



UNIVERSITY OF GASTRONOMIC SCIENCES

Official announcement for the conferral of partial exemptions from payment of university tuition fee for students enrolled in the first year of the Graduate Degree in Food Innovation & Management in the 2020/2021 academic year

Number of fee exemptions	Fee exemption amount	Income and property limits for applications	
		Income indicator (ISEE)	Property indicator (ISPE)
1	€5,000	≤ €37,400	≤ €52,000

Official announcements for the granting of partial university fee exemptions are presented in compliance with the decisions taken by the Executive Committee of the University of Gastronomic Sciences (hereinafter UNISG) regarding the reduction 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.

Partial exemptions will be awarded to candidates whose income and property indicators do not exceed the limits provided in the table above and who meet the merit requirements listed below.

ART. 1 – ELIGIBILITY FOR GRANTING OF PARTIAL FEE EXEMPTIONS

The following can apply for the partial fee exemption:

- 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.

ART. 2 – MERIT REQUIREMENTS FOR THE CONFERRAL OF THE PARTIAL FEE EXEMPTION

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 group¹ will be awarded the university fee exemption. Should the group still be the same, the fee exemption will be assigned to the candidate with the higher Interview score.

¹ 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.



ART. 3 – APPLICANTS FROM HIGH INCOME COUNTRIES¹ 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 (Article 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 dependent 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 article;
- 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 2019 and 2018) is for each year no less than € 7,502.

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 Article 7.



ARTICLE 4 - APPLICANTS FROM NON-HIGH INCOME COUNTRIES¹: 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 PARTIAL FEE EXEMPTION

In order to confirm the student's entitlement to a partial fee exemption 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 partial fee exemption. 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;²
- e. Active participation in UNISG development projects, aimed at acquiring applied knowledge and employment skills.

SUMMARY TABLE OF MERIT REQUIREMENTS

Academic year	Date of verification of merit requirements	Merit requirements to be satisfied by the student for confirmation of the fee exemption
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) active participation in UNISG development projects
2021/2022 a.y. 2nd verification	August 31, 2022	a) 50 credits b) GPA of at least 25/30 c) verification of attendance of course activities (minimum percentage)

² 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).



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

ART. 6 – PARTIAL FEE EXEMPTION REVOCATION

ART. 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 Article 5 above will have their partial fee exemption revoked, and will have to pay in full the university fees for the academic year in which the exemption is revoked.

ART. 6.2 – Change in student's financial status

Students enrolled in the second year of the program in the 2020/2021 academic year are required to submit a self-certification stating their income and property status. Should these have changed from what was declared by the student when the first partial fee exemption application was made, based on the ISEE and ISPE values declared by the student, the university reserves the right to revoke the exemption based on the changed financial and property circumstances of the student and their family unit.

ART. 6.3 – Disciplinary sanctions

Serious offenses beyond a warning, as assessed by the Disciplinary Board and sanctioned by the Rector as per Article 9 of the Student Regulations and Course Enrollment⁴ will result in the revocation of the partial fee exemption.

ART. 6.4 – Presentation of untruthful declarations and/or false documents

If a student is found to have submitted untruthful declarations and/or false documents, the partial fee exemption will be revoked. The student will lose the right to any further financial support for the remainder of their course (Article 12 of this announcement).

ART. 6.5 - Voluntary interruption of studies

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

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 – FEE EXEMPTION APPLICATION PROCEDURE AND ENCLOSURES

In the application for partial fee exemption, made using the “Self-Certification Form for Application for Partial Fee Exemption,” applying students must declare the composition of their family unit and their financial status, as per the Decree of the President of the Italian Republic of December 28, 2000, n. 445.

The following must also be included with the application:

- **Italian students:**

⁴ 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) Copy of an identity document;
- 2) Valid ISEE/ISPE certification issued by an authorized Italian fiscal assistance agency (Centro Autorizzato di Assistenza Fiscale, or CAAF). No changes to the calculation of the ISEE or further integrations can be made after the announcement deadline date.

- **NON-Italian students from high income countries:**

1) Copy of the applicant's passport and copies of identity documents for any additional members of the applicant's financial family unit;

2) Official certificates or statements containing the information listed below regarding the student's financial family unit. These statements must be issued by the authorities of the countries outside of Italy, and include 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 Italian fiscal assistance agency (Centro Autorizzato di Assistenza Fiscale, or CAAF) will convert the income data contained in the below-stated documentation into the income and property indicators (ISEE and ISPE):

1. Composition of the applicant's financial family unit, i.e. 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 or not they live with the applicant;
2. The individual annual income of each member of the family unit as of December 31, 2018;
3. The actual personal property of each member of the family unit as of December 31, 2018;
4. Movable assets: bank balance for the year 2018 and shares and financial investments held by each member of the family unit as of December 31, 2018;
5. The annual amount of mortgage installments yet to be paid by each member of the family unit as of December 31, 2018;
6. Any income received abroad or property owned abroad for non-Italian students residing in Italy.

In order to calculate the income and property indicators (ISEE and ISPE), the student's status and family unit must be determined. They are defined as follows:

a) **Dependent Student:** Applicants who are supported financially by their family; the family unit for dependent 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 or not they live with the applicant.

Special cases:

- Students 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.
- Students with siblings earning an income or owning property: For those families who are *de facto* supporting the student, the income or property of the student's siblings living in the family unit will be calculated at 50% in the income and property status indicators referred to in this article.
- Students with a family unit with 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:** Applicants who are not supported financially by their family and for whom both of the following statements are true:

- the applicant has resided outside the family home, in accommodation 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 must present income statements from both 2018 and 2019) is for each year no less than € 7,502.

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

- **Citizens from non-high income countries** are not requested to send the above-mentioned documents, but they must submit:
 - 1) 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;
 - 2) a copy of the student's ID document.

- **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 event 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 UNISG Registrar Office.

ART. 8 – DEADLINES AND APPLICATION PROCEDURES

Applications can be submitted in person by the candidate to the Academic Office or sent by email to segreteria@unisg.it with the subject "Application for partial fee exemption for Graduate Degree a.y. 20/21." Documents must be readable and in PDF or Word format only. Applications must arrive by **July 24, 2020** in order to be accepted.

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 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.

ART. 9 – ANNOUNCEMENT OF SUCCESSFUL CANDIDATES

The final ranked list of students awarded partial fee exemptions will be published on the UNISG website (www.unisg.it) on **July 30, 2020**.

The only factor used to compile the ranked list of candidates will be the merit score, determined from the overall evaluation of the admission application as indicated in Article 2. In the case of an equal ranking, the candidate with the lower income group will be given priority.

Following the publication of the ranked list of successful candidates, students falling into one of the categories listed in Article 14 of the Regulations for the Granting of Exemptions from the Paying of



Tuition and Honor Loans¹ (available at <http://www.unisg.it/en/faculty/statues-regulations/>) will lose the right to receive the partial fee exemption.

ART. 10 – ALLOCATION OF THE PARTIAL FEE EXEMPTION

Students granted the partial exemption will not be paid any sum of money. The student is partially exonerated from the payment of the university tuition fees.

The partial exemption from the university fees will be applied on the third installment of university fees, as set out in the University Fee Payment Regulations, subject to verification that the student meets the income and merit requirements, as indicated in this announcement (Articles 4 and 5). In the case of a revocation of the partial fee exemption, the student will be informed in writing.

ART. 11 – REALLOCATION OF A PARTIAL FEE EXEMPTION

The partial fee exemption may be reallocated, based on the terms provided by the UNISG Board of Directors, in the following cases:

- if it was not assigned when the final list of awardees was compiled;
- if it was revoked for failure to meet the income or merit requirements;
- if it was revoked because the student in question abandoned their studies;
- if it was revoked following infractions confirmed by the Disciplinary Committee and sanctioned by the Rector, in accordance with the provisions of Article 10 of the Student Regulations and Enrolment.

ART. 12 – REASONS FOR EXCLUSION FROM THE RANKING LIST

The following will be excluded from the ranking list:

- Candidates who are not admitted with a minimum score of 80/100 to the academic year for which they are applying for the exemption;
- Candidates whose application arrives after the indicated deadline (Art. 8);
- Candidates who do not submit the required documentation (Art. 7);
- Candidates with a financial family member who has already been allocated a fee exemption at UNISG;
- Candidates who have already obtained an academic qualification of the same or higher level as this graduate degree course;
- Candidates who have not yet graduated by the extraordinary graduation session of the 2019/2020 academic year.

ART. 13 – ASSESSMENT OF TRUTHFULNESS OF SELF-CERTIFICATIONS

ART. 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-certifications submitted by students may also be made after a partial 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 the partial fee exemption. To proceed with such assessments, the university may require that further documentation be provided in order to prove that the original information given is complete and truthful.

13.2 – Penalties

If a student is found to have submitted false information in order to obtain a fee exemption, they will lose the right to the exemption (Art. 75 of DPR 445/2000), in addition to any measures and actions that

¹ **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.



may be taken as per existing laws. The student will lose any possibility for other fee exemptions throughout their course of studies, in addition to the application of criminal proceedings that may be instigated by the authorities.

13.3 – Data processing

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