



***Call for Applications for subsidised catering services for students
enrolled at the Libera Università di Lingue e Comunicazione IULM
Academic Year 2024/2025***

***Approved by Rector's Decree
no. 20795 of July 19, 2024***

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This call for applications is announced, pending the implementation of the decree referred to in Article 7, paragraph 7, of Legislative Decree no. 68 of 2012 - which provides for the definition, at a national level, of the Essential Levels of Performance (LEP), in accordance with the provisions set out in Lombardy Regional Law no. 33 of 13 December 2004 - in particular by art. 3 of the decree of the President of the Council of Ministers of 9 April 2001 - implementing art. 4 of Law no. 390 of 2 December 1991, by the provisions set out in Article 4 of Ministerial Decree no. 1320 of 17 December 2021 "Increase in the value of scholarships and eligibility requirements for benefits for the right to study pursuant to Legislative Decree no. 68/2012 in application of Article 12 of Legislative Decree no. 152 of 6.11.2021" and the related implementing Circular of the Ministry of University and Research no. 13676 of 11 May 2022 and in compliance with Lombardy Regional Council Resolution no. XII/2745 of 15 July 2024 "Determinations regarding the criteria and funding forecasts - also under the PNRR Recovery Plan, Mission 4, Component 1, Investment 1.7 - for the allocation of competitive benefits for the Right to University Study academic year 2024/2025".

The catering service at a reduced rate, at the IULM university canteen, for the academic year 2024/2025, is granted to IULM University students who meet the requirements described in this call for applications.

Application for access to the service may be made by the student using the self-certification option pursuant to Presidential Decree no. 445 of 28/12/2000, through the specific form available on the website www.iulm.it, section Financial aid, under SPORTELLLO TASSE - DSU (Request for benefits - Right to Study), by **20 December 2024. The service activated in the academic year 2024/2025 will expire on 31 December 2025.**

The use of the service is governed by the Regulations in appendix n. 1 to this notice.

The *IULMEat* QR Code gives students the right to:

- **1 daily meal during the lunchtime shift**, from Monday to Friday (excluding public holidays) for **on-site students**, belonging to families residing in the municipality (and surrounding areas) where the lessons are held and who use public transport for up to 60 minutes for their daily transfer from home to the course location, and to **commuter students** belonging to families residing in the municipality (and surrounding areas) where the lessons are held who can reach the location of the courses attended on a daily basis using public transport for journeys from 61 to 90 minutes;
- **2 daily meals**, from Monday to Friday (excluding public holidays) for **off-site students**, belonging to families residing in municipalities from which it is not possible to reach the location of the course with travel times by public transport equal to or less than 90 minutes.

The catering service is in any case suspended for all categories of students in August and on the days of closure of the IULM university canteen.

The *IULMEat* QR Code is strictly personal, non-transferable and must be shown at the time of the meal.

For any matters not expressly indicated in this Call, please refer to the regulations for the granting of the Scholarship.

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

Valentina Grassano

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1 – Use of the service

All students enrolled for the academic year 2024/2025 in Bachelor's, Master's and research doctorate courses activated by IULM University, enrolled no later than in the 1st year “fuori corso”, and who are in possession of the economic and merit requirements described below. can benefit from the subsidised catering service.

2 – Income and assets requirements

In order to be considered eligible to apply for the subsidised catering service as regards possession of the necessary income requirements, students must have a university ISEE for their financial situation in 2022 whose:

- ISPE indicator (obtained by dividing the ISP value on the certificate by the equivalence scale) does not exceed **€ 57,187.53**.
- ISEE indicator does not exceed **€ 26,306.25**.

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

For the definitions of family unit, independent student, married student, special cases, and for the assessment of the economic and financial condition of foreign and Italian students residing abroad, please refer to the Call for Applications for the granting of the Scholarship for the academic year 2024/2025, available on the website www.iulm.it, Financial Aid section.

| ISEE brackets for the right to education | University ISEE indicator | University ISPA indicator |
|--|-------------------------------------|---------------------------|
| First bracket | Not above € 13,153.13 | Not above € 57,187.53 |
| Second bracket | Between € 13,153.14 and € 17,537.50 | |
| Third bracket | Between € 17,537.51 and € 26,306.25 | |

3 – Official exclusion from the catering service

Even in the presence of the income requirements, eligibility for the catering service will not be granted to students who are in the following situations:

- a) a previous attainment of another degree of a level equal to or higher than that attended in the academic year 2024/2025;
- b) the second year of repetition for the same course year within the same period of university studies;
- c) existence of non-agreed debt with IULM University.

4 – Meal prices

The rates are as follows, but may be subject to changes during the year following the renewal of the agreement with the manager of the university canteen:

| ISEE brackets for the right to education | RESTAURANT SERVICE RATE (fee to be paid by the student) |
|--|--|
| First | € 2.90 |
| Second | € 3.50 |
| Third | € 4.00 |

5 – Transfers

Students who have submitted an application for transfer from another university to IULM University will be able to use the catering service after completing their enrolment.

6 – Activation of the service

Students entitled to use the service must download the ***IULMEat App*** on their mobile device and must show the appropriate QR Code when buying or booking a meal.

7 – Forfeiture

Students who graduate and do not continue to the higher level of studies forfeit the right to the subsidised catering service. Any meal consumed after the date of graduation will be charged at the cost of the service.

Students who obtain their degree by continuing, without interruption, to the higher level of studies, can continue to use the catering service under the conditions in force until 31.12.2025.

Students who move to another university or submit an application to renounce their studies also forfeit their right to the subsidised catering service. Any meals taken after the date of transfer or renunciation will be charged at the cost of the service.

Annex 1 – Catering Service Regulations for using the *IULMEat QR Code* at the IULM university canteen

(Approved by Rector's Decree no. 19216 of 3 February 2021)

ART. 1 - Use of the service

1. Access to the refreshment points/canteen on the IULM University Campus through the use of the *IULMEat QR Code* is granted, upon application to the *Ufficio Tasse, contributi e Diritto allo studio* (Fees, Contributions and Right to Study Office), in accordance with the procedures and timescales provided for in the annual call for applications, to all students regularly enrolled in Bachelor's degree courses, Master's degree courses and research doctorates of IULM University.
2. Students who are assigned the service are required to observe all the rules of these Regulations and Call for Applications.

ART. 2 - Validity of the service

1. The right to use the service is valid from the date of activation until 31 December of the following academic year for which the service is requested, without prejudice to the provisions of paragraph 2.
2. Validity is extended for another calendar year only if a new application is submitted.
3. In any case, the student loses the right to use the catering service upon graduation from any degree course, unless they continue their studies at a higher level of study without interruption. In the event of failure to continue their studies, it is forbidden to use the catering service from the day following the date of graduation, under penalty of all meals that may be taken being charged at full rate.
4. In case of renewal of the application, the right already assigned to the student for the previous academic year will be updated and adapted to the new user profile starting from January 1st.
5. Any changes in conditions that may occur for any reason during the academic year will be communicated to the student.
6. In order to prevent the unauthorised consumption of meals, IULM University reserves the right and the possibility to electronically inhibit the use of the *IULMEat QR Code* in the following cases:
 - if the income bracket attributed to the student changes in the transition from one academic year to the next;
 - whenever there is an irregular use of the *IULMEat QR Code* (art. 8);
 - following confirmation of the untruthfulness of the self-certification produced (merit requirements or ISEE certification).

ART. 3 - Ownership of the service

The *IULMEat QR Code* is strictly personal, non-transferable, and cannot be converted into cash.

ART. 4 - Type of service

The *IULMEat QR Code* entitles beneficiaries to use the catering service as follows:

| USERS | BRACKETS |
|---|-------------|
| On-site students/commuters 1 MEAL to be paid for according to the bracket they belong to in the lunchtime shift from Monday to Friday. | 1 2 3 |
| Off-site students 2 MEALS to be paid for according to the bracket they belong to from Monday to Friday, including 1 pre-ordered take-away meal. | 1 2 3 |
| Off-site/commuter students benefiting from scholarship 1 free MEAL from Monday to Friday lunchtime shift. | 1 2 3 |
| Off-site students benefiting from scholarship 1 free MEAL from Monday to Friday lunchtime shift and 1 MEAL to be paid for according to the bracket they belong to from Monday to Friday for the evening shift by ordering a takeaway meal. | 1 2 3 |

ART. 5 - Composition of the meal

The IULMEat QR Code gives the right to a complete meal in the lunchtime shift which is made up, according to the universal standards that determine the average requirements of an adult, of a first course, a second course, side dish and bread, or an equivalent meal.

The composition of the evening meal will be differentiated from time to time on the proposal of the university canteen manager.

Services exceeding the value allowed by the canteen card are the sole responsibility of the student and must therefore be paid directly to the canteen management.

ART. 6 - Methods of use

1. In order to use the catering service, users must show the IULMEat QR Code at the time of use or ordering of the meal, and, at the request of the manager or operators of the *Ufficio Tasse - DSU*, also a valid identity document.
2. By reading the *IULMEat QR Code*, the electronic equipment will indicate the type of meal to which you are entitled (free, first bracket, etc.). In the case of a paid meal, the sum to be paid by the student must be paid directly.
3. The evening takeaway meal must be purchased at the cash desk of the university canteen during the lunchtime shift (by 2.30 pm) and collected at the same time.

ART. 7 - Checks

The operators of the *Ufficio Tasse, contributi e Diritto allo studio*, identifiable by means of a special identification badge, are authorized, without any prior notice, to carry out checks at the university canteen, regarding ownership of the service pursuant to the art. 9 below. During these checks, they are entitled to request an identity document from the inspected student.

ART. 8 - Infringements

1. Illegitimate use of the service constitutes an infringement and gives rise to the application of the following sanctions:

- 1) obligation to reimburse meals unlawfully consumed;
- 2) the imposition of a fine of € 5.00 for each illegal transaction;
- 3) suspension from the catering service for one month.

2. If the owner of the service commits a second or subsequent infringement, IULM University also reserves the right to apply a suspension from the catering service for a period of between one and twelve months.

3. The following cases integrate the conditions of illegitimate use of the service and infringement of the regulations (the list is intended as an example only and is not exhaustive):

- a) passing of the QR Code to third parties;
- b) use of the service after the termination of the right pursuant to Art. 2 paragraph 2.

ART. 9 - Entry into force

These regulations enter into force on the date of approval and refer to the catering service provided from the academic year 2020/2021 onwards.

Annex 2

Ufficio Tasse, Contributi e Diritto allo studio (Office for Tuition and University Fees and Financial Aids)

Privacy policy for processing personal data collected from the data subject Article 13 Reg. (EU) 2016/679- GDPR

In accordance with the provisions of Reg. (EU) 2016/679 (GDPR) we hereby provide you with the necessary information regarding the processing of the personal data provided. This policy has been drawn up pursuant to article 13 of Reg. (EU) 2016/679 (GDPR) and is also inspired by the provisions of Directive 2002/58/CE, as updated by Directive 2009/136/CE, regarding Cookies, as well as the Provisions of the Italian Guarantor Authority for the protection of personal data of 08.05.2014 regarding cookies.

1. DATA PROCESSORS

The DATA CONTROLLER, pursuant to Articles 4 and 24 of Regulation (EU) 2016/679 is the Libera Università di Lingue e Comunicazione IULM located in Via Carlo Bo, 1 - 20143 Milano, represented by its pro-tempore legal representative.

In compliance with Articles 37-39 of Regulation (EU) 2016/79, the University has appointed a Data Protection Officer (DPO) who can be contacted at the following email address: dpo.iulm@dpoprofessionalservice.it.

2. PURPOSES OF PROCESSING AND LAWFUL BASIS

The personal data will be processed in accordance with the conditions of lawful basis pursuant to article 6 of Reg. (EU) 2016/679 for the following purposes:

Under article 6(e)

-To organize and set up for the students concerned all the financial measures suitable for guaranteeing equal opportunities for accessing the university's structures;

-Management of applications for financial benefits and related administrative and accounting activities, including checks on personal and fiscal details.

Under article 6(b)

-Management of applications to access the University Residences, the assignment of accommodation and related administrative and accounting activities (e.g. invoicing).

Under article 6(a)

-Management of applications for an "extraordinary grant" in the event of a serious situation, where the situation in question concerns the state of health and/or disability of the applicant or of one of the recipients of their family income.

3. RECIPIENTS OR CATEGORIES OF RECIPIENTS OF DATA

The personal data provided may be communicated to recipients, appointed pursuant to article 28 of Regulation (EU) 2016/679, who will process the data in their capacity as data processors and/or as natural persons acting under the authority of the Data Controller and Data Processor in order to comply with contracts or related purposes. Precisely, the data may be communicated to recipients belonging to the following categories:

- Designated internal University structures;
- Companies responsible for providing services in the Residences and catering establishments;
- External bodies in order to provide integrated services for university students and with responsibility for promoting the right to study;
- Competent authorities for compliance with legal obligations, upon request;
- Accident insurance companies;
- Entities providing services for the management of the information system and communication networks of the Libera Università di Lingue e Comunicazione IULM (including e-mail and the IULM web platform).

The subjects belonging to the above categories are responsible for the processing of data, or operate in total autonomy as separate data controllers. The list of designated data processors is constantly updated and available from the Libera Università di Lingue e Comunicazione IULM.

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

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

5. PERIODS OF DATA STORAGE OR CRITERIA

The processing will be carried out automatically and/or manually, with methods and tools designed to ensure maximum security and confidentiality, by persons specifically appointed for this purpose. In compliance with the provisions of art. 5, paragraph 1(e) of Regulation (EU) 2016/679, the personal data collected will be kept in a form that allows the identification of the data subject for a period of time not exceeding the completion of the purposes for which the personal data are processed. In particular, the students' personal data and university study data are kept by the University indefinitely, the retention of the remaining data is based on the storage period of the administrative acts that contain them.

6. NATURE OF THE CONFERMENT AND REFUSAL

The provision of the personal data for the purposes referred to in point 2 of this privacy policy is necessary to manage the activities described above, related to the assignment of benefits, financial aid, services and university accommodation upon request. Failure to agree to provide the personal data will make it impossible to manage all the activities referred to in point 2 of this privacy policy.

7. RIGHTS OF DATA SUBJECTS

You may exercise your rights in accordance with the provisions set out in articles 15, 16, 17, 18, 19, 20, 21, 22 of Regulation (EU) 2016/679 by , by contacting the Data Controller, or the Data Protection Officer or the DPO service by email at privacy@iulm.it

You have the right at any time to ask the Data Controller for access to your personal data, and also exercise your rights regarding the rectification, deletion and purpose limitation of the processing. Furthermore, you have the right at any time to oppose the processing of your data (including automated processing, such as profiling) and

the portability of your data. Without prejudice to any other administrative or jurisdictional appeal, should the data subject believe that the processing of their data violates the provisions of Regulation (EU) 2016/679, pursuant to Article 15 letter f) of the aforementioned Regulation (EU) 2016/679, it is possible to make a complaint to the Guarantor for the protection of personal data and, with reference to Article 6 paragraph 1, letter a) and Article 9 paragraph 2, letter a), it is possible to revoke the consent given at any time.

In the case of a request for data portability, the Data Controller will provide the personal data from an automatic device in a structured format which is legible and in common use, without prejudice to paragraphs 3 and 4 of Article 20 of Regulation (EU) 2016/679.

Updated on 6 February 2023