



**UNIVERSITY OF GASTRONOMIC SCIENCES**

**REGULATIONS FOR THE GRANTING OF EXEMPTIONS FROM THE  
PAYING OF FEES AND HONOR LOANS**

**Art. 1 - Premise**

These regulations specify the modalities for the awarding of exemptions from university fees,<sup>1</sup> hereinafter simply “fee exemptions”, and honor loans, granted in order to rationalize and provide an incentive for university attendance by students enrolled in the Università degli Studi di Scienze Gastronomiche, hereinafter simply the “University”.

**Art. 2 – Financing of the right to fee exemptions**

Fee exemptions are financed with funds made available by the University and consist of the total or partial exemption from payment of fees to the University; for this reason, students are not awarded cash amounts.

**Art. 3 – Amount of exemptions**

For an exact evaluation of the fee exemption, students are advised to consult the yearly announcements. Each year, the University issues announcements specifying the number, import and parameters of reference of the fee exemptions granted.

**Art. 4 – Modalities of payment exemption**

The modalities for the granting of an exemption are specified in the yearly announcements. Students who have been granted a full exemption are not required to make any payments by the due dates for fee payments. Students with a partial exemption must pay the remaining portion of their fees in accordance with the parameters specified each year in the Regulations for the payment of University fees.

**Art. 5 - Beneficiaries**

The beneficiaries of fee exemptions must fulfill the following requisites:

- students regularly enrolled in the first year of the University’s three-year and five-year degree programs;
- students admitted to subsequent years who are current in their payments of University fees, without pending administrative procedures and who have never been subjected to disciplinary sanctions, exclusively for the re-assignment of exemptions revoked or not assigned, as specified in art. 10 below.

In either case, applicants must meet the income and merit requirements indicated in the following articles and specified in the yearly announcement.

**Art. 6 – Economic requisites for full-time students**

The financial status of students who apply for fee exemptions are evaluated based on income and property indicators, in accordance with the parameters set each year in the annual announcement.

**Art. 7 – Merit requisites for students enrolled in the three-year degree course**

***Merit requisites for the awarding of exemptions***

For students with Italian citizenship, the granting of the fee exemption is determined, in terms of merit, by an overall evaluation of the student’s Dossier, submitted by applicants upon enrolment, and by their Admissions Test, which the same applicants take to complete their pre-enrolment stage. The criteria for the evaluation of the student’s Dossier and Admissions Test are determined yearly in the annual announcements.

For foreign students, approval of a merit-based fee exemption is based on an overall evaluation of the student’s Dossier, submitted by applicants upon enrolment, and a telephone interview, conducted in English, which the same applicants undergo in completion of the pre-enrolment stage. The evaluation

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<sup>1</sup>University fees are determined each year by the Administrative Board. It includes all academic learning activities, such as conferences, seminars and workshops, textbooks (books and photocopies), special topic and territorial study trips included in the course requirements – including travel, room and board and transfers – access to the web (Internet, e-mail) from the campus in Pollenzo, participation in all the events promoted by the University, insurance coverage for student liability towards third parties and registration with the national public health service (for students of other nationalities).

modalities for the student Dossiers and telephone interviews are determined yearly in the annual announcements.

***Requisites for the confirmation of merit exemptions***

For the purposes of confirming the fee exemption after the first year, students are subjected to annual verifications of their performance, checked after final grades for the year have been registered, as shown in the annual announcements.

Merit requisites are defined as follows:

1. the completion of the number and type of academic credits indicated in the annual announcements,
2. regular attendance of academic activities, as defined in the Student Regulations and Enrolment document,
3. the achievement of a weighted grade point average equal to at least the minimum indicated in the annual announcements,
4. a positive evaluation of the student's progress at the University, intended as adherence to the moral principles on which the Institute is founded. In particular, like all students enrolled at the University, students receiving a fee exemption
  - a. must make satisfactory progress in their course of study, for their benefit and for that of the academic community, organizing their time and their priorities and devoting their energies to the achievement of this, their primary objective,
  - b. are expected to participate actively in University activities,
  - c. are obliged to behave in a serious, polite and proper manner, respecting the rights of other students, the faculty and anyone operating at the University and adhering to principles of moral integrity, dignity and rectitude.

In the case that a student completes courses at other Universities, the credits accumulated (and eventually accredited by the Academic Credit Committee of the University) shall not be counted for the purpose of extending the exemption; therefore, the credits required for the awarding of the merit exemption that is the object of this article must be acquired through academic activities carried out at the Università degli Studi di Scienze Gastronomiche.

**Art. 8 – Merit requisites for students enrolled in the two-year graduate degree course**

***Merit requisites for the awarding of exemptions***

Students regularly enrolled in the first year of the five-year degree course who intend to apply for a fee reduction must satisfy the requirements listed below, to each of which a point value is assigned each year in the relative announcement:

- a) for students with a university degree
    - a three-year degree with a final grade of at least 95/110;
- or
- a college degree earned outside Italy, valid for registration in a five-year degree course in Italy, with the same minimum grade indicated in the previous point a) or the equivalent. The degree must be accompanied by a Statement of Equivalency issued by the Italian diplomatic authorities in the country where the student earned the degree, which students must consign to the University's Student Office; the point ranking assigned shall be calculated according to eventual conversion tables enclosed with the Statement;
- b) for students not yet graduated from the University, admitted conditionally to the five-year degree course
    - a grade point average of not lower than 26/30.

***Merit requisites for the confirmation of exemptions***

## ***Regulations for the granting of exemptions from the paying of university fees and honor loans***

For the purposes of confirming the fee exemption after the first year, students are subjected to annual verifications of their performance, checked after final grades for the year have been registered, as shown in the annual announcements.

Merit requisites are defined as follows:

1. the completion of the number and type of academic credits indicated in the annual announcements,
2. regular attendance of academic activities, as defined in the Student Regulations and Enrolment document,
3. the achievement of a weighted grade point average equal to at least the minimum indicated in the annual announcements,
4. a positive evaluation of the student's progress at the University, intended as adherence to the moral principles on which the University is founded. In particular, like all students enrolled at the University, students receiving a fee exemption
  - a. must make satisfactory progress in their course of study, for their benefit and for that of the academic community, organizing their time and their priorities and devoting their energies to the achievement of this, their primary objective,
  - b. are expected to participate actively in University activities,
  - c. are obliged to behave in a serious, polite and proper manner, respecting the rights of other students, the faculty and anyone operating at the University and adhering to principles of moral integrity, dignity and rectitude.

In the case that a student completes courses at other Universities, the credits accumulated (and eventually accredited by the Academic Credit Committee of the University) shall not be counted for the purpose of extending the exemption; therefore, the credits required for the awarding of the merit exemption that is the object of this article must be acquired through academic activities carried out at the Università degli Studi di Scienze Gastronomiche.

### **Art. 9 – Confirmation and revocation of exemptions**

Students who have been awarded a fee exemption and satisfy the merit requirements as described in these regulations shall retain their total or partial exemption from paying university fees for the subsequent years in the case that they submit a document (income statement) to the University that certifies their financial and asset status (ISEE/ISPE). In the case that said status has changed since the declarations submitted with the initial application for exemption, the University reserves the right to modify the amount of the exemption or to revoke the same entirely, based on the new ISEE and ISPE data submitted by the student and/or his/her immediate family.

University fee exemptions shall be revoked for students who find themselves in one of the situations described below:

- ▲ failure to meet the merit requirements specified in arts. 7 and 8 above. Students whose exemptions are revoked are obligated to pay the portion of the fees they had been exempted from. Students with partial exemptions shall have the same revoked in the case that they do not pay the remaining portion of the fees due. In this case, the student is obliged to pay the entire fee amount, including the portion that s/he had been exempted from paying.
- ▲ students who are subject to disciplinary sanctions beyond a mere warning, in accordance with the specifications of art. 10 of the Student and Enrolment Regulations;
- ▲ failure to attend and failure to pass an examination or complete a course for a period of 6 consecutive months, with no communication from the student in question.

University fee exemptions shall not be extended beyond the third year of the three-year degree program or beyond the second year of the five-year degree program.

Students who have not yet graduated from the University (see art. 8, point b of these regulations) who have still not completed their degree as of the date of the last special graduation session shall not continue to be admitted to the five-year degree course and shall therefore lose their fee exemptions.

#### **Art. 10 – Re-awarding of fee exemptions**

In cases in which the fee exemption:

- ⤴ has not been assigned when the ranking lists are issued,
- ⤴ has been revoked due to a failure to satisfy the merit requisites or the failure to pay the remaining part of the fees due,
- ⤴ has been revoked because the student in question has abandoned or suspended his/her studies,
- ⤴ has been revoked due to infractions verified by the Disciplinary Committee and sanctioned by the Dean as per art. 10 of the Student and Enrolment Regulations,

the exemption may be re-awarded at the discretion of the same and in accordance with the dispositions of the Board of Directors.

Students awaiting judgment regarding the eventual re-awarding of a fee exemption are in any case required to pay their fee installments before the deadline set each year by the Board of Directors. In the case in which the student is re-awarded an exemption, the relative amount shall be subtracted from the amount of fees due at the subsequent fee payment deadline. Should the amount of the exemption exceed the amount of the next fee installment, the amount in excess shall be reimbursed to the student by the University.

#### **Art. 11 – Modalities for applying for an exemption**

The application for a fee exemption submitted by the applicant by filling out the “Modulo di autocertificazione per la richiesta di diritti all'esonero dal pagamento della retta universitaria”, in the case of Italian students, or the “Self-declaration scholarship request form” for foreign nationals, must show, in accordance with the self-declaration provisions specified in DPR 28/12/2000 n. 445, the composition of the immediate family and their financial situation. The application must contain the relative documentation, as specified in the yearly announcement.

#### **Art. 12 – Due dates and modalities of submitting an application for fee exemption**

Applicants may submit their applications in person to the University's Student Office or via registered letter with return receipt, or via international courier, before the due date and according to the modalities specified in each yearly announcement. Applications received after the due date shall not be taken into consideration, nor will incomplete applications lacking the required data and/or the necessary documentation.

#### **Art. 13 – Compilation and publication of the rankings**

University fee exemptions reserved for students enrolled in the three-year degree course are awarded based on a ranking of eligible applicants, based on the parameters indicated in the yearly university fee exemption announcements.

#### **Art. 14 – Conditions for exclusion from exemptions**

The following are excluded from fee exemptions:

- students who have not completed the pre-enrollment stage;
- students not admitted to the academic year for which they intend to apply for a fee exemption;
- students who submit an application after the indicated deadline;
- students who have not submitted the required documentation.

With regard to students from countries outside the EU, only one fee exemption will be awarded per country. In the case in which more than one student from a given country should submit an application, the fee exemption shall be awarded to the student with the highest merit point partial score.

#### **Art. 15 – Students already in possession of a university degree or a graduate degree**

Students enrolled in the three-year degree course at the University who already possess an academic title of equal or higher level than the degree course for which they have applied for a fee exemption shall not be considered for fee exemptions.

**Art. 16 – Students who hold other scholarships and/or grants**

Students who submit an application for a fee exemption to the University are required to sign a statement declaring whether they hold other scholarships awarded by third parties, whether they have applied for them or been assigned them at the sole discretion of said bodies. In the case in which a student is the beneficiary of other scholarships or grants, the University reserves the right to reduce the quota of fee exemptions that said student may apply for, so that the amounts awarded for scholarships, grants and exemptions do not exceed the amount due.

**Art. 17 – Honor loans - Definition**

An honor loan is a credit line, activated through the opening of a current account, which the University offers its students tank to an agreement with banks.

**Art. 18 – Amount of honor loans**

The amount of the honor loan credit line for students attending the University of Gastronomic Science is regulated by specific agreements with banks.

**Art. 19 – Beneficiaries of honor loans**

The beneficiaries of honor loans are Italian and EU citizens enrolled in the second and/or third year of the three-year degree course in Gastronomic Science and Italian and EU citizens enrolled in the first and/or second year of the two-year graduate degree course.

**Art. 20 – Modalities and terms for applying for an honor loan**

Students enrolled in the three-year degree course in Gastronomic Science and in the two-year graduate degree course who intend to apply for an honor loan must submit their application in time for the regular payment of university fees. The modalities for the submission of the abovementioned application can be consulted on the banks web sites.

**Art. 21 – Verification of accuracy of income statement**

In order to ensure that the terms of the yearly announcement are respected, the University reserves the right to check the accuracy of the income statements provided by the students.

**Art. 22 – Treatment of personal data**

The personal data submitted on the income statement form are utilized exclusively for the purpose of evaluating the granting of a fee exemption. By signing and submitting the income statement, the student automatically consents to the treatment of all the data it contains and to their diffusion in any form, including by consultation. Students are guaranteed the rights specified in Leg. Decree n. 196 of June 30, 2003, including the possibility of requesting that treatment of the data be discontinued, with the consequent termination of the evaluation process.