

## UNIVERSITY OF GASTRONOMIC SCIENCES

**Official announcement for the conferral of 1 fee exemption  
in the amount of € 13,500 each, for students from  
North America, Oceania, NON-EU members European countries and Russia,  
enrolled in the three-year undergraduate program in Gastronomic Sciences  
for the academic year 2011-2012,  
with the following levels of annual income:  
ISEE (Indicator of Equivalent Financial Status) < €19,595.63  
ISPE (Indicator of Equivalent Property Status) < €33,067.63**

Official announcements for the conferral of fee exemptions are presented in compliance with the decisions taken by the Executive Committee of the University of Gastronomic Sciences (hereinafter called the University) regarding the reduction of tuition fees for students enrolled at the University for the 2011-2012 academic year, and with reference to the current legislation on academic self-governing and access to study funding.

### **ARTICLE 1 – ELIGIBILITY**

Students from North America, Oceania, NON-EU members European countries and Russia who have both the financial and merit requirements stated in Articles 3 and 4 below, and have completed the pre-enrollment procedures to the University's three-year undergraduate degree program for the 2011-2012 academic year can apply for a tuition fee exemption.  
Only enrolled students may be awarded a fee exemption.

### **ARTICLE 2 – POINT SYSTEM**

Applicants will be awarded points based on merit and financial requirements, as indicated in the successive Articles 3 and 4. Should two students have the same number of points, the student with the higher merit point partial score will be awarded the tuition fee exemption.

### **ARTICLE 3 – MERIT REQUIREMENTS**

#### **3.1 Merit requirements for the conferral of a fee exemption**

<sup>^</sup>Non-Italian students must complete the pre-enrolment procedure by mailing a Dossier and participating in at least two telephone interviews in English. Merit points will be awarded based on the complete evaluation of the Dossier and Interviews (Dossier 50% and Interview 50%).

Merit points will be awarded according to the following scale:

(values in hundredths)

< 20	points: 0
from 21 to 30	points: 2
from 31 to 40	points: 3
from 41 to 50	points: 4
from 51 to 60	points: 5
from 61 to 70	points: 6
from 71 to 80	points: 7
from 81 to 90	points: 8
from 91 to 95	points: 9
from 96 to 100	points: 10

#### **3.2 Merit requirements for fee exemption renewal**

In order to confirm the student's entitlement to a fee exemption during the first year and the subsequent years, merit requisites must be satisfied. These are evaluated according to the criteria

indicated in the table below, and specifically:

- a) The weighted grade point average obtained by the student, calculated based on the credits earned after each examination, must not be lower than 26/30. “With honors” commendations granted to students are considered qualitative acknowledgements of merit, and will not be considered when calculating the above-mentioned weighted average grade.
- b) The credits required from the applicant will be calculated based on both the credits obtained at the exam sessions and those earned through the completion of the Gastronomy Lab courses (Study Trips), additional electives, and Cultural and oenogastronomy laboratories (Core courses).
- c) Students having obtained recognition from the University’s Academic Board for both credits earned in another University and credits earned by passing extra-academic exams (i.e. language or IT courses), cannot consider such credits when calculating the total necessary credits for the merit requirements referred to in this Article. Only those credits obtained at the University of Gastronomic Sciences will be considered.
- d) Merit criteria include regular attendance in course activities, as defined in the Student Regulations and Enrolment document currently in force, that is, equal to at least 70% of the total hours for each course/activity<sup>1</sup>.
- e) An additional merit requisite is a positive evaluation of the student’s progress, as indicated in the Regulations governing the awarding of tuition exemptions and honor loans<sup>2</sup> and specifically, active participation in university life, such as providing support for aspiring or newly enrolled students, extension and further study of topics and contents covered in the Study Trips and testimonials of one’s experiences by making presentations at the university.

### SUMMARY TABLE OF MERIT REQUISITES

<b>Academic year</b>	<b>Date of verification of merit requisites</b>	<b>Merit requirements to be satisfied by the student for renewal of the fee exemption</b>
a.y. 2011/2012 I verification	31 July 2012	a) 23 cultural and oenogastronomy laboratories credits b) 2 elective courses c) verification of attendance for coursework and activities
a.y. 2011/2012 II verification	10 October 2012	a) 30 CFU b) GPA of at least 26/30 c) positive evaluation of student's progress
a.y. 2011/2012 III verification	28 February 2013	a) 40 CFU b) GPA of at least 26/30
a.y. 2012/2013	31 July 2013	a) 46 cultural and

<sup>1</sup> Art. 10.2 – All students enrolled in the University of Gastronomic Sciences are considered to be full time and are required to attend all scheduled lectures, as well as all academic and compulsory educational activities as defined by the Dean. Students may be absent from each compulsory lecture course for no more than 30% of the total hours of each compulsory lecture course and related educational activities in the curriculum. (omissis)

<sup>2</sup> Art. 7 (omissis) Merit requisites are defined as follows: 1. the completion of the number and type of academic credits indicated in the annual Announcements, 2. regular attendance of academic activities, as defined in the Student Regulations and Enrolment document, 3. the achievement of a weighted grade point average equal to at least the minimum indicated in the annual Announcements, 4. a positive evaluation of the student’s progress at the University, intended as adherence to the moral principles on which the Institute is founded. In particular, like all students enrolled at the University, students receiving a tuition exemption a. must make satisfactory progress in their course of study, for their benefit and for that of the academic community, organizing their time and their priorities and devoting their energies to the achievement of this, their primary objective, b. are expected to participate actively in University activities, c. are obliged to behave in a serious, polite and proper manner, respecting the rights of other students, the faculty and anyone operating at the University and adhering to principles of moral integrity, dignity and rectitude. (omissis)

I verification		oenogastronomy laboratories credits b) 4 elective courses c) verification of attendance for coursework and activities
a.y. 2012/2013 II verification	10 October 2013	a) 80 CFU b) GPA of at least 26/30 c) positive evaluation of student's progress
a.y. 2012/2013 III verification	31 July 2014	a) 69 cultural and oenogastronomy laboratories credits b) 6 elective courses c) verification of attendance for coursework and activities
a.y. 2013/2014 I verification	10 October 2014	a) 120 CFU b) GPA of at least 26/30 c) positive evaluation of student's progress

**Students failing to satisfy the requirements within the above-stated deadlines will have their tuition fee exemption revoked.**

## **ART. 4 – FINANCIAL STATUS REQUIREMENTS**

### **4.1 – Indicators of income (ISEE) and assets (ISPE)**

Income and asset indicators are calculated by designated fiscal assistance agencies (Center for Fiscal Assistance, or CAF) based on the applicant's income and family status. The University of Gastronomic Sciences, operating with an authorized CAF, will convert the requested income data (Article 7) of non-Italian resident candidates into ISEE and ISPE values.

The income and financial status of the candidates is assessed according to the Indicator of Equivalent Financial Status, or ISEE, and the Indicator of Equivalent Asset Ownership (ISPE) as per Legislative Decree no. 109 of March 31, 1998, and subsequent amendments and supplements thereto. To apply for a tuition fee-exemption, the figure in the student's family ISEE is added to the Indicator of Equivalent Financial Status outside Italy. The resulting figure must not exceed € 19,595.63, while the total indicated by the ISPE (Equivalent Asset Ownership) must be inferior to € 33,067.63.

The Indicator of Equivalent Asset Ownership (ISPE) includes overseas assets, which are calculated according to the same modalities indicated in the abovementioned legislative decree, with the following integrations:

- real estate properties owned abroad of as December of the year prior to submitting the application are counted only if they include buildings, to which a standard value of € 500 per square meter is applied;
- moveable assets are calculated at the average euro exchange rate for the year in question, as defined by decree by the Ministry of Finance, in accordance with Law Decree n. 167, of 28 June 1990, art. 4, point 6, converted with amendments to Law n. 227, of 4 August 1990 and subsequent modifications and integrations;
- the Indicator of Equivalent Asset Ownership is calculated by dividing the ISPE indicator according to the equivalency scale indicated in the affidavit provided by the CAF agency.

In summary, the income and asset requirements that apply are as follows

- ISEE INCOME: € 19,595.63
- ISPE ASSETS: € 33,067.63

### **4.2 – Family unit and student categories**

For the conferral of fee exemption, the student's family unit must comply with the provisions set forth in the Decree by the Prime Minister no. 221/99, and subsequent amendments and supplements thereof. In it, the family unit is defined as including the student applying for a fee-exemption right and all the people listed on the certificate of family status on the date the application is completed, even if they are not relatives.

Student Status Types:

- a) Independent Student. For those families who are *de facto* supporting the student, the family of the applicant is integrated with that of his or her parents, except in the following circumstances:
  - residence outside the family's home, in an apartment not owned by a family member, for at least two years prior to the date of application
  - income from employment or similar, and included in the statement of income for at least two years, of no less than € 7,502 for a one-person family unit
- b) student with separated or divorced parents: the family unit of the applicant is considered to be the parent receiving the alimony. If the parents live in different family units, but without being legally separated or divorced, the student's family unit will be considered to include both parents
- c) student with brothers or sisters earning an income or owning assets: for those families who are *de facto* supporting the student, the income or assets of the student's brothers or sisters living in the family unit will be calculated at 50% in the ISEE/ISPE indicators referred-to in this Article
- d) student with a family unit possessing income or assets from a country other than Italy: outside Italy, the ISEE indicator is calculated as the total income received abroad plus 20% of foreign assets not included in the ISEE calculations, evaluated in the same mode and based on the average exchange rate of the Euro for the year of reference, as defined by the Decree of the Ministry of Finance in compliance with Legislative Decree no. 167 of June 28, 1990, paragraph 4, clause 6, amended by law no. 227 of August 4, 1990 and subsequent amendments and supplements thereof.

### 4.3 – Points associated with income requisites

Upon determination of the student's income, a point value is given according to the following scale:

- 10 points for ISEE income < € 14,697 – ISPE income < € 24,801
- 7 points for ISEE income > € 14,698 < € 16,656 – ISPE income > € 24,802 < € 28,107
- 5 points for ISEE income > € 16,657 < € 17,636 – ISPE income > € 28,108 < € 29,761
- 3 points for ISEE income > € 17,637 ? € 19,595.63 – ISPE income > € 29,762 ? € 33,067.63

## ARTICLE 5 - FEE EXEMPTION REVOCATION

### 5.1 – Failure to meet merit requirements

Students failing to obtain the merit requirements within the deadlines indicated in the Summary Table of Merit Requisites in Art. 3.2 above will have their fee exemption revoked, and will have to pay in full the university fees for which he/she had obtained an exemption.

### 5.2 – Change in student's financial status

Students enrolled in the second or third year of the program are required to deliver a self-declaration stating their financial and asset status. Should either of these have changed based upon the different ISEE and ISPE parameters declared by the student at the time the first fee exemption application was made, the University will have the right to revoke the fee exemption following the modified financial or asset status of the student and his or her family.

### 5.3 – Disciplinary sanctions

Serious offenses, as assessed by the Disciplinary Board and sanctioned by the Dean as per Article 10 of the Student Regulations and Course Enrollment <sup>3</sup>, will result in the revocation of the fee exemption.

<sup>3</sup> Art. 10.1 – Students failing to comply with regulations or laws or norms concerning safety in the workplace, pursuant to Leg. Decree 81/2008 and subsequent amendments, either within the university premises or during the study trips/field seminars, are liable to disciplinary action; the student must therefore conform to the provisions of art. 20 of Leg. Decree 81/2008 and subsequent amendments, "duties and obligations of the worker." Penalties apply for acts occurring on University premises, during the internships, inside Student Lodging or anywhere else where students are acting on behalf of or as part of the University. Student regulations and course enrolment. The following disciplinary actions can be taken against students:

a) verbal warning b) written warning c) temporary suspension from one or more lectures or other academic activities d) exclusion from one or more exams or other accredited tests for one whole session or part of it, and from academic activities e) temporary suspension from UNISG academic

#### 5.4 – Delivery of untruthful information and/or false documents

If a student is found to have submitted untruthful information and/or false documents, he or she will lose the right to the benefits. The student will lose any possibility for tuition fee exemptions throughout his or her course of studies (Article 13).

#### ARTICLE 6 – FEE EXEMPTION AMOUNT

The fee exemption amounts to € 13,500.

Fee exemption extensions are not granted after the third year of enrollment in the three-year undergraduate program.

Tuition exemptions shall be adjusted to match any eventual variations in the annual amounts due.

#### ARTICLE 7 – FEE EXEMPTION APPLICATION PROCEDURE AND ENCLOSURES

Fee exemption applications must be submitted by non-Italian students using the “Self-declaration Fee Exemption Request” form, as stated in the Decree by the President of the Italian Republic no. 445 of December 28, 2000, in which students must certify their family unit members and financial status.

The following must also be attached to the application:

##### Italian students and NON-Italian students who are residents of Italy

- valid ISEE/ISPE statement

To apply for an ISEE/ISPE statement, a “dichiarazione sostitutiva unica” (consolidated substitution declaration) must be issued by an Authorized Center for Fiscal Assistance (CAF) operating with the Italian national social security agency (INPS). All services provided by CAF to complete the required forms are free. The issued statement must be attached to the fee-exemption rights application and delivered to the University of Gastronomic Sciences Registrar’s Office.

- copy of an identity document

##### Non-Italian students

- Official certificates or statements containing information about the student’s family unit, income and actual personal property of each member of the family. These statements must be issued by the authorities of the countries outside of Italy, including an Italian translation certified by the Italian consular authorities (paragraph 3 of the Decree of the President of the Italian Republic no. 445/2000). The University of Gastronomic Sciences, operating with an Authorized Center for Fiscal Assistance (CAF), will convert the income data contained in the above-stated documentation into ISEE and ISPE values.

Non-Italian students whose family units are resident in Italy must produce a self-declaration (in compliance with the Decree by the President of the Italian Republic no. 445/2000) including data about the financial/asset situation of the family, following the same procedures required for Italian students.

- copy of an identity document

##### Stateless or Refugee Students

- These students will be requested to produce only the official statement issued by the Italian Ministry of the Interior or by the Italian office of the High Commissioner of the United Nations.

##### Students from underdeveloped nations (D. M. 21/05/2010 downloadable at

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activities and from the services provided for the students f) expulsion of the student. Applied sanctions will not interfere with the right or duty of UNISG to initiate judicial proceedings in the case of civil or criminal offences. Disciplinary authority over students is held by the Dean, who chairs a Disciplinary Committee personally or through a delegate. The Committee also includes the Director or a delegate, the President of the Board of Directors or a delegate council member and a student delegate elected in accordance with the rules stated in the General Regulations of the University. The Disciplinary Committee will start considering the situation following the production of written reports or verbal communications submitted to the Committee.

Warnings a) and b) above will come from the Dean. Regarding items c), d), e) and f) above, the Disciplinary Committee will notify the student in writing, either by registered, hand-delivered or e-mailed letter. Within the deadline stated in the notification the student can present his/her defence.

Sanctions are communicated in writing by the Dean. Within ten days of the notification, the student can appeal to the Dean, who retains the final decision.

Any disciplinary actions will be recorded in the student’s permanent record.

<[http://www.unisg.it/pagine/ita/corsi/laurea\\_triennale/borse\\_e\\_prestiti.lasso](http://www.unisg.it/pagine/ita/corsi/laurea_triennale/borse_e_prestiti.lasso)>):

- 1) an official affidavit issued by the competent authorities of the student's country of origin.
- 2) a copy of the student's ID document

Any circumstance following the date of delivery of the application that changes the student's status (granting of a second scholarship or other reduction of university fees, transfer to another university, impossibility to continue studying, interruption of studies, change of faculty or course of studies, etc.) must be promptly communicated to the University of Gastronomic Sciences Registrar's Office.

### **ARTICLE 8 – DEADLINES AND APPLICATION PROCEDURES**

Students applying for fee exemption are required to do so either in person, or by mail via registered letter with acknowledgment of receipt, or by international courier **before 12:00 noon on July 29, 2011**, at the Registrar's Office at the following address:

Segreteria Studenti  
Università degli Studi di Scienze Gastronomiche  
Via Amedeo di Savoia, 8  
I-12042 Pollenzo - Bra (Cuneo)  
Italy

The registered letter receipt or the signed delivery note from the courier will be considered proof of receipt. Applications arriving after the stated deadline will not be considered. Late delivery of documents will not be accepted even when resulting from extenuating circumstances or by a delayed delivery by the postal service or courier, or a delayed issuing of the necessary documents from the relevant offices.

### **ARTICLE 9 – ANNOUNCEMENT OF SUCCESSFUL CANDIDATES**

Fee exemptions are awarded based on the total obtained by adding points from the student's merit and financial status (articles 2, 3 and 4). The provisional list of students awarded fee exemptions will be published on the University's website ([www.unisg.it](http://www.unisg.it)) on **August 18, 2011**. The final list of students awarded fee exemptions will be established on or before **August 25, 2011**.

Following the publication of the final list of fee exemption holders, should a student fall into one of the categories listed in Article 14 of the Fee Exemption Rights Awarding and Merit-Based Loan Regulations<sup>4</sup> (available on [www.unisg.it](http://www.unisg.it)) the fee exemption will be revoked.

### **ARTICLE 10 – ALLOCATION OF FEE EXEMPTIONS**

No sums are allocated directly to fee exemption holders. Fee exemption holders are exempt from paying university fees. Exemption from the payment of university fees will take effect on the deadline for the two twice-annual installments, the amounts of which are stated in the "Payment of University Fees". The exemption is granted after the financial and merit requirements stated in the present announcements are verified (Art. 3.2). In the case that a student loses his/her entitlement to a fee exemption, the student will receive written notification of the same.

### **ARTICLE 11 – REALLOCATION OF FEE EXEMPTIONS**

Fee exemptions may be reallocated based upon the terms provided by the Administrative Board or by the Executive Committee, in the case in which:

- the exemption was not assigned when the final list of awardees was compiled;
- the exemption was revoked for failure to meet the income or merit requirements;
- the exemption was revoked because the student in question abandoned his/her studies;
- the exemption was revoked following infractions confirmed by the Disciplinary Committee and

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<sup>4</sup> **Art. 14 – Conditions for exclusion from exemptions.** The following are excluded from tuition exemptions: a) students who have not completed the pre-enrollment stage; b) students not admitted to the academic year for which they intend to apply for a tuition exemption; c) students who submit an application after the indicated deadline; d) students who have not submitted the required documentation. With regard to students from countries outside the EU, only one tuition exemption will be awarded per country. In the case in which more than one student from a given country should submit an application, the tuition exemption shall be awarded to the student with the higher merit point partial score.

sanctions imposed by the Dean, in accordance with the provisions of art. 10 of the Student Regulations and Enrolment<sup>1</sup> document.

## **ARTICLE 12 – NON ELIGIBILITY AND EXCLUSION**

Students may not apply for a fee exemption if,

- they are not regularly enrolled for the academic year for which they are applying for exemption
- their application arrives after the stated deadline (Art. 8)
- they have not provided the required documentation (Art. 7)
- have already obtained academic qualifications that are equivalent to or higher than the undergraduate degree.

## **ARTICLE 13 – ASSESSMENT OF SELF-DECLARATIONS**

### **13.1 – Assessment of financial conditions**

In order to ensure full compliance of the terms provided in the official announcement, assessment of the truthfulness of self-declarations submitted by students may also be made after a fee exemption has been granted.

To assess the truthfulness of the financial status stated in the self-declaration, the University will use control procedures to verify the data in the applications of students eligible for fee exemption.

To proceed with such assessments, the University may require that specific documentation is provided to prove that the information given is complete and truthful.

### **13.2 – Penalties**

If, after an assessment, a student is found to have submitted false information in order to obtain a fee exemption, he or she will lose the right to the benefits, as stated in paragraph 75 of the Decree of the President of the Italian Republic no. 445/2000 for untruthful declaration, additional measures and action as per the existing law excepted.

The student will lose any possibility for tuition fee exemptions throughout his or her course of studies. Any criminal case will be treated in accordance with the law by the judicial authorities.

### **13.3 – Handling of personal data**

When delivering the signed self-declaration form, the student is informed of the provisions contained in paragraph 13 of the Legislative Decree no. 196/2003, including those referring to the handling and circulation (including reference) of personal data. Students will be granted the rights stated in Legislative Decree no. 196 of June 30, 2003, including the possibility of obtaining the interruption of data handling and, accordingly, of the procedure.

Bra, June 21<sup>st</sup>, 2011  
Administrative Director  
Stefania Ribotta