

## UNIVERSITY OF GASTRONOMIC SCIENCES

**Official announcement for the conferral of 4 fee exemptions  
in the amount of € 13.500 each, for students from NON-EU countries  
enrolled in the three-year undergraduate program in Gastronomic Sciences  
for the academic year 2010-2011,  
with the following levels of annual income:  
ISEE (Indicator of Equivalent Financial Status) < €19,287.04  
ISPE (Indicator of Equivalent Property Status) < €32,546.88**

Official announcements for the conferral of fee exemptions are presented in compliance with the decisions taken by the Board of Directors of the University of Gastronomic Sciences (hereinafter called the University) regarding the reduction of tuition fees for students enrolled at the University for the 2010-2011 academic year, and with reference to the current legislation on academic self-governing and access to study funding.

### **ARTICLE 1 – ELIGIBILITY**

NON-EU students who have both the financial and merit requirements stated in Articles 2, 3 and 4 below, and have completed the pre-enrollment procedures to the University's three-year undergraduate degree program for the 2010-2011 academic year can apply for a tuition fee exemption. Only enrolled students may be awarded a fee exemption.

### **ARTICLE 2 – POINT SYSTEM**

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

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

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

Italian applicants must complete the pre-enrolment procedures by mailing a Dossier and participating in an Admissions Test. Merit points will be awarded based on the complete evaluation of the Dossier and test results (20% Dossier and 80% Admissions Test).

Non-Italian students must complete the pre-enrolment procedure by mailing a Dossier and participating in a telephone Interview in English language. Merit points will be awarded based on the complete evaluation of the Dossier and Interview (Dossier 50% and Interview 50%).

Merit points will be awarded according to the following scale:

#### 1. Italian candidates

Merit points (value expressed in two hundreds)

< 120	0 points
from 121 to 140	2 points
from 141 to 160	4 points
from 161 to 180	6 points
from 181 to 200	8 points

#### 2. Non-Italian candidates

Merit points (value expressed in two hundreds)

< 120	0 points
From 121 to 140	1.5 points
from 141 to 160	2.5 points
from 161 to 180	3.5 points
from 181 to 200	5 points

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

Merit requirements for enrolled students applying for a tuition fee exemption will be considered retrospectively, as follows:

ACADEMIC YEAR	DATE FOR ASSESSMENT OF MERIT REQUIREMENTS	CREDITS REQUIRED FOR A FEE EXEMPTION
I	October 10 <sup>th</sup> 2011	30
II	February 28 <sup>th</sup> 2012	40
III	October 10 <sup>th</sup> 2012	80
IV	October 10 <sup>th</sup> 2013	120

The weighted average grade obtained by the student, calculated based on the credits earned after each examination, must not be lower than 26/30. “With honors” commendations granted to students are considered qualitative acknowledgements of merit, and will not be considered when calculating the above-mentioned weighted average grade.

The credits required from the applicant will be calculated based on both the credits obtained at the extra exam session starting in February, and the student’s participation in UNISG study trips, the subsequent writing of study trips reports, additional electives, and cultural gastronomy workshops.

Transfer students coming from other Italian universities, having obtained recognition from the University’s Academic Board for credits earned in another University, cannot consider such credits when calculating the total necessary credits for the merit requirements referred to in this Article. Only those credits obtained at the University of Gastronomic Sciences will be considered.

In order to maintain the fee exemption, students must meet the further requirements listed below:

- attendance of at least 23 cultural gastronomy workshops each year; the date of assessment of attendance is July 31<sup>st</sup>;
- attendance of at least 2 additional electives each year; the date of assessment of attendance is July 31<sup>st</sup>;
- a positive evaluation of English language knowledge (for Italian students) and of Italian language knowledge (for non-Italian students) according to the assessment of the relevant committee;
- a positive evaluation of the student's personal dossier according to the assessment of the relevant committee;

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

#### **ARTICLE 4 – FINANCIAL STATUS REQUIREMENTS**

The financial status of the candidates is assessed according to the Indicator of Equivalent Financial Status, or ISEE, as per the Legislative Decree no. 109 of March 31, 1998, and subsequent amendments and supplements thereof. To apply for a tuition fee-exemption, the figure in the student’s family ISEE is added to the Indicator of Equivalent Financial Status outside of Italy. The figure obtained must not exceed €19,287.04.

Students whose family has an ISPE exceeding €32,546.88 cannot apply for fee-exemption rights.

The University of Gastronomic Sciences, operating with an Authorized Center for Fiscal Assistance (CAF), will convert the requested income data (Article 7) of non-Italian resident candidates into ISEE and ISPE values.

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

- ISEE INCOME: €19,287.04.
- ISPE ASSETS: €32,546.88

For the conferral of fee exemption, the student’s family unit must comply with the provisions set forth in the Decree by the Prime Minister no. 221/99, and subsequent amendments and supplements thereof. In it, the family unit is defined as including the student applying for a fee-exemption right and all the

people listed on the certificate of family status on the date the application is completed, even if they are not relatives.

Student Status Types:

a) Independent Student. For those families who are *de facto* supporting the student, the family of the applicant is integrated with that of his or her parents, except in the following circumstances:

- residence outside the family's home, in an apartment not owned by a family member, for at least two years prior to the date of application

- income from employment or similar, and included in the statement of income for at least two years, of no less than €7,502 for a one-person family unit

b) student with separated or divorced parents: the family unit of the applicant is considered to be the parent receiving the alimony. If the parents live in different family units, but without being legally separated or divorced, the student's family unit will be considered to include both parents

c) student with brothers or sisters earning an income or having assets: for those families who are *de facto* supporting the student, the income or assets of the student's brothers or sisters living in the family unit will be calculated at 50% in the ISEE/ISPE indicators referred-to in this Article

d) student with a family unit possessing income or assets from a country other than Italy: outside Italy, the ISEE indicator is calculated as the total income received abroad plus 20% of foreign assets not included in the ISEE calculations, evaluated in the same mode and based on the average exchange rate of the Euro for the year of reference, as defined by the Decree of the Ministry of Finance in compliance with Legislative Decree no. 167 of June 28, 1990, paragraph 4, clause 6, amended by law no. 227 of August 4, 1990 and subsequent amendments and supplements thereof.

#### ISPE calculation

The Indicator of Equivalent Property Status is calculated according to the aforementioned Legislative Decree no. 109 of March 31, 1998 and subsequent amendments and supplements thereof, also including the assets owned in countries other than Italy, in compliance with the above-mentioned legislative decree and the following amendments:

- real estate owned in countries other than Italy by the month of December of the year preceding the one of application are evaluated at the standard value per square meter of €500

- personal property is evaluated based on the average exchange rate of the Euro for the year of reference, as stated in the Decree of the Ministry of Finance in compliance with the Legislative Decree n. 167 of June 28, 1990, paragraph 4, clause 6, amended and converted into Law no. 227 of August 4, 1990 and subsequent amendments and supplements thereof

- The Indicator of Equivalent Property Status (ISPE) is calculated by dividing the relevant figure by the equivalence adjustments indicated in the statement.

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

- 10 points for ISEE income < € 12,986 – ISPE income < € 26,199
- 7 points for ISEE income > € 12,987 < € 15,086 – ISPE income > € 26,200 < €28,299
- 5 points for ISEE income > € 15,087 < € 17,186 – ISPE income > € 28,300 < € 30,399
- 3 points for ISEE income > € 17,187 ≤ € 19,287.04 – ISPE income > € 30,400 ≤ € 32,546.88

#### **ARTICLE 5- FEE EXEMPTION REVOCATION**

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

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

Serious offenses, as assessed by the Disciplinary Board and sanctioned by the Dean as per Article 10 of

the “Student Regulations and Course Enrollment”, will result in the revocation of the fee exemption. Fee exemption extensions are not granted after the third year of enrollment in the three-year undergraduate program.

## **ARTICLE 6 – FEE EXEMPTION AMOUNT**

**The fee exemption amounts to €13,500.**

## **ARTICLE 7 – FEE EXEMPTION APPLICATION PROCEDURE**

Fee exemption applications must be submitted by Italian students using the “Modulo di autocertificazione per la richiesta del diritto all’esonero”, and by NON-EU students using the “Self-declaration Fee Exemption Request” form, as stated in the Decree by the President of the Italian Republic no. 445 of December 28, 2000, in which students must certify their family unit members and financial status.

The following must also be attached to the application:

### Italian students

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

### NON-EU students

- Official certificates or statements containing information about the student’s family unit, income and actual personal property of each member of the family. These statements must be issued by the authorities of the NON-EU countries outside of Italy, including an Italian translation certified by the Italian consular authorities (paragraph 3 of the Decree of the President of the Italian Republic no. 445/2000). The University of Gastronomic Sciences, operating with an Authorized Center for Fiscal Assistance (CAF), will convert the income data contained in the above-stated documentation into ISEE and ISPE values.  
NON-EU students whose family units are resident in Italy must produce a self-declaration (in compliance with the Decree by the President of the Italian Republic no. 445/2000) including data about the financial/asset situation of the family, following the same procedures required for Italian students.
- copy of an identity document

### Stateless or Refugee Students

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

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

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

Students applying for fee exemption are required to do so either in person, or by mail via registered letter with acknowledgment of receipt, or by international courier **before 12:00 noon on August 23, 2010**, at the Registrar’s Office at the following address:

Segreteria Studenti  
Università degli Studi di Scienze Gastronomiche  
Via Amedeo di Savoia, 8

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

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

Fee exemptions are awarded based on the total obtained by adding points from the student's merit and financial status (art. 2,3 and 4). The provisional list of students awarded fee exemptions will be published on the University's website ([www.unisg.it](http://www.unisg.it)) on September 10, 2010. The final list of students awarded fee exemptions will be established on or before September 17, 2010.

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

Fee exemptions worth 13,500€ can be awarded only to one student per country. If there are more candidates coming from the same countries, the fee exemption will be awarded to the one with a lower ISEE income.

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

No sums are allocated directly to fee exemption holders. Depending on the allocated amount, fee exemption holders are exempt from paying university fees for the amount granted by the fee exemption awarded.

Exemption from the payment of university fees will take effect on the deadline for the two twice-annual installments, the amounts of which are stated in the "Payment of University Fees". The exemption is granted after the financial and merit requirements stated in the present announcements are verified.

#### **ART. 11 – REALLOCATION OF FEE EXEMPTIONS**

Fee exemption may be reallocated based upon the terms provided by the Administrative Board, if they are

- not allocated during the drawing-up phase of the list of successful candidates
- revoked if a student fails to meet the financial or merit requirements, or fails to pay the sum exceeding the fee-exemption amount
- revoked, following a fee-exemption holder's renunciation of student status
- revoked due to disciplinary actions taken by the Administrative Board and sanctioned by the University Director as per Art. 10 of the Student Regulations and Course Enrollment.

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

Students may not apply for a fee exemption if,

- they are not regularly enrolled for the academic year for which they are applying for exemption;
- their application arrives after the stated deadline (Art. 8);
- they have not provided the required documentation (Art. 7)
- have already obtained academic qualifications that are equivalent to or higher than the undergraduate degree. Such students may only apply for the partial fee exemptions of €5,000 and €10,000.

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

##### **I – ASSESSMENT OF FINANCIAL CONDITIONS**

In order to ensure full compliance of the terms provided in the official announcement, assessment of

the truthfulness of self-declarations submitted by students may also be made after a fee exemption has been granted.

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

To assess the truthfulness of the family status stated in the self-declaration, the University will compare the income and property data of the fee exemption holders with the electronic records of the Ministry of Finance. To proceed with such assessments, the University may require that specific documentation is provided to prove that the information given is complete and truthful, in order to amend any unintentional or minor mistakes.

## II - PENALTIES

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

The student will lose any possibility for tuition fee exemptions throughout his or her course of studies. Any criminal case will be treated in accordance with the law by the judicial authorities. As provided in paragraph 76 of the Decree of the President of the Italian Republic no. 445/2000, anybody providing or making use of false statements or documents can be prosecuted according to the criminal code and the specific law on the subject.

Production of a document containing untruthful information is considered forgery. In particular, the University will report any false statements, false information, and forgery to the judicial authorities in order for them to inquire about the specific crimes.

## III – HANDLING OF PERSONAL DATA

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

Bra, July 14<sup>th</sup>, 2010  
Administrative Director  
Carlo Catani