

**Call for Applications for the award of Bursaries  
for the right to university education  
(approved with decree n. 3389 of 20/07/2020)**

Firenze • The School of Fashion & Art  
Milano • The School of Fashion  
Milano • The School of Design

**istitutomarangoni** 

First Level Academic Diploma Courses  
Academic Year 2020-2021

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## 1. RANKING

### 1.1 Purpose and Reference Standards

Pursuant to the provisions of Italian law, with regard to the right to university education<sup>1</sup>, applications are required for bursaries and other awards for students already enrolled and those intending to enrol for the 2020-2021 Academic Year in a first level Academic Diploma Course awarded by Istituto Marangoni Milano School of Fashion, Milano School of Design and Firenze School of Fashion & Art.

The financing comes from awards set aside by the MIUR (Ministry of Education, University and Research) and the Lombardy Region.

For the sole purpose of this call for applications, Istituto Marangoni will be considered a private subject managing and providing a public service.

The person in charge of the procedure<sup>2</sup> is Paolo Meroni, Director of Education at Istituto Marangoni.

### 1.2 Definitions

Appendix 1 contains the definitions of the specific terminology being used in this call for applications: "Beneficiary", "Eligible non beneficiary", "Part beneficiary", "First year of enrolment", "ISEE", etc.

### 1.3 Processing of Personal Data

Data will be processed pursuant to Legislative Decree no. 196 of 2003 (Personal data protection code) and subsequent amendments and integrations, as well as the EU 2016/679 Regulation (General Data Protection Regulation, in short, GDPR).

It is possible to view the privacy policy at the following link: <https://www.istitutomarangoni.com/en/terms-of-use-and-privacy/>

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<sup>1</sup> This call for applications is issued pending the implementation of Lgs. Decree 68/2012, in compliance with the provisions set in the Regional Law (Lombardy) no. 33, art. 3 of 13 December 2004, n. 33, art. 3, of the Decree of the Prime Minister of 9 April 2001 (as set down in art. 8 of Lgs. Decree 68/2012) and the decision of Lombardy Regional Government for the Academic Year 2020-2021 no. 3389 dated 20.07.2020.

<sup>2</sup> Pursuant to Law no. 241/90 and subsequent amendments and integrations.

## **2. NUMBER OF AWARDS**

### **2.1 Recipients and number of bursaries available**

A total of 4 bursaries are made available, divided into the following rankings:

#### **RANKING 1**

A bursary aimed at students enrolled for the first time in the first year of a first level Academic Diploma Course starting in October 2020 (both EU and non-EU citizens) at one of the following Istituto Marangoni Schools:

- Milano, School of Fashion;
- Milano, School of Design;
- Firenze, School of Fashion & Art.

#### **RANKING 2**

A bursary aimed at students enrolled in the second year of a first level Academic Diploma Course starting in October 2020 (both EU and non-EU citizens) at one of the following Istituto Marangoni Schools:

- Milano, School of Fashion;
- Milano, School of Design.
- Firenze, School of Fashion & Art.

#### **RANKING 3**

A bursary aimed at students enrolled in the third year of a first level Academic Diploma Course starting in October 2020 (both EU and non-EU citizens) at one of the following Istituto Marangoni Schools:

- Milano, School of Fashion;
- Milano, School of Design;
- Firenze, School of Fashion & Art.

#### **RANKING 4**

A bursary for students enrolled for the first time in the first year of a first level Academic Diploma Course starting in February 2021 (both EU and non-EU citizens) at one of the following Istituto Marangoni Schools:

- Milano, School of Fashion;
- Milano, School of Design;
- Firenze, School of Fashion & Art.

The benefits regulated by this call for applications can be awarded to students as mentioned above, who meet the means, merit and academic regularity requirements specified in a following chapter (chapter 4).

In case of a lack of applicants in the ranking, (chapter 8), the relevant bursary will be reallocated to any candidate found suitable from the other one.

The total number of bursaries provided may be increased based on any additional funds allocated by the Region of Lombardy, by public or private bodies or by the Ministry of Education, University and Research. This call for applications is published on 11 September 2020 and is open until 15 November 2020, the term for submitting applications for bursaries.

### **2.2 Composition of the Bursary**

The bursary consists in a payment of two instalments, with an additional sum made available to students with disabilities (chapter 6).

The bursary is tax free<sup>3</sup>; however, single income tax statement certification will be issued for the amounts paid.

The bursary is not compatible with any other contribution, paid by a public or private subject, either in monetary form or services or even a reduction in fees (chapter 11).

### **2.3 The sum is exempt from regional taxes for the right to education, enrolment fees and tuition**

Students who are eligible but non-beneficiary or beneficiaries of bursaries acquire the right to the exemption from payment of the enrolment fees and tuition.

Eligible non beneficiary students or beneficiaries of bursaries enrolled in the first year and who acquire the partial right ex post 30.11.2020 (section 4.5.2) obtain the right to exemption from payment of 50% of the enrolment fees and tuition.

Specifically, the regional tax for the right to study, including the initial enrolment fee, will be reimbursed as follows:

- in case of obtaining and maintaining the bursary, the total amount is inclusive of reimbursement of the regional tax;
- in case of eligible non beneficiary students and maintenance of this condition, via automatic refund by Istituto Marangoni.

The above refunds, if owed, will take place within 24 months after the student's payment of the tuition fee for the Academic Year of reference.

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<sup>3</sup> As provided for in the circular from the Ministry of Finance no. 109/E of 6 April 1995.

### **3. PARTICIPATION CONDITIONS AND REQUIREMENTS**

#### **3.1 Suitable applicants**

This call for applications is open to Italian students, students from the European Union and overseas students<sup>4</sup>.

#### **3.2 Non-eligible candidates - reasons for exclusion**

In any case, this Call for Applications is not open to candidates who, during the Academic Year 2020-2021:

- are in possession of an academic qualification, obtained in Italy or abroad<sup>5</sup>, of a level equal or superior to the course of study for which the bursary for the Academic Year 2020-2021 is being applied to;
- hold a four/five-year degree awarded before the reform as per Ministerial Decree 509/99;
- are beneficiaries for the same academic year of a Study Grant (or similar sum in any form) issued by Istituto Marangoni or other public or private entities (paragraph 11);
- are part-time students;
- enrol in the same course year (for the same level of qualification) for which they were already enrolled - at any university or university institute (in Italy or abroad) - in a previous academic career, regardless of the time between the previous enrolment and of how the previous course was concluded (withdrawal from course, withdrawal, transfer, etc.)
- are enrolled to repeat a year;
- are registered, at the same time, at a foreign university as part of a Study Abroad project with Istituto Marangoni;
- do not comply with the deadlines concerning the completion and delivery of the form applying for the bursary and/or delivery/sending of the original copies of the documents required in this call for applications (chapter 13).

Please see appendix no. 5 for examples of the application of this section.

#### **3.3 Course years eligible for assistance**

The bursary is provided for the first-time enrolment in a first level Academic Diploma course:

- for students without disabilities or with an invalidity of less than 66%, for a period equal to the normal duration of the course, plus one semester, starting with the first year of enrolment, i.e. seven semesters;
- for students with disabilities or with invalidity of or above 66%, for a period equal to three semesters past the normal duration of the course, starting from the first year of enrolment, i.e., nine semesters.

#### **3.4 General Requirements**

To qualify for a bursary, students must meet all the merit, means, and academic requirements (chapters 4.5 and 4.6).

This call for applications does not regulate bursaries allocated on a merit requirements basis only nor on means requirement only.

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<sup>4</sup> as per D.P.R. no. 394 of 31 August 1999, implementing Lgs. Decree no. 286 of 25 July 1998.

<sup>5</sup> This includes qualifications without legal worth in Italy and with the same qualification for admission.



In particular, the call is open to students who are already enrolled or state their wish to enrol in a standard course year for a first level Academic Diploma course at Istituto Marangoni Milano School of Fashion, Milano School of Design and Firenze School of Fashion & Art for the academic year 2020-2021.

In any case, to receive an award, applicants must be regularly<sup>6</sup> enrolled for the Academic Year 2020-2021 on 15 November 2020, under penalty of exclusion from the call, even if they meet all other requirements set down in the call for applications.

### 3.5 Merit requirements

#### 3.5.1 Academic requirements

##### **Introduction**

Except as provided for in section 4.2, to be considered eligible for the bursary students must meet the academic requirements with reference to the very first year of enrolment<sup>7</sup>.

For this purpose, the student shall state in his/her application the presence of any previous events (withdrawal from studies, passage to another course, transfer from another university, degree, etc.) leading to academic irregularity.

Calculation of the first enrolment will be applied with reference to the qualification level for enrolment in the academic year 2020-2021, identifying the entitlement to access this level as a criterion for calculating any previous career. Therefore, enrolment in a first-level Academic Diploma is, for this purpose only, equivalent to enrolment in a Bachelor's degree course, sharing the same access qualification (high school diploma). In the event, therefore, that during their overall university career, the student has had to repeat a course year for the same level of study attended during the academic year 2020-2021, including after the renewal of the enrolment after withdrawing from a course/forfeiting at any Italian or foreign university, the number of credits required to access the ranking for the bursary will be calculated with reference to the credits envisaged for each year, starting with the first year of enrolment, with the exception of the years in which studies were suspended.

Please see appendix no. 1 for examples of the application of this section.

##### **Academic requirements – pre-university school qualifications for studies abroad**

Academic requirements as per the above section, will be waived for students enrolled for the first time in the first year of the course who have a school diploma obtained in a country where the compulsory education period is inferior to 12 years.

These students, in order to enrol in a university in the European Union must complete the gap between the years of compulsory schooling in their country and the 12 years required, by attending the residual number of university years in their country of origin. These years of university enrolment *are not* counted for the purpose of acquiring the merits as described above, only if equal to the number of years necessary to reach 12<sup>8</sup>.

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<sup>6</sup> Enrolment will be considered regular on receipt of payment of the registration and tuition fees.

<sup>7</sup> The first year of enrolment is understood as the academic year of first-time enrolment in any degree course (including different from the course attended in the academic year 2019-2020) with the same admission requirement and for the same academic qualification for which the student has enrolled for the academic year 2019-2020, at any Italian or foreign university, independently of the outcome of the course (withdrawal, transfer, degree, etc.) and the number of years since the event.

<sup>8</sup> **Example 1** Compulsory schooling abroad for 11 years → enrolment for one year at a university in the country of origin.

Students who fall within these cases may state that they have no previous academic enrolment in Italy or abroad. **Example 2** Compulsory schooling abroad for 11 years → enrolment for two or more years at a university in the country of origin.

Students who fall within these cases CANNOT state that they have no previous academic enrolment in Italy or abroad, since the duration of their enrolment outside of Italy exceeds the minimum required to achieve the compulsory 12 years.

**Declaration of equivalence**

Students with a qualification from outside Italy must provide, together with their application, a copy of the statement of equivalence issued by the Italian Embassy in the country in which the qualification was obtained.

**3.5.2 Merit requirement for students enrolled in the first year of a course**

As well as the requirements stated in the previous sections, students enrolled for the first time in the first year of a first level Academic Diploma must possess the access requirements as well as achieve, during the academic year 2020-2021, a merit requirement evaluated ex post (as stated in the following paragraphs).

**Access requirement for students enrolled in the first year of a course**

Students enrolled for the first time in the first year of a first level Academic Diploma must have achieved a high school diploma (or equivalent qualification to access university) with a grade of no less than 70/100. Students with a diploma from outside Italy will be assessed according to the diploma grade resulting from the document that must be submitted and with the application of conversion formula adopted by the MIUR<sup>9</sup>:

$$V_{eq} = \frac{(V - V_{min})}{(V_{max} - V_{min})} * 40 + 60$$

**Access requirement for students with disabilities enrolled in the first year of a course**

Students with disabilities and with invalidity of 66% or above, enrolled for the first time in the first year of a first level Academic Diploma must have achieved a high school diploma (or equivalent qualification to access university) with a grade of no less than 62/100.

**Ex post merit requirement for students enrolled in the first year of a course**

For students enrolled for the first time in the first year of a course, eligibility will be allocated in the definitive ranking, based on the requirements of the previous paragraph and the economic requirements as per chapter 4.6.

To maintain total eligibility conditions, the student must, before 10 August 2021, have acquired at least 35 credits.

To maintain partial eligibility, if the above requirements are not met, the student must have acquired at least 35 credits before 30 November 2021.

Students who do not acquire the minimum number of credits by 30 November 2021 will no longer be eligible for the bursary (chapter 11).

To achieve the abovementioned minimum requirements, students can also make use of the bonus (“bonus” section in chapter 4.5.3).

Students achieving the minimum credit requirements, as mentioned above, will maintain their condition of full or part eligibility, even if enrolled for the academic year 2021-2022 to repeat a year due to failure to pass the fundamental exams set the first year of the course of study.

For the validity of credits and examinations with regard to merit, please see the following chapter (4.5.3).

**Attention: Ex post merit-based requirements**

In order to remain full recipients, students are required to attain a minimum of 35 academic credits by 10 August 2021. 5 bonus points may be employed to achieve this requirement.

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<sup>9</sup> MIUR note of 4 June 2007.

In order to remain partial recipients, students are required to attain a minimum of 35 academic credits after 10 August 2021 and by 30 November 2021. 5 bonus points may be employed to fulfil this requirement.

### 3.5.3 Merit requirement for students enrolled in years following the first

#### **Minimum number of credits**

Students enrolled in a year following the first must, for the course in question, have obtained the number of academic credits specified in the following table, from the examinations passed and recorded before 10 August 2020:

	2nd year	3rd year	1st year off course
Minimum number of credits before 10 August 2020	43	88	148

Students will not be considered eligible for the bursary, even if they have achieved the minimum credit requirements before 10 August 2020, if they are enrolled for the academic year 2020-2021 to repeat a year due to failure to pass essential exams as envisaged for the first year of the course of study. If enrolment in the year to be repeated is subsequent to the allocation of the bursary, the latter will be cancelled.

#### **Course years eligible and academic requirements**

For the academic year 2020-2021, Istituto Marangoni Milano School of Fashion, Milano School of Design and Firenze School of Fashion & Art offer all the years of first level Academic Diploma courses available. In spite of this and, in application of the academic requirements (chapter 4.5.1), bursary applicants shall consider - for the sole purpose of calculating merit - one year of the course after the year of enrolment, requirements concerning merit and the amount of the bursary, will be recalculated.

#### **Credit validity and weighted average**

When completing the online application, the student will be asked to provide the number of credits achieved and its weighted average. For more details on the number of credits and the weighted average, see appendix 2.

#### **Bonus**

If students have not achieved the minimum number of credits required (previous sections), in addition to credits achieved, they will be able to use a bonus as follows:

- five credits, if used for the first time to maintain benefits for the first year or to obtain an award for the second year;
- twelve credits, if used for the first time to obtain an award for the third year;
- fifteen credits, if used for the first time to obtain an award for the following academic years.

The bonus can be used only once and cannot be used with other bonuses. The bonus, if not used for the academic year of reference, can be used for successive years<sup>10</sup>.

### 3.5.4 Students with disabilities

Students with disabilities and invalidity up to or above 66%, can have merit requirements tailored to them, based on the type of disability, and this may deviate by the stated values by up to a maximum of 40%. Merit requirements will be set by a special commission.

<sup>10</sup> **Example:** if a student uses a bonus of 3 credits to maintain the bursary for the first year, then for bursaries in successive years, they will have a residual bonus of 2 credits.

## 3.6 Means requirements

### 3.6.1 ISEE (Equivalent Economic Situation Indicator)

The economic situation of the family of the student applying for the bursary are calculated based on the Equivalent Economic Situation Indicator for the provision of services concerning the right to university study (ISEE)<sup>11</sup>.

An ISEE is a certificate that all Italian citizens can obtain free of charge:

- independently, using the process on the INPS website;
- from the relevant bodies (INPS or CAAF offices).

The certificate is issued based on data provided in the Dichiarazione Sostitutiva Unica (DSU) taxable income statement<sup>12</sup>: those who sign a DSU are civilly and criminally liable for the correctness and completeness of the data provided.

The time required to obtain the certificate is an average of seven working days, or longer in the case of a student who is not independent (chapter 4.6.5).

The ISEE is calculated on the basis of the financial situation indicator, given by a sum of the incomes received by the members of the family, plus 20% of their assets, with regard to the number of members in the family (equivalence scale).

Applicants for a bursary are obligated to sign a completed DSU (a mini DSU is not acceptable under any circumstances), making sure that it contains the fact that the application is for the right to university study (a completed DSU required for social assistance services or for minors is not valid).

For the academic year 2020-2021, the income of reference will be that for the calendar year 2018, the assets (property or movables) will be considered as at 31 December 2018.

### 3.6.2 Current ISEE<sup>13</sup>

For those already in possession of a regular ISEE certificate that is still valid and if an important change of more than 25% occurs, compared to the income situation indicator (ISR) calculated ordinarily, and at the same time, if at least one of the members of the family has undergone one of the following changes to their employment status in the 18 months prior to the request:

- employee with permanent contract for whom the employment has been terminated or suspended, or there has been a reduction to same.
- employees with temporary contracts, or those with flexible contracts who are not employed on the date of submission of the DSU and who can demonstrate that they have been employed in the form as per this section, for at least 120 days in the twelve months prior to the conclusion of the last employment relationship;
- self-employed workers not employed on the date of submission of the DSU and who have ceased their activity after performing said activity on a continuing basis for at least twelve months,

it will be possible to update the data in the current ISEE as follows.

- For each member of the family unit in the above conditions, the ISR indicator will be updated with reference to the individual incomes (which replace those in the ordinary ISR):
  - a) income from employment, pension and similar from the twelve months prior to the request for the service<sup>14</sup>;

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<sup>11</sup> As per art. 8 of DPCM no. 159/2013.

<sup>12</sup> Self-certification compliant with DPR 445/2000.

<sup>13</sup> As per art. 9 of DPCM no. 159/2013.

<sup>14</sup> In cases as per letter a), new incomes to be considered can be obtained by multiplying the incomes from the previous two months before submitting the DSU by 6.

- b) income from business or self-employment, both in individual and shared form, identified according to the cash principle as the difference between revenue and remuneration from the previous twelve months to the application and the expenses from the same period of business;
- c) social security and welfare and indemnity, including debit cards, received from public administration for whatever reason and not already included in the income declared in section a), received in the twelve months previous to the period for which application is submitted.
- Without prejudice to the assets and the parameter on the scale of equivalence, the current ISEE is obtained by replacing the indicator for income calculated as standard with the indicator calculated as above.
- The current ISEE will remain valid for two months from the presentation of the replacement DSU form for the purposes of a subsequent application for the service.

Please see INPS or CAAF offices for further explanation or clarification.

In case of a current ISEE, the student is obliged to provide, together with the application, a copy of the base ISEE as well as the current ISEE.

### 3.6.3 Data acquisition

The student must attach a full copy of the ISEE certificate and relevant Dichiarazione Sostitutiva Unica to the application, under penalty of exclusion from the call.

### 3.6.4 Income and assets threshold

To be considered as meeting the means criteria for economic requirements for application of the bursary, students must have an ISEE for which:

- ISEE not above € 23,000.00;
- indicator of equivalent assets (ISPE) not above € 50,000.00;

The two limits above must be complied with jointly; if one of these limits is exceeded, the applicant will not qualify for the bursary.

### 3.6.5 Family unit

#### **Members of the family unit<sup>15</sup>**

With reference to the date of signing the DSU, the family unit consists - in all cases:

- of the student applying for the bursary;
- all persons listed on the applicant's family status, even if not linked by family relationship or affiliation. This does not apply to persons of adult age who are not married and are not 100% dependent on their parents<sup>16</sup>, these latter being outside the household of the student;
- of brothers/sisters of the applicant who are of adult age, unmarried and without children, not present on the family status of the student, but considered <sup>16</sup> 100% dependent on parents;
- any minors (even if not mentioned on the family status of the applicant), in pre-adoptive custody of subjects on the family status on the date of ISEE registration.

Moreover, if not present as a result of previous cases and if there are no conditions for independent student status (subsequent paragraphs):

- both parents of the applicant, if married, even if one or both has permanent residence that differs from that of the student;
- both parents of the applicant, if not married to one another, even if one or both has permanent residence that differs from that of the student (following paragraphs);

<sup>15</sup> The family unit is defined according to Art. 3 of DPCM 159/2013.

<sup>16</sup> IMPORTANT: the tax burden is assessed with reference to the year pertaining to income and not that at the time of signing the DSU, i.e., it is necessary to consider the tax burden in 2018

### ***Independent student***

Students who do not reside with either parent can state that they are independent from their family unit and produce an ISEE certificate on which they appear without parents (but in any case, referring to the other rules of composition foreseen in the regulations), only if both of the following requirements are met:

- residence, resulting from the registry office, outside the family home of the family unit, on a permanent basis for at least two years regarding submission of the application and in a property not owned by or in rem jurisdiction of, not even as a share, a member of the original family unit;
- own income from employment or equivalent, not provided to a family member, and declared in their tax return for the last 2 years prior to the application and for no less than € 6,500.00 per annum.

If one or both of these requirements is not met, the student will be integrated into the family unit of the parents (in case of legal separation or divorce of the parent as set down in paragraph 1 of appendix 3) and other identified persons.

The condition of independent student is also applied in the case of married students: in this case, the minimum income of € 6,500.00 is considered reached with the inclusion of spousal income.

Due to technical reasons inherent to the INPS computer system, students who do not live with parents but who are not independent and therefore need to integrate their family unit with that of their parents, shall ensure that at the moment of applying for a cumulative ISEE, that the parents already have a valid ISEE certificate concerning their economic situation; if this is not the case, it will not be possible to obtain a correct cumulative ISEE certificate.

### ***Student with unmarried parents***

In case of non-independent students whose parents have never been married to one another, both will serve to form the family unit of the applicant, but with different methods.

If none of the cases below applies, both parents will serve to form the family unit, considering 100% of their income and assets.

In the event of one or more of the following cases:

- when the parent who does not live with the applicant student is married to a person who is not the other parent;
- when the parent who does not live with the applicant has children with a person who is not the other parent;

the parent who does not live with the applicant is considered with the value envisaged by the so-called "additional member"<sup>17</sup>, decided as follows:

- the ISEE is calculated<sup>18</sup> with reference to the parent who does not live with the applicant only, independently of the income and assets belonging to other members of the family unit;
- the indicator of the economic situation as per the previous section, is divided by the parameter of the scale of equivalence of the family unit and multiplied by 0.3;
- the value of the previous section is multiplied by a proportionality factor of 1 in the case of a single, non-cohabiting child and increased by 0.5 for each non-cohabiting child after the first; non-cohabiting children who are not part of the family unit of the beneficiary are not included for the purpose of calculating the proportionality factor;
- the additional component is obtained by dividing the total of the above point by the parameter of the scale of equivalence of the applicant's family unit.

The additional component, calculated according to this method, is added to the ISEE of the applicant.

### ***Student with legally separated or divorced parents***

The non-independent student whose parents are legally separated or divorced is part of the family unit with which they form a family status, except in the case set down in section 1 of appendix 3.

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<sup>17</sup> As per annex 2, comma 2 of DPCM 159/2013.

<sup>18</sup> Pursuant to article 2, subsection 3, DPCM 159/2013.

### 3.6.6 Assessment of the economic condition and assets of the foreign student and Italian student residing outside Italy.

#### **Assessment of economic condition**

The current computer system for the ISEE does not allow means calculation of members of the Italian or overseas student's family unit residing outside Italy.<sup>19</sup>

As a result, for the Academic Year 2020-2021, economic assessment of the non-independent overseas student (from EU and non-EU countries) and Italian students residing outside Italy, whose family unit resides partly or wholly abroad, will occur based on an ISEE calculation made by Istituto Marangoni compliant with the standards<sup>20</sup>.

The application will ask the student to self-certify whether the unit resides wholly or in part outside Italy and in which country. It is necessary to annex specific documentation to the application, as specified in the following sections, or the application will be refused.

#### **Students from poorer countries**

For overseas students from poorer countries<sup>21</sup>, assessment of economic conditions is made based on the certification of Italian representation in the country of origin to state that the student does not belong to a family known for high income or elevated social status. This certification can be issued by the overseas university at which the student is enrolled, connected through agreements with universities or other Italian bodies enabled to execute guarantees for economic cover as per current provisions on the subject of registering overseas students at Italian universities. In this latter case, the certifying body undertakes to return the bursary on behalf of the student in case of withdrawal of same.

The overseas student from one of the countries in which their family unit resides must provide the above document or the application will be refused.

If the family unit is only partly resident in a poorer country, for the part of the unit residing elsewhere, it is necessary to submit the following.

The provisions in this section will not apply to students who although citizens of a poorer country, have a family unit that totally resides in Italy.

#### **Political refugees or students without statute**

Students who have been granted political asylum, must only provide an ISEE certificate concerning income/assets held in Italy.

The two following sections do not apply in this case ("Italian or overseas students with family unit partly resident overseas" and "Italian or overseas students with family unit totally residing overseas") but they must attach a copy of certification of stateless person or refugee issued by the Italian Minister of the Interior or the UN High Commission in Italy.

For the above students, the income received and property declared in Italy as at 31 December 2018 will be considered.

Should students encounter difficulty in obtaining these documents from their country of origin, they may apply for them through their own foreign diplomatic offices or consulate representatives in Italy. In this case, documents must be translated from their original language into Italian and legalised by the prefecture of the city in which the foreign representative office is located.

#### **Italian or overseas students with family unit partially residing outside Italy.**

Italian or overseas students who do not come from poorer countries and who do not have the status of political refugee, whose family unit partly resides outside Italy, must:

<sup>19</sup> As confirmed by the Minister for Work and Social Policy, it is not possible to apply the provision as per Art. 8, subsection 5 of DPCM 159/2013.

<sup>20</sup> as per art. 8 DPCM 159/2013 and art. 5 DPCM 9.4.2001.

<sup>21</sup> as per M.D. MIUR nr. 464 of 11<sup>th</sup> June 2019 and listed in appendix 6.

- Provide Istituto Marangoni, no later than 15 November 2020 or be excluded from the ranking, all of the items listed in the section “Documents to be produced in the event that the student’s family unit is partly or totally resident outside Italy” with reference to the members of the unit residing abroad;
- be able to provide, no later than 15 November 2020, or be excluded from the ranking, an ISEE certificate for the members of the family unit residing in Italy.

Istituto Marangoni will, if all required documentation is provided, calculate the relevant cumulative ISEE value for the Italian and overseas members.

***Italian or overseas students whose family unit resides totally outside Italy.***

Italian or overseas students who do not come from poorer countries and who do not have refugee status, whose family unit resides wholly outside of Italy, must provide Istituto Marangoni, no later than 15 November 2020 or be excluded from the ranking, with all of the items listed in the following section: “Documents to be produced in the event that the student’s family unit is partly or totally resident outside Italy”.

Istituto Marangoni will, if all required documentation is provided, calculate the relevant cumulative ISEE value.

***Documents to be produced in the event that the student’s family unit is partly or wholly resident outside Italy***

The student whose family unit is partly or wholly resident outside Italy shall annex the following original copies to the application:

- document stating the composition of the current family unit living outside Italy and in case of divorced parents, concerning the relevant provision or certification;
- income for the calendar year 2018 of each member of the family (the document must clearly state that the income refers to the whole calendar year 2018; if one of more members aged 18 or above during 2018, received no income in the year 2018, it is compulsory to submit a statement to this effect); in case of parents who are married or have not married one another, it is necessary to submit the incomes of both, even in the case that one of them does not appear in the document stating the composition of the family unit;
- buildings owned by family on 31.12.2018 (the document must be issued by a public authority able to provide certification on national level), stating the square metres or certificate of absence of ownership of property for each member;
- certification of assets owned on the date of 31.12.2018 by the family (expressed in bonds, dividends, stock, shares in net capital of any companies owned, statements from current accounts, investments, deposits, etc.).

The above listed documentation must:

- be issued by the competent public authorities of the country in which income has been produced and assets owned;
- be translated into Italian and legalised according to that stated in the following paragraph “legalisation of documents”.
- be issued after 1.1.2020 for documents regarding financial assets and property and the family status and subsequent to 1.1.2019 for documents concerning income earned in 2018;
- be compulsorily annexed to the application.

The financial and assets status for Italian students residing outside Italy or for foreign students, whose currency is not the Euro, will be assessed on the basis of the average exchange rate for 2018.

Self-certification concerning income and/or foreign income cannot be presented; therefore, for the assessment of family income and assets, it will be necessary to produce the documents named above.

**IMPORTANT:** In any case, the income of overseas students from non-EU countries cannot be less than € 5,824.91 corresponding to minimum subsistence level, which must be proven for the purpose of an entry visa to Italy for reasons of study<sup>22</sup>. The amount stated will therefore be the minimum ISR value.

<sup>22</sup> D.l. 20 November 2001, published in the Gazzetta Ufficiale no. 283 of 5 December 2001 and subsequent updates.



**Legalisation of documents**

The legalisation of documents, as above, is different from country to country. Regulations and standards cover 4 main areas:

A - Countries in which documents are exempt from legalisation.

B - Countries where documents are exempt from consular/diplomatic stamp by the Italian Embassy, but which are obliged to place an Apostille stamp: the documents issued by local authorities in one of these countries, based on the Hague Convention of 1961, are exempt from legalisation at the Italian Embassy but must have an "Apostille" stamp, as required in art. 6 of the aforementioned Convention.

C - Students from poorer countries

D - All other countries not in the groups A, B, and C: all students from countries not in the previous points must legalise the document issued in their country of origin through the Italian Embassy or Consulate.

Annex 3 to the call for applications contains a general list of countries with the letter of reference to the above groups. Countries not listed are in group D.

**Legalisation of documents - specific cases**

For Sweden, signatory to the London Convention of 1968, there is separate legislation. Documents issued only and exclusively by diplomatic and consular authorities (present in Italy) are exempt from the obligation for legalisation.

## 4. BURSARY AMOUNTS

The total amount of the bursary will differ based on the ISEE of the family unit and the different geographical origin of the student.

### 4.1 Income levels

Based on the ISEE value, within the limit stated in chapter 4.6.4, there are three income levels:

	ISEE	
	From	to
Level one	€ 0.00	€ 14,420.31
Level two	€ 14,420.32	€ 17,709.34
Level three	€ 17,709.35	€ 23,000.00

Table 1 Income levels

### 4.2 Geographical origin

Based on the time between the residence of the family unit and the place of study, this will be split into three groups. In case of a divided family unit with different places of residence, the journey times will be calculated from the nearest residence to the course location.

The duration of the journey to be calculated will be the shortest time possible, based on the use of private means and the waiting time in case of a single means; only intermediate times will be calculated based on several vehicles being used.

The journey times can be checked on the website of Trenitalia, and Regione Lombardia

(<http://www.muoversi.regione.lombardia.it>) or Regione Toscana

(<http://muoversintoscana.regione.toscana.it/>) as well as the websites of local transportation agencies.

- Local students from families residing in the metropolitan area in which the course is taught or who reside in the surrounding area and with public transport, take up to 60 minutes for the daily journey from their home to the place of study. For a thorough list of the municipalities in the “local” category for the municipal areas of Milan and Florence, see annexes 1 and 2.
- Commuting students from families residing in other municipalities from that of the course of study, from which they can reach the place of study on a daily basis using public transport, in 61 to 90 minutes.
- Students who are not local and who come from families residing in municipalities from which it is not possible to reach the place of study within 90 minutes, using public transport and who, for this reason, must pay a fee for accommodation<sup>23</sup> in a municipality no more than 60 minutes from the place of study, using public residential housing or other accommodation from private individuals or entities for a period of no less than 10 months during the academic year, from October 2020 to September 2021.

<sup>23</sup> “Fee” refers to the existence of a rental contract regularly registered in the name of the student or a member of the student’s family unit (concerning an apartment not owned by or subject to other in rem jurisdiction, not even for a share, of a member of the family unit), or for students domiciled in collective facilities, the existence of fiscally valid certification concerning payment of rent for the housing used in the city in which the university course is held. The rental contract or fiscal certification shall be submitted to Istituto Marangoni no later than 15 November 2020.

In case there is a lack of said documentation or in case said documents are produced after the terms stated, the student will be considered a commuter.

In case of loss of the condition of non-local student for an amount less than the above terms or due to the proven untruthfulness of the commuting times stated, the amount of the bursary will be recalculated for the whole academic year. This is without prejudice to any sanctions in case of untruthful statements (see appendix 4).

### 4.3 Bursary total

#### 4.3.1 Bursary amounts for students enrolled in regular course years

The amount for the bursary, inclusive of rebate of the regional tax for the right to study will be defined by combining the income range with the geographical origin

Geographical location	1st level	2nd level	3rd level
<b>Local</b>	<b>€ 2.007.00</b> + 1 free meal per day, for a total amount of € 2,719.00	<b>€ 1,544.00</b> + 1 free meal per day, for a total amount of € 2,255.00	<b>€ 1,220.00</b> + 1 free meal per day, for a total amount of € 1,932.00
<b>Commuter</b>	<b>€ 2,213.00</b> + 1 free meal per day, for a total amount of € 2,925.00	<b>€ 1,748.00</b> + 1 free meal per day, for a total amount of € 2,459.00	<b>€ 1,421.00</b> + 1 free meal per day, for a total amount of € 2,133.00
<b>Non-local with private accommodation</b>	<b>€ 4,566.00</b> + 1 free meal per day, for a total amount of € 5,278.00	<b>€ 3,980.00</b> + 1 free meal per day, for a total amount of € 4,692.00	<b>€ 3,417.00</b> + 1 free meal per day, for a total amount of € 4,130.00

Table 2: Bursary total according to income level. Limits concerning the indicators for equivalent income and assets for access to the bursary and totals for the bursaries are set based on D.M. 63 - May 2020.

#### **4.3.2 Bursary amounts for students enrolled in first year of course**

All totals stated in chapter 4.3.1 will be halved for students enrolled in courses activated pursuant to D.M. 270/2004, who benefit from the bursary for the year after the last regular year of the course, with reference to the year for the first enrolment (see note 7).

#### **4.3.3 Totals envisaged for allocation**

The bursary amounts issued to students will vary according to income levels and geographical location, following table 2.

### **5. ADDITION TO BURSARY AMOUNTS**

#### **5.1 Totals envisaged for the ranking of candidates with different abilities**

In the event that the beneficiary of the bursary is from one of the categories in art. 2 of law no. 118 of 30 March 1971 or other categories of disabled people protected by law, with recognised invalidity of 66% or more, the annual amount of the bursary can be increased up to a maximum of € 2,821.00 for students considered local, €4,014.00 for students considered commuters, and € 7,353.00 for students considered non-local.

This bursary that can be attributed to the request motivated by the person concerned can be converted into supply of specialist equipment and differentiated teaching materials, placed in housing structures, allocation of escort or assistant for study purposes or interpreter or in any case, any other tool required to overcome specific individual difficulties.

#### **5.2 Times and methods of payment**

Increases to bursaries for disabled students will be decided by a special commission subsequent to the publication of the definitive ranking for the bursary and issued to those entitled, with the methods envisaged in chapter 9.4 by 10 January 2021.

### **6. ALLOCATION CRITERIA AND RANKINGS**

Students with disabilities and with invalidity of 66% or more, if in possession of all requirements envisaged by the call for applications, have the right to be allocated a bursary above the number of bursaries available and will therefore be placed at the head of the rankings and made beneficiary.

#### **6.1 Students enrolled in the first year for the first time**

The rankings are unique for all first-time enrolled students in one of the first level diploma courses and formulated on the basis of the ISEE for the family unit related to a limit of € 23,000.00 for a maximum of 1000 points allocated with the following formula:

$$Punteggio = \left( 1 - \frac{ISEE\ studente}{23.000,00} \right) * 1.000$$

The ranking is set in decreasing order compared to the score. For equal points, the highest grade for the previous qualification and then the youngest age will prevail.

## 6.2 Students enrolled in years following the first

There will be a unique ranking for all students enrolled in years following the first of a first-level Academic Diploma course.

The ranking is set in a decreasing manner, by the overall score from the total score concerning the number of credits obtained by 10 August 2020, and the score decided by the average weighted grade for the examinations passed. The overall total points available are 1000, distributed as follows: 600 based on the number of credits and 400 based on the average weighted grade for the examinations passed.

For students with the same score, the student not using their bonus will have the higher ranking (“bonus” section in chapter 4.5.3) and therefore, the student with the higher score after means assessment. In case of further parity, the younger student will prevail.

The points concerning credits for examinations taken and recorded - before 10 August 2020 are calculated according to the following formula:

$$(\text{Crediti studente} - \text{Crediti minimi}) * \frac{600}{(\text{Crediti massimi} - \text{Crediti minimi})}$$

Minimum credits are understood as the requirement as per chapter 4.5.

Maximum credits refer to the maximum number of credits that the student can achieve in the years before the applications (e.g., for a bursary applicant in the second year, the maximum amount of credits for the first year is 60).

The points concerning the average weighted grade (chapter 4.5.3, section “Validity of credits and average weighted grades” and appendix 2) for examinations taken and recorded before 10 August 2020, are calculated according to the following formula (the score of 30 plus distinction will be counted as 30):

$$(\text{Votazione media ponderata studente} - 18) * \frac{400}{(30 - 18)}$$

## 7. PUBLICATION OF RANKINGS

### 7.1 Temporary ranking

The temporary ranking will be published no later than 30 November 2020 on the website of Istituto Marangoni in the dedicated section.

Any appeals for revision of the position in the temporary ranking shall be presented no later than 10 December 2020. The appeal must be accompanied by suitable documentation to justify the reasons of the appealing party.

### 7.2 Final ranking

Once the revision procedure is published, the final ranking will be published by 21 December 2020.

Further appeals through the definitive decision shall be presented to the Legal Authorities within the terms envisaged by the current regulations.

### **7.3 Appeals**

All appeals will be submitted to Istituto Marangoni (at the school where the course for which a bursary was applied for is delivered) no more than 10 calendar days from the date on which the temporary ranking is published.

Appeals must concern any incorrect evaluations and must be accompanied by the relevant documentation to justify the reasons for the appeal.

These appeals will be examined and assessed by the Academic Council before publication of the final ranking by the department concerned.

## **8. TIMES AND METHODS OF BURSARY PAYMENT**

### **8.1 Payment times**

For the academic year 2020-2021 bursaries will be paid to beneficiaries as follows:

#### **8.2 Students enrolled in the first year for the first time**

Students benefiting from bursaries and enrolled for the first time in the first year will receive the first payment of the bursary, which is 50% of the total no later than 10 January 2021.

The second payment of the bursary will be made after ascertainment of achieving the minimum merit level (chapter 4.5.2) and in any case, no later than 31 October 2021.

#### **8.3 Students enrolled in subsequent years, following year 1**

Students benefiting from bursaries and enrolled after the first year will receive the first payment of the bursary, which is 50% of the total no later than 10 January 2021.

The second payment of the bursary will be made no later than 30 June 2021.

For any (section 4.5.3) students enrolled in the first year off course, the whole amount will be paid no later than 10 January 2021.

#### **8.4 Methods of payment**

Amounts will be paid by bank transfer to the current account held by or jointly by the student, which shall be stated in the application.

## **9. INCOMPATIBILITY AND TRANSFERS**

### **9.1 Incompatibility**

The bursary is incompatible and therefore cannot be used with the following benefits if concerning the academic year 2020-2021:

- similar forms of economic aid paid by other public or private entities;
- other bursaries issued by Istituto Marangoni;
- bursaries for foreign students paid by the Ministry for Foreign Affairs;
- free or reduced amount positions based on meritocratic and/or economic conditions in colleges, residences and boarding accommodation.

In these cases, the student will have the right to opt for another benefit to be decided no later than 15 days from attribution of the second benefit, via written notice to be sent to Istituto Marangoni. If there is no notification, the award paid will be withdrawn.

The bursary is compatible with payments for stays abroad, with interregional mobility bursaries as per Ministerial Decree no. 755 of 4 September 2013 and with the bursaries for programmes of excellence.

### **9.2 Transfers**

Students transferring from another university after the start of the academic year must ask the entity managing the right to study from the university of origin, to transmit the application provided that it is presented within the term envisaged by the call for applications of this body. The regularisation of the transfer must be completed before publication of the definitive ranking. Admission to the ranking depends on possession of the requirements regarding merit, income, and the availability of resources.

In case of transfer to another university after the beginning of the academic year, the student can ask Istituto Marangoni, no later than 15 November 2020, to transmit the application presented to the university to which the student is transferring.

In this case the student will not be entitled to the bursary issued by Istituto Marangoni;

## **10. REVOCATION OF BURSARY**

### **10.1 Total revocation**

The right to the bursary will be revoked in full in the event that:

- the student does not present to Istituto Marangoni, within the time stated in the recommended letter with return receipt, within the documents required for control of the truthfulness of self-certification submitted chapter 12);
- Istituto Marangoni finds that the data submitted by the student during self-certification is not correct and such that the merit and/or economic requirement stated in chapters 4.5 and 4.6 are not met;
- the student submits an application to withdraw from studies or transfers to another university during the Academic Year 2020-2021.
- This provision is not applied to students enrolled for the first year in the event that the requirement for merit set down in chapters 4.5.2 - "Merit requirement for students enrolled in the first year of a course" is met by the student before the withdrawal from studies or the transfer;
- the student is enrolled as repeating the year for the Academic Year 2020-2021, subsequent to the publication of the final ranking;
- the student enrolled in the first year does not meet the merit requirement before 30 November 2021.

For students with disabilities and invalidity equal to or above 66% and who do not meet the envisaged merit requirements foreseen in chapter 4.5.2 - "Merit requirement for students enrolled in the first year of a course" the provisions for revocation of the bursary will not apply.

## 10.2 Partial revocation

Students enrolled for the first year lose the right to a full bursary and earn the right to a partial award in the event that they meet the merit requirements as stated in chapter 4.5.2. after 10 August 2021 and before 30 November 2021.

## 10.3 Consequences of revocation

Revocation resulting from an untrue statement is regulated in chapter 12. For other cases of revocation of the bursary and not resulting from false statements, the following applies.

In case of total revocation of the benefit, the student shall refund all sums received to Istituto Marangoni. It is possible to stipulate with the student agreements concerning the recovery of the sums, including in instalments.

Failure to pay, partially or totally, of the amount owed will lead to the start of procedures for forced debt recovery, as well as the block of the academic career of the student until payment of the aforementioned sums.

In the event of partial revocation of the award, the student will maintain what was paid for the first instalment but will not be entitled to receive other sums for the Academic Year 2020-2021.

## 11. CHECK OF THE VERACITY OF SELF CERTIFICATION

Applications for bursaries are presented by students using the right to self-certification pursuant to D.P.R. 445 of 28 December 2000.

Istituto Marangoni, for the purpose of checking data (in terms of merit, means, travel times) stated in self-certification, has the right, as provided in the current laws and in particular, Presidential Decree no. 445 of 28 December 2000, including asking students to provide, pursuant to Art. 11, section 6 of DPCM no. 159/2013 and art. 4 section 10 of D.P.C.M. 9 April 2001, all documents useful for proving the truthfulness of statements made.

Istituto Marangoni will carry out a formal and substantial check of the self-certification produced by students who will benefit from or be considered suitable but not beneficiaries of bursaries, at its own discretion:

- direct connection to data banks of the tax authority and the Land agency, as well as the registry offices of municipalities or any other public administration holding self-certification data;
- the use of the Guardia di Finanza, reserving the right to signal situations that need further investigation or enquiries;
- cooperation with other public or private subjects and providers of social aid services, including through agreement.

Pursuant to art. 2947 of the Civil Code, checks will be made no later than 5 years from the date of the last undue use connected to and resulting from self-certification, revealed as untrue.

For the consequences of untruthful statements, see appendix 4.



## **12. TERMS AND METHODS FOR SUBMITTING AN APPLICATION**

### **12.1 Terms**

The application for a bursary can be presented from 11 September to 15 November 2020.

### **12.2 Methods of submission**

Applications are presented by completing the relevant form filled out and signed that must be delivered, in original copy, to the following offices of Istituto Marangoni:

#### **Istituto Marangoni Milan School of Design**

DSU – Diritto Allo Studio

Via Cerva 24

20122 – Milan (Italy)

Times: from 9:00 to 18:00 (with the exception of the break 12:30-13:30)

#### **Istituto Marangoni Milan School of Fashion**

DSU – Diritto Allo Studio

Via Verri 4

20121 – Milan (Italy)

Times: from 10:00 to 12:00 and from 14:00-16:00

#### **Istituto Marangoni Florence: School of Fashion & Art**

DSU – Diritto Allo Studio

Via de' Tornabuoni 17

50123 – Florence (Italy)

Times: from 10:00 to 12:00 and from 15:00-17:00

The deadline for the final delivery is set at 12:00 of 15 November 2020.

To request further details or information, it is possible to write an e-mail to the dedicated address: [dsu.italia@istitutomarangoni.com](mailto:dsu.italia@istitutomarangoni.com)

### **12.3 Documents to attach**

The following documentation must be attached to the application:

- photocopy (front and back) of a valid ID document
- Italian tax ID code. Overseas students without tax ID code can obtain one through the tax agency in Italy or by applying for one through the Italian embassy in their country of origin.
- For students whose family unit resides wholly or partly throughout Italy: a full copy of the ISEE and DSU and if necessary, the current ISEE (see section 4.6.2)
- for students whose family unit resides wholly or partly abroad (and who are not political refugees - paragraph 4.6.6, or who do not come from one of the poorer countries – appendix 6): documents, in original copies, stating the income and assets abroad (see section 4.6.6)
- for students from one of the poorer countries (section 5.5.2): the original documentation specified in the relevant section
- for political refugee students (paragraph 4.6.6): copy of the document from the Ministry proving this status

- students with a qualification from outside Italy (high school diploma or degree) must provide: a copy of the statement of equivalence, issued by the Italian Embassy in the country in which the qualification was obtained (see paragraph 4.5.1)
- if the student intends to have the condition of offsite recognised, a copy of the rental contract (see paragraph 6.2), together with a receipt for registration with the tax agency in the event that the contract is not in the withholding regime, the first or successive annuities will also have the receipt for the renewed annuity
- students with a disability of 66% or more must attach copies of suitable medical documents (in the version omitting to include diseases) to state the existence of the condition on the date and stating the percentage or degree of invalidity.

Istituto Marangoni, after assessing the application, reserves the right to request further documentation.

Failure to present a document within the prescribed time or the presentation of a false or irregular document will lead to the exclusion of the student from this competition.

The application and all the documentation required can be also send prior via email at the address indicated in paragraph 13.2, but it remains mandatory the last deadline indicated for the physical delivery of the same documentation.

### 13. SUMMARY OF MAIN DEADLINES

Publication of Call for Applications	11 September 2020
Submission of application	From 11 September to 15 November 2020.
Delivery of documentation for conditions of non-local students	Within 15 November 2020
Temporary ranking for bursary	Within 30 November 2020
Deadline for Appeals	10 December 2020
Definitive ranking for bursary	21 December 2020
Payment of first instalment of Bursary (for all years)	Within 10 January 2021
Increased bursary amount students with disabilities	Within 10 January 2021
Payment of second instalment of Bursary (2 <sup>nd</sup> and 3 <sup>rd</sup> years)	30 June 2021
Confirmation of merit requirement for first-year students	Within 10 August 2021 (full bursary) Within 30 November 2021 (partial bursary)
Payment of second instalment of Bursary (1 <sup>st</sup> years – October intake) for students who have maintained the merit requirements by 10 August 2020	31 October 2021
Payment of second instalment of Bursary (1 <sup>st</sup> years – February intake) for students who have maintained the merit requirements by 30 September 2021	31 October 2021

# APPENDIX AND ANNEXES

## Appendix DEFINITIONS

In order to allocate awards from the right to university study, the following terms are used:

**Beneficiary:** the student with the merit and income requirements who is awarded the bursary.

**Eligible non-beneficiary:** the student who, although meeting the merit and income requirements is not awarded the bursary due to a lack of funds.

**Partial beneficiary:** the student who receives a 50% bursary; condition available for those enrolled in the 1st year off course and with the ex post merit requirement before 30 November 2021.

**First-time enrolment:** The academic year of the first-time enrolment in any degree course (including different from the course attended in the academic year 2020-2021) with the same admission requirement and the same level of study for which the student has enrolled for the academic year 2020-2021, at any Italian or foreign university, independently of the outcome of the course (withdrawal, transfer, degree, etc.).

**ISEE:** ISEE for university purposed, issued compliant with art. 8 DPCM 159/2013 in favour of the student applying for the benefits listed in the call for applications.

**DSU:** Dichiarazione Sostitutiva Unica

**ISR:** indicator for income

## Appendix 2: CREDIT NUMBER AND WEIGHTED AVERAGE

**NUMBER OF CREDITS:** It is necessary to state the credits obtained from examinations (specifically stated in the educational rules of the course and recognised for the course of study for which students are enrolled in the year for the bursary or the year for which they will subsequently be enrolled, even if different from the previous one) supported and regularly recorded from the start of the course of study (current level), no later than 10 August 2021. Examinations with grades not expressed in thirtieths are also valid.

It is not necessary to consider credits for exams not in the plan for individual modules in itinere or credits from activities or examinations prior to enrolment, even if recognised and inserted into the study plan of the student (for example, language or computer skills certificates from high school).

**WEIGHTED AVERAGE:** it is necessary to calculate and state the weighted average of exams listed in the "NUMBER OF CREDITS" field; exams with marks not expressed in thirtieths will not be considered. 30 with distinction is counted as 30.

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

Example:

examination 1	grade 26/30;	value 9 credits
examination 2	grade 30/30;	value 12 credits
exam 3	grade 18/30;	value 8 credits
exam 4	grade: approved	value 3 credits
<b>total credits held</b>		<b>32 credits</b>
<b>total credits to be considered for the weighted average</b>		<b>29 credits</b>

Weighted average calculation

26 x 9 =	234 +	
30 x 12 =	360 +	
18 x 8 =	144 +	
<b>total</b>	<b>738</b>	<b>weighted average: 738 / 29 = 25.45</b>

### **Appendix 3: SPECIFIC CASES OF NON-INDEPENDENT STUDENTS**

These are some specific cases of non-independent students:

#### **Student with legally separated or divorced parents, each with own permanent residence, separate from the others**

For students with their own permanent residence, separately from legally separated or divorced parents, each with own permanent residence, the student forms a family unit:

- with the parent on whom they were 100% dependent during the year relevant to the incomes considered (and any other persons in the parent's family status);

or

- in case of shared dependence during the year relevant to the incomes considered, with a parent of choice (and any other persons in the parent's family status);

or

- in the absence of dependence, the student will form a family unit with the parent who receives maintenance payments for the student (and any other person in the parent's family status); if this condition is not met, articles 433 and 441 of the Civil Code apply.

#### **Students who have lost both parents**

The unit of the student who has lost both parents will be as taken from the register for the family status

#### **Persons cohabiting**

Persons who are cohabiting with others for religious, care, assistance, military, sentencing and similar reasons, are considered a family unit on their own, unless they are married, at which point it is necessary to consider them members of their spouse's family unit

Students who considered themselves part of a family unit that is not covered by the above rules are invited to send an email to the following address: [dsu.italia@istitutomarangoni.com](mailto:dsu.italia@istitutomarangoni.com) before forwarding the application in order to ensure correct completion for the purposes of the ISEE of the unit to be declared.

## **Appendix 4: CONSEQUENCES OF UNTRUTHFUL STATEMENTS**

### **Consequences of untruthful statements**

In cases of inspection for untruthful statements, the sanctions envisaged in art. 10, section 3 of Lgs. Decree 68/2012 and in case of false statement concerning economic conditions, further sanctions as per art. 38, subsection 3, D.L. 78/2010;

### **Sanction ex art. 10, section 3, Lgs. Decree 68/2012;**

For all untruthful statements ascertained, students shall undergo sanctions ex art. 10, section 3, Lgs. Decree 68/2012;

- in case of untruthfulness leading to the total loss of the benefit, three times the amount paid;
- in case of untruthfulness leading to the partial loss of the benefit, three times the amount of the sum equal to the different between payments made and/or used, and that owed.

There will also be a loss of rights to apply for other financing throughout the duration of study, with the exception of implementing disciplinary action and the report, to legal authorities in the event that the data for the crime includes (art. 331 CCP).

### **Sanction ex art. 38, section 3, Lgs. Decree 78/2010;**

In case of checks concerning the untruthfulness of the self-certified economic condition, in addition to the sanction as per the previous section, the sanction ex art. 38, comma 3 of D.L. no. 78/2010, will be applied for a variable amount between € 500.00 and € 5,000.00 and is determined proportionately by the benefit unfairly received.

### **Jurisdiction**

Any dispute concerning this request for applications or arising from the application of same, the exclusive court will be of Milan.

## Appendix 5: ACADEMIC REQUIREMENTS

Examples of university careers that, in application of sections 4.3.1, lead to non-eligibility for the bursary or special calculation of the minimum number of credits required.

- Enrolment in the first year of a three-year degree course for the academic year 2017-2018 at any university - Italian or overseas - and subsequent withdrawal from study.  
A student with this academic background will not be entitled to a bursary for the academic year in which they repeat enrolment for the first year of the course in any three-year degree course.
- Enrolment in a three-year degree course in the academic year 2016-2017, attending academic years 2016-17, 2017-18 and successive interruption, for any reason, of this academic progress.  
A student with this academic background will not be entitled to a bursary for the academic years in which they repeat enrolment for the first or second year of the course in any three-year degree course.
- Enrolment at any other university for the academic year 2018-2019 and subsequent transfer to the academic year 2019-2020 at Istituto Marangoni, repeating the first year.  
Students with this previous academic career may have the right to a bursary for the academic year 2020-2021 only if they achieve a minimum number of credits calculated with reference to all years of enrolment, i.e., third-year course requirements, although formally enrolled for the second year.

This list is intended as an example and is not limited to the above.



**Appendix 6: POORER COUNTRIES**

Afghanistan	Malawi
Angola	Mali
Bangladesh	Mauritania
Benin	Mozambique
Bhutan	Myanmar
Burkina Faso	Nepal
Burundi	Niger
Cambodia	Rwanda
Central African Republic	Sao Tome & Principe
Chad	Senegal
Comoros	Sierra Leone
Congo Democratic Republic	Solomon Islands
Djibouti	Somalia
Eritrea	South Sudan
Ethiopia	Sudan
Gambia	Tanzania
Guinea	Timor-Leste
Guinea Bissau	Togo
Haiti	Tuvalu
Kiribati	Uganda
Korea Dem. Rep.	Vanuatu
Lao People's Democratic Republic	Yemen
Lesotho	Zambia
Liberia	Zimbabwe
Madagascar	

**Annex 1 - LIST OF THE MUNICIPALITIES FOR STUDENTS LOCATED IN FLORENCE.**

ALTOPASCIO  
BIENTINA  
BUTI  
CAPANNOLI  
CAPANNORI  
CAPOLONA  
CASTELFRANCO DI SOTTO  
CASTELLINA IN CHIANTI  
CASTIGLION FIBOCCHI  
CASTIGLION FIORENTINO  
FIRENZUOLA  
LAMPORECCHIO  
LARCIANO  
LATERINA  
LIVORNO  
LORO CIUFFENINA  
LUCCA  
LUCIGNANO  
MARLIANA  
MARRADI  
MASSA E COZZILE  
MONTE SAN SAVINO  
MONTECARLO  
MONTERCHI  
MONTERIGGIONI  
PALAIA  
PECCIOLI  
PISA  
PONSACCO  
PONTE BUGGIANESE  
PORCARI  
SAN GIMIGNANO  
SAN GIULIANO TERME  
SANTA MARIA A MONTE  
SIENA  
SUBBIANO  
VECCHIANOI

**Annex 2 - LIST OF MUNICIPALITIES FOR STUDENTS STUDYING IN MILAN**

20100 – Milan (Italy)  
20020 ARESE  
20090 ASSAGO  
20010 BAREGGIO  
20080 BASIGLIO  
20021 BOLLATE  
20091 BRESSO  
20090 BUCCINASCO  
20090 CESANO BOSCONI  
20092 CINISELLO BALSAMO  
20093 COLOGNO MONZESE  
20032 CORMANO  
20010 CORNAREDO  
20094 CORSICO  
20090 CUSAGO  
20095 CUSANO MILANINO  
20085 LOCATE DI TRIULZI  
20026 NOVATE MILANESE  
20090 OPERA  
20016 PERO  
20068 PESCHIERA BORROMEO  
20090 PIEVE EMANUELE  
20096 PIOLTELLO  
20017 RHO  
20089 ROZZANO  
20097 SAN DONATO MILANESE  
20098 SAN GIULIANO MILANESE  
20090 SEGRATE  
20099 SESTO SAN GIOVANNI  
20019 SETTIMO MILANESE  
20090 TREZZANO SUL NAVIGLIO  
20090 VIMODRONE

## **ANNEX 3 – LEGALISATION OF INCOME DOCUMENTS**

### **Countries exempt from legalisation**

Austria, Belgium, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Great Britain (extended to the Isle of Man), Greece, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Netherlands (extended to Antilles and Aruba), Poland, Portugal, Czech Republic, Republic of San Marino, Slovakia, Slovenia, Spain, Switzerland, Turkey, Hungary.

### **Countries with exemption of the consular / diplomatic stamp from the Italian Embassy, but requiring an Apostille stamp:**

Andorra, Anguilla, Antarctic, Antigua and Barbuda, Netherlands Antilles, Argentina, Armenia, Aruba, Australia, Azerbaijan, Bahamas, Barbados, Belize, Bermuda, Belarus, Botswana, Brunei, Bulgaria, Cayman, Colombia, Dominica, China (only Hong Kong and Macao), Ecuador, El Salvador, Falkland Islands, Fiji, Georgia, Japan, Gibraltar, Grenada, Guadalupe, Guernsey, India, Cayman Islands, Gilbert and Ellice Islands, Marshall Islands, Channel Islands, Solomon Islands, Turks and Caicos Islands, British Virgin Islands, Wallis and Futuna Islands, Iceland, Israel, Jersey, Kazakhstan, Lesotho, New Hebrides, Liberia, Mauritius, Mayotte Martinique, Mexico, Miquelon, Moldavia, Montserrat, Namibia, New Zealand, Panama, French Polynesia, Princip. of Monaco, Réunion, Republic of Korea (ex South Korea), Romania, Russia, Saint Christopher and Nevis, Saint Lucia, Saint Helena, Serbia and Montenegro, Seychelles, Suriname, Sweden, Switzerland, United States, South Africa, Tonga, Trinidad and Tobago, Ukraine, Vanuatu, Venezuela, British Virgin Islands.

### **Specific countries**

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Chad, Comoros, North Korea, Democratic Republic of Congo, Ivory Coast, Djibouti, Eritrea, Ethiopia, Gambia, Ghana, Guinea, Guinea Bissau, Equatorial Guinea, Haiti, Kenya, Kiribati, Laos Republic, Laos, Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Mauritania, Mozambique, Myanmar, Nepal, Nigeria, Pakistan, Papua New Guinea, Central African Republic, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, Tajikistan, Tanzania, Timor Leste, Togo, Tuvalu, Uganda, Uzbekistan, Vanuatu, Vietnam, Yemen, Zambia, Zimbabwe.

Means testing for students from any of the above countries is carried out based on certification issued by the Italian Representative of their country of origin, who must certify that the student does not belong to a high-income family unit or high social background. This certificate may also be issued by an overseas university linked through agreements to Italian universities or Italian bodies qualified to issue guarantees of economic coverage, as per the current regulations for registration of foreign students at Italian universities. In this latter case, the certifying body undertakes to refund the award in the student's name in case of loss of this status.

### **Republic of Moldova and Sweden**

For these two countries, which have signed the European Convention (London, 1968), there is different legislation. Exemption from legislation refers only to documents issued by diplomatic and consular authorities (in Italy).

### **Albania**

From 1 July 2011, Albanian documents that must be issued in Italy no longer need prior legalisation by Italian consular and diplomatic representatives in Albania, but they must have an Apostille from the Ministry for Foreign Affairs in Albania. Please consult the website of the Italian Embassy in Tirana (<http://www.ambtirana.esteri.it>) and consulates in Scutari (<http://www.consitalia-scutari.org>) and Valona (<http://www.consvalona.esteri.it>) for more information on the process to follow.