

UNIVERSITY OF GASTRONOMIC SCIENCES

**Official announcement for the conferral of
four exemptions from university fees,
in the amount of €9,000 each, for the academic year 2009-2010,
for students enrolled in the first year of the two-year graduate degree
in Gastronomy and Food Communications
with the following levels of annual income:
ISEE (Indicator of Equivalent Financial Status) < €31,790
ISPE (Indicator of Equivalent Property Status) < €44,665**

Official announcements for the conferral of fee- exemption rights are presented in compliance with the decisions taken by the Administrative Board of the University of Gastronomic Sciences (hereinafter called the University) regarding the reduction of university fees for students enrolling at the University for the 2009-2010 academic year, and with reference to the current legislation on academic self-governing and access to study funding.

ARTICLE 1 – ELIGIBILITY

The following can apply for fee-exemption rights:

- EU and non-EU graduates who have completed the pre-enrollment procedures to the first year of the two-year graduate degree for the 2009-2010 academic year within the stated deadline
- Final-year students from EU and non-EU countries who have completed the pre-enrollment procedures to the first year of the two-year graduate degree for the 2009-2010 academic year within the stated deadline. Final-year students will be enrolled in the first year of the program on a conditional basis. The enrollment will be made official provided the candidate obtains his or her degree in Gastronomic Sciences by the February 2010 extra session

ARTICLE 2 – ELIGIBILITY: MERIT REQUIREMENTS

Students enrolled in the first academic year of the two-year graduate degree in Gastronomy and Food Communications applying for a fee-exemption right must have obtained

- a three-year undergraduate degree grade of at least 95/110

or

- a higher education qualification, obtained at a non-Italian university, with a grade of at least 95/110 or equivalent, and valid for enrollment in a graduate degree program in Italy. Qualifications will have to be certified by a “Dichiarazione di Valore” (certificate of equivalence of qualification) issued by the Italian consular authorities in the country where the student has obtained his or her qualification. A conversion table will have to be attached to the certificate to provide the necessary grade reference

In order to complete the list of successful candidates, as per Art. 7 below, the following points will be granted based on the degree grade obtained

- between 95/110 and 100/110: 3 points
- between 101/110 and 103/110: 5 points
- between 104/110 and 106/110: 7 points
- between 107/110 and 110/110: 10 points

“With honors” commendations granted to students on examinations are considered qualitative acknowledgements of merit, and will not be considered when calculating the above-mentioned points. Also, the candidate’s English language skills will be considered, with 2 points granted if he or she has obtained one of the following English language certificates

- Test of English as a Foreign Language (TOEFL)
- First Certificate in English (FCE)
- Certificate in Advance English (FCE)
- Certificate of Proficiency in English (CPE)
- Business English Certificate (BEC Vantage)
- International English Language Testing System (IELTS)

Final-year students enrolled on a conditional basis in the first academic year of the two-year graduate degree in Gastronomy and Food Communications, wishing to apply for a fee exemption must have

- an arithmetic mean of at least 26/30 on the exam grades obtained during the three-year undergraduate program recorded no later than October 15, 2008. “With honors” commendations granted to students on examinations are considered qualitative acknowledgements of merit, and will not be considered when calculating the arithmetic mean

In order to complete the list of successful candidates, as per Art. 7 below, the following points will be granted based on the arithmetic mean of the grade obtained

- 26/30: 3 points
- 27/30: 5 points
- 28/30: 7 points
- 29/30 and 30/30: 10 points

Also, the candidate's English language skills will be considered, with 2 points granted if he or she has obtained one of the following English language certificates

- Test of English as a Foreign Language (TOEFL)
- First Certificate in English (FCE)
- Certificate in Advance English (FCE)
- Certificate of Proficiency in English (CPE)
- Business English Certificate (BEC Vantage)
- International English Language Testing System (IELTS)

ARTICLE 3 – ELIGIBILITY: FINANCIAL STATUS REQUIREMENTS

The financial status of students applying for a fee exemption 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 fee-exemption rights, 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 €31,790.

Students whose family has an ISPE exceeding €44,665 cannot apply for fee-exemption rights.

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

- ISEE INCOME: €31,790
- ISPE ASSETS: €44,665

For the conferral of fee-exemption rights, 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.

In detail,

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 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 (buildings only) 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.

Three family members are normally added to the family unit for students with disabilities of 66% or higher.

In order to complete the list of successful candidates, as per Art. 7 below, the following points will be granted to the applicants, based on the following brackets

- 10 points with an ISEE income not exceeding €21,000 and an ISPE income not exceeding €34,000

- 7 points with an ISEE income included between €21,000 and €24,000, and an ISPE income included between €34,000 and €38,000
- 5 points with an ISEE income included between €24,000 and €28,000, and an ISPE income included between €38,000 and €41,000
- 3 points with an ISEE income included between €28,000 and €31,790, and an ISPE income included between €41,000 and €44,665

ARTICLE 4 – FEE EXEMPTION AMOUNT

The University fee exemption amounts to **€9,000**.

ARTICLE 5 – APPLICATION PROCEDURE

Fee-exemption applications must be submitted by completing the relevant form, available in Italian and English (“Modulo di autocertificazione per la richiesta del diritto all’esonero”, or “Self-certified fee exemption application”), in which they must certify their family unit members and financial status, as required by the Decree by the President of the Italian Republic no. 445 of December 28, 2000.

Non-Italian students must attach the following to their applications, and deliver them to the Registrar’s Office within the application deadline:

- 1) copy of an identity document
- 2) certificates or statements on unstamped paper 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 country of origin of the applicant, and include an Italian translation certified by the Italian consular authorities (art. 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. Stateless or refugee students will be only requested to produce the official statement issued by the Italian Ministry of the Interior or by the Italian office of the High Commissioner of the United Nations. Non-Italian students whose family units are resident in Italy must produce a self-certification (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, i.e. valid ISPE and ISEE information. A copy of a valid residence permit is also required.
- 3) Students with disabilities of 66% or higher will have to produce a disability certificate issued by competent authorities, as stated in art. 49 of the Decree by the President of the Italian Republic no. 445/2000. Physically challenged students failing to deliver this certificate will be unable to access disability benefits.

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 UNISG Registrar's Office.

To apply for ISEE/ISPE statements, a "Dichiarazione Sostitutiva Unica" (consolidated substitute statement) is required, issued by CAF offices operating with INPS (Istituto Nazionale della Previdenza Sociale, or National Social Security Institute). CAF forms and assistance services are provided free of charge. The certificate issued by CAF must be attached to the application and delivered to the UNISG Registrar's Office.

ARTICLE 6 – DEADLINES AND APPLICATION PROCEDURE

Students applying for fee-exemption rights are required to do so either in person, or by mail via registered letter with acknowledgement of receipt, or by international courier **before 12:00 noon on October 9, 2009**, at the Registrar's Office at the following address:

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

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

ARTICLE 7 – LIST OF SUCCESSFUL CANDIDATES

Fee-exemption rights are granted based on the results obtained by the applicants as per Articles 2 and 3 above, arranged in sequence.

Following the publication of the final list of fee exemption holders, students falling within one of the categories listed in Article 14 of the "Fee Exemption Rights Awarding and Merit-Based Loan Regulations" will have their fee-exemption rights revoked.

The provisional list of fee-exemption rights holders will be published on the University's website (www.unisg.it) on **October 16, 2009**.

ARTICLE 8 – ALLOCATION OF FEE EXEMPTIONS

No sums are allocated directly to fee exemption holders. Fee exemption holders are exempt from paying university fees for an amount totaling €9,000.

Fee exemptions will be granted at the time the enrollment in the two-year graduate degree in Gastronomy and Food Communications for the 2009-2010 academic year is completed, and the first bi-annual installment of university fees is paid.

Likewise, fee exemption from the payment of the second bi-annual installment of university fees will be granted for merit requirements earned before the end of the extra examination session for the academic year 2009-2010, as per Article 11 below.

Amount details are provided in the "Payment of University Fees" section of the Student Handbook.

ARTICLE 9 – REALLOCATION OF FEE-EXEMPTION RIGHTS

If a fee exemption cannot be allocated to the higher-ranking students, it will be granted to the next student in sequence on the list of unsuccessful candidates, whose income meets the financial status requirements listed in Article 3 above. The University's Registrar's Office will promptly inform the student about the conferred fee- exemption rights.

If the number of allocated fee-exemption rights for the income bracket stated in Article 3 above cannot be allocated due to an insufficient number of eligible students, the fee exemption(s) will be reallocated following the decision of the Administrative Board, and a new official fee-exemption rights announcement will be published.

The final deadline for checking student ranking for fee- exemption eligibility, for publishing the final list of fee-exemption holders on the University's website, and for the Registrar's Office to inform the new holder of a reallocated fee-exemption right is **October 30, 2009**.

ARTICLE 10 - FEE-EXEMPTION RIGHTS REVOCATION

In order to continue being granted fee-exemption rights, fee-exemption holders must comply with the following Merit Requirements

ACADEMIC YEAR	TERM IN THE ACADEMIC YEAR FOR THE ASSESSMENT OF MERIT REQUIREMENTS	CREDITS REQUIRED FOR THE STUDENT TO BE AWARDED A FEE-EXEMPTION RIGHT
I	December 31, 2010	20
II	July 31, 2011	45

The arithmetic mean 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 on examinations are considered qualitative acknowledgements of merit, and will not be considered when calculating the above-mentioned arithmetic-mean grade.

The credits required from the applicant will be calculated based on the credits obtained at the regular and extra exam sessions, those earned for exams passed at the non-Italian university where the student is spending his or her study-abroad period, and those obtained for exams passed on electives.

Students failing to acquire the credits required within the end-of-academic-year term will have their fee-exemption rights revoked.

No fee-exemption right extensions are granted after the second year of enrollment in the two-year graduate degree in Gastronomy and Food Communications.

Serious offences, 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 fee-exemption rights.

ARTICLE 11 – NON-ELIGIBILITY AND EXCLUSION

Fee-exemption rights cannot be allocated to students failing to enroll for the academic year for which they intend to apply for fee-exemption rights.

Students subject to disciplinary actions more serious than a reprimand, as stated in Article 10 of the “Student Regulations and Course Enrollment” are excluded from the fee-exemption right application procedure.

For those cases in which the conditions are there to proceed with the exemption or revocation of fee-exemption rights following the enrollment date, the University of Gastronomic Sciences will recover the fee-exemption right and use it following the decision of the University’s Administrative Board.

ARTICLE 12 – 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 rights.

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 produced to prove that the information provided is complete and truthful, in order to amend any unintentional or minor mistakes.

II – 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.

III - 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 his or her right to the granting of 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.

July 27, 2009

The Director

Carlo Catani