



## UNIVERSITY OF GASTRONOMIC SCIENCES

**Official announcement for the conferral of 1 total fee exemption and for the conferral of student housing and lunch service scholarship for non-European students enrolled in the first year of the Graduate Degree in Food Innovation & Management in the 2020/2021 academic year**

Number of scholarship	Scholarship amount	Income and property limits for applications	
		Income indicator (ISEE)	Property indicator (ISPE)
1	€15.500 (1st year fee exemption) plus student housing and lunch service € 10.200 (2nd year fee exemption) plus student housing and lunch service	≤ €23.000	≤ €50.000

Official announcements for the granting of total university fee exemptions for non-European students are presented in compliance with the decisions taken by the Executive Committee of the University of Gastronomic Sciences (hereinafter UNISG) regarding the exemptions of university fees for students enrolled in the Graduate Degree in Food Innovation & Management at UNISG in the 2020/2021 academic year, with reference to the current Italian legislation related to administrative self-governance of universities and the right to study.

Total scholarship will be awarded to non-European candidates whose income and property indicators do not exceed the limits provided in the table above and who meet the merit requirements listed below. We underline that UNISG student apartments may feature double rooms. Assignment in mixed gender (male/female) housing may occur.

### ART. 1 – ELIGIBILITY FOR GRANTING OF TOTAL SCHOLARSHIP

The following can apply for the total scholarship:

- 1) Students already in possession of an undergraduate degree who have been admitted to the first year of the Graduate Degree for the 2020/2021 academic year with a minimum score of 80/100, by the deadline indicated in this announcement;
- 2) students who are about to graduate from an undergraduate program who have been admitted to the first year of the Graduate Degree for the 2020/2021 academic year with a minimum score of 80/100, by the deadline indicated in this announcement. Students who have not yet graduated will be enrolled conditionally in the first year of the Graduate Degree provided that they are awarded their degree by the extraordinary graduation session of the 2019/2020 academic year. Auditors are not eligible to apply.

### ART. 2 – MERIT EVALUATION FOR THE CONFERRAL OF A SCHOLARSHIP

Applicants will be awarded a merit score out of 100 based on merit requirements which refer to the overall admission test evaluation. For more information please see the “Admission Process Instructions”, available on the UNISG website under “Admissions”.



Should two students have the same score, the student with the lower income group<sup>1</sup> will be awarded the university scholarship. Should the group still be the same, the scholarship will be assigned to the candidate with the higher Interview score.

### **ART. 3 – APPLICANTS FROM HIGH INCOME COUNTRIES<sup>1</sup>: INCOME AND PROPERTY LIMITS FOR PRESENTING A SCHOLARSHIP REQUEST**

#### **3.1. – Income and Property Indicators**

Income and property indicators for applicants from high income countries are calculated by designated Italian fiscal assistance agencies (Center for Fiscal Assistance, or CAAF) based on the applicant's income and family status. The University of Gastronomic Sciences, operating with an authorized Center for Fiscal Assistance, will convert the requested income data (Art. 7) into income and property indicators. The resulting income and property data must not exceed the above mentioned income and property indicator limits.

#### **3.2 – Student categories**

In order to calculate the income and property indicators, the student status and family unit of the applicant must be determined. They are defined as follows:

a) **Dependent Student:** student applicants who are supported financially by their family; the family unit for dependant students is composed of the applicant together with all family members who share a financial relationship with the applying student, either as financial guarantors (e.g. parents or guardians) or dependents (e.g. children, siblings) irrespective of whether they live with the applicant.

Special Cases:

- 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;
- student with brothers or sisters earning an income or owning property: for those families who are *de facto* supporting the student, the income or property of the student's brothers or sisters living in the family unit will be calculated at 50% in the income and property status indicators referred-to in this Art.;
- student with a family unit possessing income or property from a country other than Italy: outside Italy, the income status is calculated as the total earnings received abroad plus 20% of foreign property not included in the financial calculations.

b) **Independent Student:** student applicants who are not supported financially by their family and for whom both of the following statements are true:

- the applicant resides 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
- the applicant's income from employment or similar, for at least two calendar years preceding the year in which the application is made (e.g. an applicant applying in 2020 will present income statements from both 2018 and 2019) is for each year no less than € 7.502.

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<sup>1</sup> according to the World Bank list of economies (list as of June 2019), candidates are divided into the following income groups, based on their citizenship and residence: low income, lower middle income, upper middle income and high income.



The family unit for independent students is composed of the applicant and any spouse or dependents.

For more information pertaining to the “financial family” of the applicant, see Art. 7.

#### **ART. 4 - APPLICANTS FROM NON-HIGH INCOME COUNTRIES<sup>1</sup>: INCOME AND PROPERTY LIMITS FOR PRESENTING A SCHOLARSHIP REQUEST**

Applicants from non-high income countries must be in possession of an official affidavit issued by an Italian authority in the student’s home country, such as a Consulate or Embassy, certifying that he/she is a legal resident of that country, and that he/she does not come from a high-income background family. The university can request further documentation to control the truthfulness of the affidavit submitted.

#### **ART. 5 – MERIT REQUIREMENTS FOR CONFIRMATION OF THE TOTAL SCHOLARSHIP**

In order to confirm the student’s entitlement to a total scholarship during the first and second year of the program, the student must meet certain merit requirements. These are evaluated *ex post* according to the criteria indicated in the table below. Specifically:

- a. The weighted grade point average (GPA) obtained by the student, calculated based on the credits earned after each examination, must not be lower than 25/30. “With honors” commendations granted to students are considered personal recognitions and will not be considered when calculating the above-mentioned weighted average grade.
- b. The credits required from the student will be calculated based on the credits obtained from passing exams and those earned through the completion of the Field Project and Stage.
- c. Credits earned by studying at other universities or from other activities undertaken outside the university, even if confirmed or recognized by the UNISG Academic Board, cannot be considered for the purposes of maintaining the total scholarship. The credits needed to meet the merit requirements referred to here can only be earned from studies and activities carried out at UNISG.
- d. Regular attendance of course activities is a merit requirement.<sup>2</sup>
- e. Active participation in UNISG development projects, aimed at acquiring applied knowledge and employment skills.

#### **SUMMARY TABLE OF MERIT REQUIREMENTS**

<b>Academic year</b>	<b>Date of verification of merit requirements</b>	<b>Merit requirements to be satisfied by the student for confirmation of the scholarship</b>
2020/2021 a.y. 1st verification	February 20, 2021	a) regular attendance of course activities and preparatory workshops
2020/2021 a.y. 2nd verification	August 31, 2021	a) 20 credits b) GPA of at least 25/30 c) active participation in UNISG development projects d) verification of attendance of course activities
2021/2022 a.y. 1st verification	February 10, 2022	a) 35 credits b) GPA of at least 25/30 c) verification of attendance of course activities
2021/2022 a.y.	August 31, 2022	a) 50 credits

<sup>2</sup> Art. 10.1 – 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 Rector. Art. 10.2 – 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).



2nd verification		b) GPA of at least 25/30 c) verification of attendance of course activities (minimum percentage)
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**Students failing to satisfy the requirements within the above-stated deadlines will have their total scholarship revoked.**

## **ART. 6 - SCHOLARSHIP REVOCATION**

### **6.1 – Failure to meet merit requirements**

Students failing to obtain the merit requirements within the deadlines indicated in the Summary Table of Merit Requirements in Art. 5 above will have their scholarship revoked, and will have to pay in full the university fees for which he/she had obtained an exemption.

### **6.2 – 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 income and property status. Should the student's income and/or property status have changed with respect to those declared by the student when the first scholarship application was made, the university will have the right to revoke the scholarship following the modified income or property status of the student and his or her family. Failure to deliver the self-declaration will cause the revocation of the scholarship.

### **6.3 – Disciplinary sanctions**

Serious offenses beyond a warning, as assessed by the Disciplinary Board and sanctioned by the Rector as per Art. 9 of the Student Regulations and Course Enrollment <sup>4</sup>, will result in the revocation of the scholarship.

### **6.4 – 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 university scholarships throughout his or her course of studies (Art. 11).

### **6.5 - Voluntary interruption of studies**

If the person granted an exemption voluntarily interrupts their studies they lose the right to a scholarship.

Therefore when they restart their studies, they must start to pay the full tuition fee amount for which they had previously been exempted.

## **ART. 7 – SCHOLARSHIP APPLICATION PROCEDURE AND ENCLOSURES**

Scholarship applications must be submitted by students using the “Self-Declaration Scholarship Request” form, in which students must certify their family unit members and financial status.

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<sup>4</sup> Art. 9.1 – 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.

Art. 9.2 –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 activities and from the services provided for the students f) expulsion of the student. Any disciplinary actions will be recorded in the student's permanent record. Applied sanctions will not interfere with the right or duty of UNISG to initiate judicial proceedings in the case of civil or criminal offences.

Art. 9.3 –Disciplinary authority over students is held by the Rector, 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 (omissis).



### 1) **Citizens from high-income countries:**

#### a. **Italian applicants**

The application for the scholarship made using the “Modulo di autocertificazione per la richiesta dell'esonero” for Italian candidates must provide information about the composition of their family unit and financial conditions, using self-certification as per DPR December 28, 2000, no. 445.

The application must contain:

1. Valid ISEE/ISPE statement, produced by INPS-authorized CAAF (Centri Autorizzati di Assistenza Fiscale). The issued statement must be attached to the application when it is sent to the UNISG Registrar Office.
2. Completed and signed application form.
3. Copy of an identity document.

#### b. **Non-Italian applicants**

The following must also be attached to the application:

- Official certificates or statements containing information about the student's family unit. 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 (CAAF), will convert the income data contained in the above-stated documentation into income and property indicators.
    1. Composition of the applicant's "financial" family, that is, family members who share a financial relationship with the applying student, either as financial guarantors (e.g. parents or guardians) or dependents (e.g. children, siblings) irrespective of whether they live with the applicant;
    2. the individual annual income of each member of the family on December 31, 2018;
    3. the actual personal property of each member of the family on December 31, 2019;
    4. movable assets: bank balance for the year 2019, shares, and financial investments of each member of the family on December 31, 2019;
    5. the annual amount of mortgage installments yet to be paid by each member of the family on December 31, 2019;
    6. any income or property owned abroad for non-Italian students residing in Italy.
  - copy of an identity document for the applicant and any additional members of the applicant's “financial family”
- 2) **Citizens from non-high income countries** are not requested to send the above-mentioned documents, but they must submit:
- an official affidavit issued by an Italian authority in the student's home country, such as a Consulate or Embassy, certifying that he is a legal resident of that country, and that he does not come from a high-income background family;
  - a copy of the student's ID document.

### 3) **Stateless or Refugee Students**

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



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 Registrar Office.

### **ART. 8 – DEADLINES AND APPLICATION PROCEDURES**

The complete required documentation must arrive on **July 24, 2020**. Documents may be submitted by email to the following email address: [segreteria@unisg.it](mailto:segreteria@unisg.it). Please indicate in the object of the email “*Scholarship application, a.y. 2020/2021 – Graduate program*”. Documents must be sent readable and sent in pdf or word format.

Late delivery of documents will not be accepted. The Registrar Office will send an email confirming reception of the application within 3 business days. Candidates are invited to contact the Registrar Office in the event they have not received a confirmation email.

UNISG reserves the right to require the original documentation at any given moment.

Considering that the process of requesting consular legalization for scholarship documents may be time-consuming, the Italian translation, which must be certified by Italian consular authorities, may be received following the aforementioned deadline, provided an English version has been made available and provided that the Italian consular certified translation arrives before the start of the academic year.

### **ART. 9 – ANNOUNCEMENT OF SUCCESSFUL CANDIDATES**

Scholarships are awarded based on the student's merit status (Art. 2). The final list of students awarded scholarships will be published on the university's website ([www.unisg.it](http://www.unisg.it)) on **July 30, 2020**.

Following the publication of the final list of scholarship holders, should a student fall into one of the categories listed in Art. 14 of the Regulations for the Granting of Exemptions from the Paying of Tuition and Honor Loans<sup>1</sup> (available at <http://www.unisg.it/en/faculty/statuses-regulations/>) and in Art. 12 of this Announcement, the scholarship will be revoked.

### **ART. 10 – ALLOCATION OF SCHOLARSHIPS**

No sums are allocated directly to scholarship holders. Scholarship holders are exempt from paying university fees for the amount granted. Exemption from the payment of university fees will take effect on the deadline of 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. In the event that a student loses his/her entitlement to a scholarship, the student will receive written notification of the same.

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

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

### **ART. 11 – REALLOCATION OF SCHOLARSHIPS**

Scholarships 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;

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<sup>1</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 highest merit point partial score.



- the exemption was revoked following infractions confirmed by the Disciplinary Committee and sanctions imposed by the Rector, in accordance with the provisions of art. 9 of the Student Regulations and Enrolment document.

## **ART. 12 – NON ELIGIBILITY AND EXCLUSION**

Students may not apply for a scholarship 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);
- a family member has already been assigned a UNISG fee exemption;
- have already obtained academic qualifications that are equivalent to or higher than the graduate degree (equivalent to a two-year graduate degree).

## **ART. 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 scholarship 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 scholarship.

To proceed with such assessments, the university may require that specific documentation be 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 scholarship, 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; excepting measures and action which may be taken as per the existing law. The student will lose any possibility for university scholarships 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 European law, Reg.(UE) 2016/679, and Italian legislative Decree n. 196 of 30 June 2003, and subsequent amendments and additions, as well as the provisions of the authority that guarantees protection of personal data.

The personal data furnished by the student are processed exclusively for the purposes of managing this announcement and are stored at the University of Gastronomic Sciences – Academic and Registrar Office, with the relative records kept on digital format. Providing said data is mandatory for the purposes of evaluating requisites for participation in the selection process, and failure to provide them will result in exclusion from the same.

Interested parties are entitled to exercise the rights specified in the abovementioned Legislative Decree, among which is the right to rectify, update, complete or erase inaccurate or incomplete data or data collected in violation of privacy laws.

Bra, March 18, 2020

Administrative Director  
Stefania Ribotta