be admitted to the Residence at full rate upon payment of the **annual fee of €4,950.00** covering the entire service from September 2024 to July 2025.

The subdivision of the 93 students between students enrolled in the first year and students in years following the first year will be determined on the basis of the number of eligible candidates in each ranking, and in any case priority will be given to students confirmed from the previous academic year.

The full-rate fee of **€4,950.00** must be paid in **three instalments**, to be made following the procedures expressly specified by the Fees, Contributions and Right to Study Office within the following deadlines:

- **1st instalment €1,802.00** (including revenue stamp to be affixed on the invoice) **by 10 September 2024;**
- **2nd instalment €1,352.00** (including revenue stamp to be affixed on the invoice) **by 10 January 2025;**
- **3rd instalment €1,802.00** (including revenue stamp to be affixed on the invoice) **by 10 April 2025.**

By accepting the place, the student undertakes to pay the fee for the entire assignment period, without prejudice to the cases of early withdrawal provided for in paragraph 9.3 below.

The fees paid and not used, due to early withdrawal, will not be reimbursed, except as indicated in paragraph 9.3 points a) and b).

Guests are required to keep the invoices certifying the payments in order to be able to check dates of payment. In the event of late payment, legal interest rates will be applied. In the event that the delay in payment lasts for more than one month, the student’s university studies will be frozen administratively and the assigned place will be revoked.

9.3 – Withdrawal

Any application for early withdrawal with respect to the end date of the assignment of the accommodation must be submitted through the SPORTELLO TASSE – DSU – Dimissioni on line alloggio within the following deadlines in order to comply with the compulsory tuition fee payments referred to in paragraphs 9.1 and 9.2:

- a) **10 September 2024, for immediate check-out.** Early withdrawal on 10 September 2024 with immediate check-out will result in the loss of the security deposit of €500.00.
- b) **30 September 2024, for immediate check-out.** Early withdrawal on 30 September 2024 with immediate check-out can only concern students enrolled in the academic year 2024/2025 who renounce completing their studies. Such withdrawals will result in the loss of the security deposit of €500.00 as well as the charge of the accommodation fee only for the month of September.
- c) **15 December 2024, for check-out by 31/12/2024.**
- d) **15 March 2025, for check-out by 31/03/2025.**

Applications for early withdrawal submitted on dates other than those indicated above will result in the loss of any fees paid and not used (without prejudice to point b).

The refund of the security deposit, at the end of the assignment period, will take place within 60 working days following the date of leaving the accommodation, by crediting the University Ateneo Più Card in the name of the student, without prejudice to the student's request to leave it on deposit for the following academic year.

Art. 2 Regulations for University Residences

Should the student fail to reimburse the University for any damage to goods, structures or furnishings in the Residences, or fail to settle payment of charges for any extraordinary cleaning costs and/or for the clearance of personal possessions left in the room or the common areas in the Residences, or for the restoration of order, cleanliness and hygiene in the room, the deposit may also be used towards payment of costs and damages. The Management also reserve the right to claim the recovery of greater costs not covered by the deposit.

Please note that the security deposit may also be retained to cover any unpaid student fees and associated incidental expenses.

10 – FORFEITURE

The student will forfeit the assigned accommodation if he/she:

- has not accepted the accommodation by the deadline of 24 July, according to the procedures set out in paragraph 8;
- is not duly registered for the 2024/2025 academic year by the date established by this call;
- has produced untrue statements to the Fees, Contributions and Right to Study Office. In this case, the penalties provided for by articles 75 and 76 of Presidential Decree 445/2000 shall apply;
- incurs disciplinary sanctions of more than written reprimand for infractions committed against the University;

- gives up their accommodation to others;
- remains absent without justification for a period exceeding two weeks and without notifying the reception of the Residence;
- transfers to another university during the year;
- during the year, renounces his/her studies;
- graduates during the year without continuing his/her university career on a higher level course (in this case he/she must permanently leave the accommodation by the end of the same month).

For matters not covered in this Call for Applications, please refer to:

- **the Internal Regulations of the IULM University Residences published on the website www.iulm.it, section Campus - University Residences, Documents;**
- **the attached Privacy Policy for the processing of personal data pursuant to Art. 13 Regulation (EU) 2016/679-GDPR.**

PLEASE NOTE – This call for applications is also translated into English for dissemination purposes only. For the application and resolution of any dispute and for all legal purposes only the Italian version shall be valid.

UNIVERSITY RESIDENCES AND ACCOMMODATION ASSIGNMENT SERVICES

Privacy policy in compliance with article 13 of EU Reg, 2016/679 - GDPR Policy for the Processing of personal data collected from the person concerned

1. DATA PROCESSORS

The DATA CONTROLLER pursuant to articles 4 and 24 of EU Reg. 2016/679 is the **Libera Università di Lingue e Comunicazione IULM**, Via Carlo Bo 1 - 20143 Milan, in the person of its pro tempore legal representative.

The University, in accordance with art. 37-39 Reg. UE 2016/679, appointed Data Protection Officer, who can be contacted at the following email address: dpo.iulm@dpoprofessionalservice.it

2. PURPOSE AND LAWFULNESS OF PROCESSING

Personal data shall be processed lawfully, in compliance with the provisions of art. 6 lett. b) of EU Reg. 2016/679, for the following purposes:

- Management of requests for access to the university residences, assignment of housing and related administrative and accounting activities (e.g. billing);

3. DATA RECIPIENTS OR RECIPIENT CATEGORIES

The supplied personal data may be transferred to the recipients mentioned in art. 28 of EU Reg. 2016/679, who shall process them in the capacity of data processors and/or as individuals operating under the authority of the Controller and Processor, in order to comply with the relevant contracts or purposes. More specifically, data may be transferred to recipients in the following categories:

- University offices in charge of accommodation;
- companies supplying their services in the Residences;
- companies providing hotel stays and related services to students;
- external bodies providing integrated student services and promoting the right to study;
- authorities of competent jurisdiction, for the fulfilment of legal obligations, on request;
- insurance companies, for the processing of accident claims;
- subjects providing management services for the computer system and communication networks of the Libera Università di Lingue e Comunicazione IULM (including e-mail and the IULM web platform).

Subjects belonging to the abovementioned categories shall become the Data Processors, or shall operate in a completely autonomous way, as Data Controllers in their own right. The list of designated Data Processors is constantly updated and is available at the **Libera Università di Lingue e Comunicazione IULM** main office.

4. DATA TRANSFER TO THIRD COUNTRIES AND/OR INTERNATIONAL ORGANISATIONS

Personal data **will not be transferred abroad** within or outside the European Union.

5. STORAGE PERIOD OR CRITERIA

Data shall be processed automatically and/or manually, in a manner and with tools that ensure maximum security and confidentiality, by specifically appointed subjects.

In compliance with the provisions of art. 5 par. 1 lett. e) of EU Reg. 2016/679, the collected personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed and in any case for a maximum period of 5 years.

6. PROVISION AND REFUSAL OF PERSONAL DATA

Provision of personal data for the purposes of paragraph 3 of this policy is necessary in order to manage the information activities described above and connected with the assignment of university accommodation, upon request. Any failure to provide relevant personal data shall entail the impossibility to manage the activities mentioned in paragraph 3 hereof.

7. RIGHTS OF THE DATA SUBJECTS

You shall be able to exercise your rights under articles 15, 16, 17, 18, 19, 20, 21 and 22 of EU Regulation 2016/679 by writing to the Data Controller, the Data processor or the Data Protection Officer at the following address: privacy@iulm.it

You shall have the right to obtain, at any moment, from the controller, access to your personal data, and their rectification or erasure, as well as the restriction of their processing. Moreover, you have the right at any time to object to the processing of your data (including automated processing, such as, for instance, profiling) as well as the portability of your data. Without prejudice for any other administrative and jurisdictional recourse, if you believe that the processing of your personal data violates the provisions of EU Reg. 2016/679, you have the right, pursuant to art. 15 letter f) of said EU Reg. 2016/679, to

lodge a complaint with the Data Protection Authority and, pursuant to art. 6 paragraph 1 letter a) and to art. 9 paragraph 2 letter a), to revoke your consent to the processing at any time.

In case of a request for data portability, the Data Controller shall provide your personal data to you in a structured, commonly used and machine-readable format, without prejudice for the provisions of paragraphs 3 and 4 of art. 20 of EU Reg. 2016/679.

Updated on: 6 February 2023