



**NABA CALL FOR THE ASSIGNMENT OF FINANCIAL AID (DIRITTO  
ALLO STUDIO) BENEFITS Academic Year 2022/2023**

Milan, 25th July 2022 – Prot. Nr. 02/2022

**(TRANSLATION OF THE DSU NABA APPLICATION REQUIREMENTS AND REGULATIONS  
In case of discrepancies between the Italian text and the English translation, the Italian version prevails)**

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## 1) NABA SERVICES IMPLEMENTING THE RIGHT TO UNIVERSITY EDUCATION (Regional Law of Lombardy no. 33/2004)

The expression “Diritto allo Studio” (DSU) includes all the actions taken by NABA to provide equal access to university studies as foreseen by the Lombardy regional law n. 33, December 13, 2004. NABA coordinates and provides support and services through its DSU Office in order to:

- a) Implement the right to education pursuant to the Regional Law of Lombardy no. 33 of 13 December 2004;
  - b) Facilitate participation in educational programmes at NABA.
- NABA also promotes any support contributing to determining the best living and study conditions for students.

This support includes the following assistance and services:

- Scholarships pursuant to Regional Law no. 33/2004
- International mobility support:
  - International exchanges
  - International internships
- Various services:
  - Free book loans
  - Cultural activities
  - Educational tutors
  - Job opportunities
  - Career guidance
  - Student assistance.

## 2) COMPETITION

This selection process is organised in accordance with the provisions set out in the Regional Law of Lombardy of 13 December 2004, and with particular reference to Article 3, and in accordance with the Decree of the President of the Italian Council of Ministers of 09 April 2001, implementing Article 8 of Italian Law no. 68/2012 and Lombardy Regional Deliberation for the a.y. 2022/23.

The scholarship application process is open to students enrolled in the 2022/23 academic year on one of the programmes at NABA – Nuova Accademia di Belle Arti – Milan and Rome.

The financing derives from contributions allocated by MIUR and the Regione Lombardia. The scholarship is provided upon completion, for the first time, of each programme level by:

- a) Students enrolled on the level I academic diploma programmes
- b) Students enrolled on level II academic diploma programmes

### **Definitions**

In this selection process notice, the following terms shall have the meanings ascribed to them below.

<b>Eligible recipients</b>	Students who fulfil the merit-based and income-based requirements and are allocated a Scholarship.
<b>Eligible non-recipients</b>	Students who, despite fulfilling merit-based and income-based requirements, do not obtain the Scholarship due to a lack of funds.
<b>Non-eligible recipients</b>	Students who do not fulfil the merit-based and/or income-based requirements.
<b>First ever matriculation</b>	Any previous matriculation in any degree course (even if a different course to that attended in the 2022/23 academic year) of the same level to that in which the student is enrolled on for the 2022/23 academic year, at any university/academy in Italy or abroad, irrespective of the outcome of any such academic history (withdrawal from studies, transfer, graduate, etc.).

## **2.1) STRUCTURE AND NUMBER OF SCHOLARSHIP**

### **Scholarship structure**

The Scholarship provided by NABA consists of a financial contribution, including a supplement covering the cost of meals. The following supplements, not included in the Scholarship, are also provided:

- International mobility financial supplement
- Additional amounts for students with disabilities

Scholarships are exempt from income tax as set out in the Circular of the Italian Ministry of Finance no. 109/E of 06 April 1995; however, the “Certificazione Unica” of the amounts disbursed in cash will be issued.

**NABA's DSU Office offers the following number of Scholarships:**

### **NABA Milan**

- For students enrolled **for the first time** on the 1st year of level I academic diploma programmes: no. **12** scholarships
- For students enrolled **for the first time** on the 1st year of level II academic diploma programmes: no. **2** scholarships

- For students enrolled on the 2nd year of level I academic diploma programmes: no. **8** scholarships
- For students enrolled on the 2nd year of level II academic diploma programmes: no. **2** scholarships
- For students enrolled on the 3rd year of level I academic diploma programmes: no. **6** scholarships
- No. 2 international mobility financial supplements for NABA students

**NABA's DSU Office offers the following number of Scholarships:**

**NABA Rome**

- For students enrolled **for the first time** on the 1st year of level I academic diploma programmes: no. **1** scholarship
- For students enrolled on the 2nd year of level I academic diploma programmes: no. **1** scholarship
- For students enrolled on the 3<sup>rd</sup> year of level I academic diploma programmes: no. **1** scholarship
- For students enrolled **for the first time** on the 1st year of level II academic diploma programmes: no. **1** scholarship \*

\* We hereby point out that the activation for the procedures of the DSU scholarship for the students enrolled in NABA, Rome is dependent on the decree by Miur, which should be approved by 31 October 2022.

Should that not happen:

- The scholarship for Rome will be transferred to NABA, Milan for the postgraduate students enrolled in the first year. The undergraduate student enrolled on a course in NABA, Rome, who has requested a scholarship in situ, will have the possibility to submit a request by 15<sup>th</sup> November 2019, where they will have to ask to be transferred to Milan and take part in the DSU scholarship in NABA, Milan.

Students enrolled on a course in NABA, Rome, who have requested a scholarship in situ, will have the possibility to submit a request by 15<sup>th</sup> November 2021, where they will have to ask to be transferred to Milan and take part in the DSU scholarship in NABA, Milan.

The number of scholarships, international mobility financial supplements and internships available may be increased in accordance with any additional funds allocated by the Region of Lombardy and by the Italian Ministry of Education, Universities and Research, as well as in relation to any remaining funds from the previous year.

## 2.2) GENERAL TERMS AND CONDITIONS

### TERMS AND CONDITIONS

Students from Italy, from European Union Member States and foreign students pursuant to Italian Presidential Decree no. 394 of 31 August 1999, implementing Italian Legislative Decree no. 286 of 25 July 1998, may participate in the selection process.

To participate in the selection process, students shall be enrolled or declare that they intend to enrol:

- for the first time in to a first, second or third year - Academic Diploma First Level;
- in to a first or second year - Academic Diploma Second Level.

**Students will be excluded from the scholarship allocation classification list, if they:**

- Hold a qualification of the same or higher level than the programme for which a scholarship is requested for the academic year 2022/23;
- Receive a scholarship provided by other public or private entities for the same year;
- Students enrolled to the 'NABA Diploma Program Course' (course without credits);
- Renew their enrolment after having withdrawn from studies;
- Transfer to another faculty or degree or diploma course, enrolling on the same year to that already attended;
- Change University, enrolling on the same year to that already attended.

If students are required to repeat the same year during their university history (including renewal of enrolment after having withdrawn from studies), the number of credits or the years required to be admitted to the scholarship allocation classification list is calculated with reference to the credits or years provided for each year of attendance, commencing from the year of the first ever matriculation, with the exception of any years in which studies were suspended.

## 2.3) SCHOLARSHIP ALLOCATION CLASSIFICATION LIST ADMITTANCE REQUIREMENTS

In order to be admitted to the final classification lists, applicants shall be enrolled for the academic year 2022/23 by 28th October 2022 (it should be noted that registration and tuition contribution fees must be paid and recorded on the student's financial records in order to be duly enrolled) and fulfil the merit-based and income-based requirements specified below.

### 2.3.1) Merit-based requirements

#### Level I academic diploma 1st year students

1. First ever matriculation on first programme year
2. A secondary education diploma (*diploma di Scuola secondaria superiore*) with grade even to or greater than 75/100

##### Ex post merit-based requirements:

In order to remain **full recipients**, students are required to attain a minimum of **38 academic credits by 10 August 2023**. 5 bonus points may be employed to achieve this requirement.

In order to remain **partial recipients**, students are required to attain a minimum of **38 academic credits after 10 August 2023 and by 30 November 2023** 5 bonus points may be employed to fulfil this requirement.

**Please note** that, for students enrolled for the first time on the 1st year of Level I Academic Diploma programmes which start on February 13<sup>th</sup> (2° Intake), the deadline to attain the merit requirement of 38 CFAs in order to remain full recipients is **September 30<sup>th</sup> 2023**. Students who will attain the requirement between October 1<sup>st</sup> and November 30<sup>th</sup> 2023 will be partial recipients.

#### Level I academic diploma 2nd year students

Students are required to attain a minimum of **38 academic credits by 10 August 2022**.

A maximum "bonus" of 5 credits may be employed to attain the minimum requirements of merit, in order to be admitted to the second year classification lists. The "bonus" may only be employed once during a student's academic career; any unused bonuses may be employed in subsequent years.

#### Level I academic diploma 3rd year students

Students are required to attain a minimum of **88 academic credits by 10 August 2022**.

A maximum "bonus" of 12 credits may be employed to attain the minimum requirements of merit, in order to be admitted to the second year classification lists. The "bonus" may only be employed once during a student's studies; any unused bonuses may be employed in subsequent years.

#### Level II academic diploma 1st year students

Be duly enrolled for the first time on the first programme year.

##### Ex post merit-based requirements:

In order to remain **full recipients**, students are required to attain a minimum of **38 academic credits by 10 August 2023**.

In order to remain **partial recipients**, students are required to attain a minimum of **38 academic credits after 10 August 2023 and by 30 November 2023**.

**Please note** that, for students enrolled for the first time on the 1st year of Level II Academic

Diploma programmes which start on February 13<sup>th</sup> (2° Intake), the deadline to attain the merit requirement of 38 CFAs in order to remain full recipients is **September 30<sup>th</sup> 2023**. Students who will attain the requirement between October 1<sup>st</sup> and November 30<sup>th</sup> 2023 will be partial recipients.

### **Level II academic diploma 2nd year students**

Students are required to have attained at least **38 credits by 10 August 2022**.

A maximum "bonus" of 5 credits may be employed to attain the minimum requirements of merit, in order to be admitted to the second year classification lists. The "bonus" may only be employed once during a student's studies; any unused bonuses may be employed in subsequent years.

Please note: for students enrolled on the 1st year of Level I and Level II Academic Diploma a.y. 2021/22 programmes (2° Intake), the deadline to attain the merit requirement of 38 CFAs is **September 30<sup>th</sup> 2022**.

### **Academic credit validity and weighted average**

When completing the online application, students will be required to indicate the number of academic credits attained and corresponding weighted average. These values are to be understood as follows:

**Number of academic credits:** students are required to specify the number of academic credits which have been earned by passing exams and which have been duly recorded since the beginning of their academic history (for the current level of studies), up until 10 August 2022. Exam marks not expressed in thirtieths are also valid. Any credits earned from exams not included in study plans, from individual ongoing modules or from exams taken and recorded prior to matriculation on the current level of studies are not valid.

**Weighted average:** students are required to calculate and specify the weighted average of the exams listed in the "NUMBER OF CREDITS ATTAINED" field; exams marks not expressed in thirtieths should not be considered. 30 with honours should be counted as 30.

To obtain the weighted average, each mark should be multiplied by the exam value (in credits); the total of the results should be divided by the number of academic credits considered as a whole.

For example:

Exam 1	Mark: 26/30	Value: 9 credits
Exam 2	Mark: 30/30	Value: 12 credits
Exam 3	Mark: 18/30	Value: 9 credits
Exam 4	Mark: approved (e.g. English language knowledge testing)	Value: 3 credits
Total no. credits attained		33 credits
Total no. credits to be considered for the weighted average		30 credits

Weighted average calculation:



26 x 9 =	234 +	
30 x 12 =	360 +	
18 x 9 =	162	
Total	756	Weighted average = 756 / 30 = 25.20

### Bonus

If the student enrolled does not have the minimum number of credits mentioned he/she can use a bonus in addition to the credits actually achieved. The bonus can be used in the following way:

- **Five** credits, if employed for the first time to maintain the financial assistance attained for the first year or to attain assistance for the second year;
- **Twelve** credits, if employed for the first time to attain financial assistance for the third year.

The bonus credits may only be employed once and may not be combined. Any bonus credits not employed during the academic year of reference may be employed in subsequent years.

Any bonus credits matured and not employed during the three-year programme may be employed following enrolment on two-year programmes.

### Students with disabilities

In accordance with the type of disability, personalised requirements of merit can be defined for students with disabilities of 66% or more. Any requirements may differ from the standard values by up to a maximum of 40%.

### 2.3.2) Income-based requirements

The financial situation of the household of the student applying for a scholarship is determined using the Equivalent Economic Status Indicator (Indicatore della Situazione Economica Equivalente, referred to herein, as with other acronyms, using the Italian - ISEE), as envisaged by Article 8 of Presidential Decree 159/2013.

#### ***Income and asset ceilings***

Students requesting right to university education financial assistance are required to comply with the income and asset ceilings:

An Equivalent Financial Situation Indicator (ISEE) not exceeding **€ 24.335, 11**;

An asset Status Index (ISPE) not exceeding **€ 52.902,43**.

***Both of the two above mentioned index ceilings are to be complied with; students will be deemed not to fulfil the income-related requirements if either of the two indexes exceeds the respective ceilings.***

### **2.3.3) Assessment of status relating to income and assets of foreign students with their family resident abroad**

As the Ministry of Labour and Social Policies has confirmed, the present ISEE computer system does not allow a calculation to be made of the financial position of the members of a household to which an Italian or foreign student living abroad belongs.

Consequently, for the 2022/23 **NABA DSU Office will determine the equivalent ISEE for foreign students with family residing abroad without income and assets in Italy in possession of the below mentioned documents.**

For the 2022/23 academic year, the reference year for ISEE declarations is the 2020 calendar year (Tax Certification and 2020 Tax Returns), whilst the position of assets (tangible and intangible) is as at 31<sup>st</sup> December 2020.

In order to determine the **ISEE** foreign students must be in possession of the related original documents:

- Document attesting to the make-up of the running household resident abroad and, in the case of divorced parents, the relative divorce order or certification – dated **2022**;
- The income for the **2020** calendar year of each member of the family (the document must clearly state that the income refers to the calendar year 2020). If one or more adult family member received no earnings in 2020, the applicant must still present a statement to that effect. In the case of married or never-married parents, the incomes of both must be presented, even if one or other does not appear in the document certifying the make-up of the household;
- Properties owned by the family on 31<sup>st</sup> December 2020 (the document must be issued by a public authority that can provide a national-level assessment), including the square meters of the properties, or else a certificate for each family member attesting non-ownership of any property;
  - o For Properties in Bulgaria: Due to the fact that the documentation is issued by the Province Land Registry and not by the National one, for each person of the family nucleus aged over 18 documentation issued by IKAR concerning the history of movements at national level up to December 2020 must be submitted additionally.
- An attestation of movable assets (balance of bank and/or deposit accounts, account balance of shares, dividends, shareholdings, capitalization policies any other type of financial investment) owned by the family on **31/12/2020**.

Documentation concerning family composition must be issued after **January 1<sup>st</sup>, 2022**;  
documentation concerning income, movable assets and properties must be issued after **January 1<sup>st</sup>, 2021**.

These documents must be:

- Issued by the competent authorities of the State in which the income was produced;
- Translated into Italian;
- Legalised by the Italian diplomatic representations abroad.

The documents' legalization happen in different ways, according to the origin countries (annex A).

Foreign students are nevertheless required to declare the presence of any income and assets held in Italy by their family.

## 2.4) SCHOLARSHIP TOTAL AMOUNTS

The value of the scholarships given out to those who qualified, differs on the basis of:

- Candidate's position in the ISEE income bracket (see table below);
- Geographical origin of the student.

ISEE Band	Income Bracket			
	from		to	
1st	from	€ 0,00	to	€ 12.167,56
2nd	from	€ 12.167,57	to	€ 16.223,41
3rd	from	€ 16.223,42	to	€ 24.335,11

Classification of the students per geographical location follows the definitions below:

- **Resident students:** A student living in the Town where the course is being held or resident in a nearby town or in a town classified as urban area, for which the travelling time from their home to the course is less than 60 minutes.
- **Commuting Student:** a student who does not fall within the "on site" category for which the travelling time from their home to the course is between 60 and 90 minutes. (See the list of the municipalities in Annex B for a definition of commuting students).
- **Non-resident students:** residents of a municipality situated far from the location of the course attended and for this reason lodgers against payment in accommodation in the vicinity of the course location, using public residential facilities or other private or public accommodation for a period of no less than 10 months within the a.y. 2022/23.

**In the absence of this condition, students will be deemed to be commuting students.**

"Against payment" means that there is:

- A lease agreement duly registered with the Agenzia delle Entrate (the Italian Revenue Agency), valid for the current year and paid using an F23 form, made in the name of the student or a member of the student's family nucleus;
- A receipt valid for tax reasons attesting payment of rent by students domiciled at collective structures located in the city in which the university programme is held.

The lease agreement or receipt valid for tax reasons shall be submitted to **the DSU office by the 15th of November 2022**. Failure to submit the said documentation by the aforementioned deadline will result in the student being deemed a commuting student.

With regard to financial assistance renewal applications, where the lease agreement or receipt valid for tax reasons has already been submitted and where there have been no changes to the previously certified situation, students will be required simply to self-certify the same and to provide proof that the lease agreement has been registered for the subsequent.

The amounts for the scholarships issued to beneficiary students vary according to the income bracket and geographical location as follows:

Geographical Location	1 <sup>st</sup> ISEE BAND	2 <sup>nd</sup> ISEE BAND	3 <sup>rd</sup> ISEE BAND
Resident students	€ 3.127,00	€ 2.719,00	€ 1.932,00
Commuting	€ 4.139,00	€ 3.599,00	€ 2.833,00
Non-resident students lodging in public or private residential facilities	€ 7.082,00	€ 6.158,00	€ 5.029,00

### 3) SCHOLARSHIP FINANCIAL SUPPLEMENTS

#### 3.1) Students with disabilities

Supplements are provided to students with disabilities equal or greater than 66% who submit a copy of disability certificate pursuant to article 3, paragraph 1 or 3, of Italian Law n. 104 of 5 February 1992 or a

copy of civil disability certificate attesting the percentage of disability. Both the certificates must be issued by the relevant Italian Medical Committee.

### 3.2) International mobility

Students enrolled at NABA, who are recipients of scholarships for the academic year **2022/23** or who are eligible non-recipients of scholarships may apply to receive international mobility financial supplements.

A financial supplement of € 600.00/month is provided for the duration of the period spent abroad and for up to a maximum of ten months. The programme of study abroad must be certified by the competent international exchange structure. The financial supplement paid by the DSU Office is reduced by the amount of any other financial contributions paid with European Union funds, as a result of bilateral agreements, including with non-EU entities, as well as with funds made available by public or private subjects.

Students also entitled to be reimbursed up to € 100.00 (for European countries) and up to € 500.00 (for non-European countries) on the cost of a return journey.

## 4) DRAWING UP OF CLASSIFICATION LISTS

Financial supplements related to participation in international mobility programmes or internships are granted to eligible students only once for each programme attended.

Upon request application, these rights are also extended to graduates involved in Leonardo da Vinci programme mobility projects (or similar initiatives) provided that any such individuals did not graduate more than a year before the traineeship commenced and that the same were eligible to receive a scholarship in the last year of his/her studies.

### 3.3) Degree Award

Specific Regulation will be integrated within the call.

The classification lists are drawn up in accordance with the following criteria.

#### a) Students enrolled on the first year of any programme

The classification list is drawn up on the basis of the Equivalent Financial Status Index of the family nucleus in relation to a **24.335,11** ceiling, attributing up to a maximum of 1,000 points using the following formula:

$$1 - \frac{\text{Student ISEE}}{24.335,11} \times 1.000$$

The classification list is drawn up with the attributed scores in descending order. Where a similar score is attributed to more than one student, the highest qualification, followed by the youngest in age shall have precedence.

**b) Students enrolled post-first year on any programme**

The classification list is drawn up in descending order with reference to the total score awarded in relation to the number of academic credits attained or the number of years successfully passed **by 10<sup>th</sup> August 2022**, as well as the score resulting from the weighted average of any exam marks. A total of 1,000 points can be attributed as follows: 600 in accordance with the number of academic credits attained or the number of years passed and 400 in accordance with the weighted average of any exam marks.

If the same merit-based score is attributed to more than one student, the student who has not used the bonus, followed by the student with the higher income score on the list shall have precedence. Where the score continues to be the same, the younger student shall have precedence.

If included in the classification list, students with disabilities, with a degree of invalidity of 66% or above, are entitled to receive the scholarship even where the total number of the scholarships has already been assigned.

**Academic merit-based score calculations**

Scores relating to the number of *academic credits attained* or to the number of *years successfully passed by 10<sup>th</sup> August 2022* are calculated in accordance with the following:

$$( \text{Student credits} - \text{Minimum credits} ) \quad \times \quad \frac{600}{( \text{Maximum credits} - \text{Minimum credits} )}$$

The score relating to the weighted average of exam marks is calculated as follows:

$$( \text{Student exam mark weighted average} - 18 ) \quad \times \quad \frac{400}{( 30 - 18 )}$$

## 5) APPLICATION SUBMISSION TERMS AND CONDITIONS

Applications to be admitted to the selection process shall be submitted by **30<sup>th</sup> September 2022**, without postponement, by completing the online application form available at the following links:

### ***First year students (NABA website):***

#### ***UG courses***

<https://www.naba.it/en/undergraduate-counseling/tuition-fee-scholarships-financial-aid>  
<https://www.naba.it/it/ammissioni-lauree-triennali/rette-borse-studio>

#### ***PG courses***

<https://www.naba.it/en/postgraduate-application/tuition-fee-scholarships-financial-aid>  
<https://www.naba.it/it/ammissioni-lauree-magistrali-master/rette-borse-studio>

### ***Post first year students (MyNABA):***

<http://my.naba.it/en/Pages/Agevolazioni%20e%20Borse%20di%20Studio/Borse-di-Studio-DSU.aspx>  
<http://my.naba.it/it/Pagine/Agevolazioni%20e%20Borse%20di%20Studio/Borse-di-Studio-DSU.aspx>

Upon uploading the data online, the application form is to be printed, signed and sent to the DSU Office, enclosing the following documents:

- Online application submission form, printed and duly signed;
- Copy of a valid identity card/passport;
- For income and assets in Italy: I.S.E.E and certificates including the relevant single self-certification declaration (*Dichiarazione sostitutiva unica - D.S.U.*) signed by the declarant;
- For income and assets abroad: the documentation referred to in paragraph 2.3.3)

#### **ASSESSMENT OF THE FINANCIAL STATUS AND ASSETS OF FOREIGN STUDENTS;**

- For invalid students, a copy of the certification issued by the Medical Commission attesting the percentage of disability;
- For students who have attained a three-year bachelor's degree at another university, a university academic history transcript attesting the date of the first matriculation;
- For Non-resident students: lease agreement duly registered with the *Agenzia delle Entrate* **by the 15<sup>th</sup> November 2022.**

**The online application does not in any way replace the submission of the application on paper - Any failure to submit a document within the prescribed period or the submission of an invalid document shall result in exclusion from this selection process.**

**The above mentioned documentation should be sent by recorded delivery with proof of receipt to the DSU Office of NABA - Via Darwin, 20 - 20143 Milan - Italy, by 4<sup>th</sup> October 2022** (the date of the postmark will be valid) or be hand delivered in a **sealed envelope** to NABA Reception (the date of the delivery receipt will be valid), otherwise the applicant will be excluded from the selection process.

#### International mobility financial supplement

Scholarship financial supplement applications by students participating in international mobility programmes in the academic year 2022/23 shall be submitted together with the scholarship application.

### **6) PUBLICATION OF PROVISIONAL CLASSIFICATION LISTS AND SUBMISSION OF APPEALS**

#### **6.1) Inclusion of students in the classification lists: eligible student recipients and eligible student non-recipients**

Applications submitted within the deadlines set out in the selection process notice will be examined by NABA's DSU Office, which will enter the students fulfilling the necessary requirements on to the classification list.

Students who submit an application may therefore be:

- Eligible: if they fulfil all of the requirements;
- Not eligible: if they fail to fulfil one or more of the requirements of this selection process notice.

Financial assistance will be awarded to eligible students in accordance with their positioning in the classification list, commencing from the highest positions and up to the available resources have been allocated.

In accordance with the actual allocation of financial assistance, students will be deemed to be:

- Eligible recipients: students fulfilling all of the requirements and who are allocated financial assistance;
- Eligible non-recipients: students fulfilling all of the requirements, but who are not allocated financial assistance;



Students who are included on the classification lists as eligible non-recipients may obtain financial assistance at a later date if further financial resources become available.

## **6.2) Publication of provisional classification lists and submission of appeals**

The provisional classification lists will be posted on the notice board and in the reserved area of the NABA website **no later than the 28<sup>th</sup> October 2022**.

Any appeals against the provisional classification lists shall be submitted to the competent structure of each Managing Subject no later than 15 days after the date of publication of the same. Appeals shall be related to any incorrect evaluations by the DSU Office and shall be accompanied by suitable documentation justifying the applicant's reasons.

The outcome of appeals will be posted on the notice board.

Once the procedures relating to any appeals have been concluded, the final classification list will be published.

Further appeals against the final decision shall be submitted to the competent bodies in accordance with the terms of current legislation.

## **7) TERMS OF SCHOLARSHIP PAYMENTS**

### **STUDENTS ENROLLED ON THE FIRST YEAR OF ANY PROGRAMME**

Scholarships will be paid in two instalments by the following due dates, in accordance with the transfer of funds from the Region of Lombardy:

#### **First instalment – 31<sup>st</sup> December 2022**

The second scholarship instalment is paid upon ascertaining that the student has attained the minimum merit-based requirement.

### **STUDENTS ENROLLED POST-FIRST YEAR**

Scholarships will be paid in two instalments by the following due dates, in accordance with the transfer of funds from the Region of Lombardy:

#### **First instalment: 31<sup>st</sup> December 2022**

#### **Balance: 30<sup>th</sup> June 2023**

The scholarship will be paid by bank transfer to an Italian or other country current account as long as it belongs to the SEPA area and is in the name or joint name of the student recipient.

***For students enrolled on the first year of level I academic diplomas***

The second scholarship instalment will only be paid if students attain at least **38 credits** by 10<sup>th</sup> August 2023. Students will be entitled to maintain the first instalment if at least **38 credits** are attained by 30<sup>th</sup> November 2023 otherwise the scholarship will be revoked. In the event of revocation, the sums received and the amount corresponding to the value of the services actually benefited from as an equivalent to scholarship funds, shall be returned. Furthermore, students will no longer be exempt from paying tuition fees and will be required to pay the same. For the purposes of the above, the DSU Office may agree to receive repayments in instalments.

With regard to students with disabilities, with a degree of invalidity of 66% or above, the provisions relating to the scholarship revocation and payment of the second instalment will not apply.

***For students enrolled on the first year of level II academic diplomas***

The second scholarship instalment will only be paid if students attain at least **38 credits** by 10<sup>th</sup> August 2023. Students will be entitled to maintain the first instalment if at least **38 credits** are attained by 30<sup>th</sup> November 2023, otherwise the scholarship will be revoked. In the event of revocation, the sums received and the amount corresponding to the value of the services actually benefited from as an equivalent to scholarship funds, shall be returned. Furthermore, students will no longer be exempt from paying tuition fees and will be required to pay the same.

For the purposes of the above, the DSU Office may agree to receive repayments in instalments.

The right to collect the allocated scholarship amounts will be forfeited if a student fails to collect the same **by 31<sup>st</sup> December 2023**, while the rights deriving from being a scholarship recipient will be maintained.

Scholarships will be allocated until the number set out in the selection process notice has been attained. Where there is a shortage of recipient students in a certain classification list, any remaining scholarships will be assigned to students on other classification lists, until the number of scholarships set out in the selection process notice has been attained.

Foreign students from non-European Union Member State countries will be allocated scholarships in accordance with the regional provisions set out in the Decree of the Director General of the Italian Education, Training and Labour Directorate no. 21650, dated 13 November 2002.

***International mobility:***

The Publication of provisional and final classification lists will take place respectively in January/February 2024.

The international mobility financial supplement will be paid by **30<sup>th</sup> June 2024**, in accordance with the transfer of funds from the Region of Lombardy.

### ***International mobility scholarship financial supplements***

Students included in the scholarship classification lists will be granted financial supplements and reimbursement of travel expenses in accordance with the appropriate selection process notice, subsequent to verification by the Erasmus Office at NABA that all obligations arising from participation in the mobility programme have been fulfilled.

## **8) INCOMPATIBILITY – FORFEITURE – REVOCATION**

Students may not benefit concurrently from the Scholarship and similar forms of financial aid provided by NABA or by other public or private entities, scholarships for foreign students provided by the Ministry of Foreign Affairs, or gratuitous places in colleges, residences or accommodation not managed by NABA: in such cases, students may choose to benefit from one or another of the financial contributions. If the gratuity is partial, the scholarship is provided in proportion to the same.

The Scholarship is not on the other hand compatible with financial contributions for stays abroad.

The student will forfeit the right to the Scholarship if he/she:

1. Incurs disciplinary action above written warnings, for breaches committed against the DSU Office or NABA;
2. Fails to submit to the DSU Office, within the period notified recorded delivery with proof of receipt, any original documents requested to ascertain the accuracy of the self-certification declarations produced.

## **9) TRANSFERS AND CHANGES OF FACULTY**

Students transferring from NABA to another academy or university after the start of the academic year, will forfeit their right to any previously allocated financial assistance (and will therefore be required to return any instalments received) and the application submitted to the DSU Office will be sent by the same to the new Institution at which the student has requested to be transferred.

Students transferring from another academy or university to NABA after the start of the academic year, will be required to request that the Managing Subject of the University of origin send the relevant application to the DSU Office within the deadline specified in the selection process notice. The transfer must be completed by **15<sup>th</sup> November 2022**, prior to the publication of the final classification list.

## **10) FINANCIAL STATUS ASSESSMENTS (Italian Presidential Decree no. 445/2000, Article 71)**

For the purposes of assessing financial status, the DSU Office will be entitled by the provisions of current laws, in particular by Article 22 of Italian Law no. 390 of 02 December 1991 and by Article 71 of Italian Presidential Decree no. 445 of the 28 December 2000, and may request to receive any document which may be useful in checking the accuracy of the declarations made (*Modello 730* [730 tax return form], *Modello Unico* [income tax return form], VAT statement, etc.).

With regard to false statements, the penalties provided for in Articles 75 and 76 of Italian Presidential Decree no. 445/2000, as well as the penalties provided for in Article 10 of Italian Legislative Decree 68/2012 will be applied, consisting in the payment of double the amount perceived, forfeiture of the right to attain other financial contributions for the duration of the programme, without prejudice to the application of criminal law to the facts constituting the offence.

## **11) STUDENT PRIVACY INFORMATION DSU SELECTION PROCESS NOTICE – Information notice pursuant to Article 13 of EU Regulation 679/16 (GDPR)**

### **1) Why have you received this notification?**

Nuova Accademia S.r.l., in its capacity as Data Controller, would like to provide you with information concerning the data it collects and how it collects it, in order to respect your fundamental rights and freedoms, in particular your right to the protection of your personal data and data processing security with regard to applications for DSU selection process notices.

### **2) What data we collect and the legal basis of processing**

Nuova Accademia S.r.l. collects and retains your personal data in accordance with Lombardy region law no. 33 of December 13<sup>th</sup> 2004.

- personal and identification details (such as name, surname, permanent address, email address, interests for study paths, citizenship, gender, place and date of birth, telephone number, copy of the identity document/passport);
- IBAN required for payment;
- ISEE/ISEU and data relating to income, assets and family members;
- existence of other scholarships;
- possible rental contracts for non-residents students;
- educational history/curriculum vitae;
- Any certifications providing the disability.

The data is collected at the time of submitting the online application on the website [www.ammissioni&orientamento](http://www.ammissioni&orientamento) or from the reserved area of the NABA website which can be accessed by students enrolled in years subsequent to the first.

The rankings relating to the recipients of the scholarship are published in the area reserved for NABA students.

**3) For what purposes do we use your personal data?**

New Academy S.r.l. uses your data to analyse the documentation submitted, in order to be able to assign the scholarship, based on the indications in the relevant selection process notice.

**4) How long do we retain your personal data for?**

The data collected for each application to participate in scholarship selection process is retained for the period of time necessary for inspection bodies to carry out checks and for students to potentially lodge an appeal. In any event, your data will not be retained for more than 10 years, in accordance with administrative requirements.

**5) Security of your personal data**

Your personal data will be processed employing instruments that guarantee data confidentiality, integrity and availability. Your personal data will be processed using hard copies and computer and/or automated systems, employing the operations or set of operations referred to in Article 4 of the GDPR required to process your data, including communication of your data to data processors. Your personal data will not be disseminated, however, your data may be communicated to public or private subjects operating within the scope of the purposes described above.

**6) Who may access your personal data?**

Only authorised persons may access your data in the context of the tasks assigned by Nuova Accademia S.r.l.

Your personal data will not be disseminated in any way. Your data may be communicated to and processed by third parties duly appointed as Data Processors, such as, for example, the on-line service provider.

Your personal data may also be accessible or may be disclosed to subjects who are entitled to access your personal data pursuant to law or secondary legislation or European Community legislation.

**7) Where is your personal data held?**

Your personal data will be managed and stored on servers located in the European Union owned by the Data Controller or by third party companies appointed as Data Processors. Your personal data will not be transferred abroad to countries outside the European Union.

**8) Am I required to consent to providing my personal data?**

The provision of your personal data is optional, but necessary to be able to apply to participate in the selection process.

### **9) What are your rights with respect to the GDPR?**

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees the following rights:

- the right to obtain confirmation as to whether or not personal data concerning yourself is being processed, and, where that is the case, access to your personal data (Right of access, Article 15);
- the right to have any incorrect personal data concerning you rectified without undue delay (Right of Rectification, Article 16);
- the right to have any personal data concerning you erased without undue delay. Accademia S.r.l. is required to cancel your personal data without undue delay, if certain conditions are met (Right to be forgotten, Article 17);
- the right to restrict the processing of your personal data in certain cases (Right to restriction of processing, Article 18);
- the right to receive any personal data you have provided to us in a structured, commonly used and machine-readable format and to transmit said data to another controller (Right to data portability, Article 20);
- the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you (Right to object, Article 21);
- the right to receive without undue delay communication of any personal data breach sustained by Nuova Accademia S.r.l. (Article 34);
- the right to withdraw your consent at any time (Conditions for consent, Article 7).

### **10) You may contact the Data Controller for any requests you may have.**

If you believe that we have not respected your personal data protection rights, you may contact the Italian Personal Data Protection Authority. Alternatively, if you live in another country, you may contact the local Data Protection Authority.

### **11) Data Controller**

The Data Controller is Nuova Accademia S.r.l. via C. Darwin 20 – 20143 Milan- E-mail [privacy@naba.it](mailto:privacy@naba.it) - The Data Protection Officer is Mazars Italia spa – Via Ceresio 7 – 20154 Milano MI - Mail: [dpo@naba-da.com](mailto:dpo@naba-da.com)

### **Updating of this information notice**

This information notice may be subject to changes. Any substantial changes will be communicated to you via e-mail or through the web area reserved to students.

## 12) LEGAL COURT

Any controversy falls within the competence of the Milan legal court.

## **ANNEX "A" – Legalisation of documents**

A general list of countries including the letter of reference to the above groups is provided in Annex A to the Selection Process Notice. Any countries which are not present in the list belong to group D.

Document legalisation practices differ from country to country. Regulations can be simplified into 4 broad areas:

**A** - Countries in which documentation is exempt from being legalised.

**B** - Countries in which documentation is exempt from being stamped by the Italian Embassy consul/diplomat, but is required of to bear an Apostille stamp: in accordance with the Hague Convention of 1961, documents issued by local authorities in one of these countries, are exempt from being legalised by the Italian Embassy, but must bear an "Apostille" stamp as provided for in Article 6 of said Convention.

**C** - Students belonging to particularly poor countries: with regard to foreign students from countries that are particularly poor (as specified by Decree no. 156, dated 12/02/2021, of the Italian Ministry of Education, Universities and Scientific Research in cooperation with the Italian Ministry for Foreign Affairs and listed below), the financial status of any such students is assessed on the basis of certification by the Italian Representative in the country of origin, attesting that the student does not belong to a family known to have an elevated income and high social status. This certification may also be issued by the foreign enrolling university affiliated by agreements or conventions with Italian universities or by Italian organisations authorised to guarantee the financial coverage referred to in the current provisions on the matriculation of foreign students in Italian universities. In the latter case, the certifying organisation shall undertake to repay the scholarship on behalf of the student in the event of forfeiture of the same.

**D** - All other countries not included in groups A, B and C: documentation is required to be legalised by the Italian Embassy or Consulate in the country of origin. All students belonging to any countries which are not listed above are required to have the documents issued in their country of origin legalised by the Italian Embassy or Consulate.

Republic of Moldova and Sweden: separate legislation is in force with regard to these two countries, signatories of the London Convention of 1968. Documentation issued only and exclusively by diplomatic and consular authorities (in Italy) is exempt from the legalisation requirement.

Albania: from 01 July 2011, Albanian documentation which is to be submitted in Italy must no longer be previously legalised by Italian diplomatic-consular representatives in Albania, but shall bear the Apostille stamp of the Albanian Ministry of Foreign Affairs. Please refer to the websites of the Italian embassy in Tirana (<http://www.ambtirana.esteri.it>) and of the consulates of Shkodër (<http://www.consitalia-scutari.org>) and Valona (<http://www.consvalona.esteri.it>) for detailed information on the process to be followed.



Students who are unable to obtain the documents in their country of origin, as a result of proven reasons only, may contact the foreign consular authority in Italy. In such event, the documents shall be legalised by the competent local Prefecture, namely the Prefecture of the city in which the foreign Consulate issuing the document is situated. In such event, the declaration of the consul is to make explicit reference to the documents from the country of origin (self-certifications relating to financial status written by students or by other subjects presented to the Consul will therefore not be valid), which shall in any event be translated and a copy submitted to NABA's DSU Office.

In any event, the income declared by foreign students shall not be less than € 5,983.64 corresponding to the subsistence minimum which must be proven for the purposes of applying for a visa to enter Italy for study purposes (Interministerial Decree of 20/11/2001, published in the Official Journal no. 283 of 05/12/2001 and subsequent updates). This value shall therefore constitute the minimum threshold for the purposes of assessing the requirements relating to financial status.

### **Political refugees**

Political refugees need only to submit an ISEE certificate relevant to their family nucleus, income and assets held in Italy. The application is to be accompanied by a copy of the political refugee status certificate.

## ANNEX “A” – LIST OF COUNTRIES RELATING TO THE LEGALISATION OF DOCUMENTS

Afghanistan	C	British Antarctic	B
Andorra	B	British Solomon Islands	B
Angola	C	British Virgin Islands	B
Anguilla	B	British virgins	B
Antigua and Barbuda	B	Brunei	B
Argentina	B	Bulgaria	B
Armenia	B	Burkina Faso	C
Aruba	B	Burundi	C
Australia	B	Cambodia	C
Austria	A	Cayman	B
Azerbaijan	B	Cayman islands	B
Bahamas	B	Central African Republic	C
Bahrain	B	Chad	C
Bangladesh	C	Colombia	B
Barbados	B	Comoros	C
Belarus	B	Croatia	A
Belgium	A	Cyprus	A
Belize	B	Czech republic	A
Benin	C	Democratic Republic of the Congo	C
Bermudas	B	Denmark	A
Bhutan	C	Djibouti	C
Bonaire	B	Dominica	B
Bosnia Herzegovina	B	Ecuador	B
Botswana	B	El Salvador	B

Eritrea	C	Ireland	A
Estonia	A	Israel	B
Ethiopia	C	Japan	B
Falkland	B	Jersey	B
Fiji	B	Kazakhstan	B
Finland	A	Kiribati	C
France	A	Laos	C
French Polynesia	B	Latvia	A
Gambia	C	Lesotho	C
Georgia	B	Liberia	C
Germany	A	Liechtenstein	A
Gibraltar	B	Lithuania	A
Gilbert and Ellice islands	B	Luxembourg	A
Great Britain (extended to Isle of Man)	A	Macao	B
Greece	A	Macedonia	A
Grenada	B	Madagascar	C
Guadalupe	B	Malawi	C
Guernsey	B	Mali	C
Guinea	C	Malta	A
Guinea Bissau	C	Marshall islands	B
Haiti	C	Mauritania	C
Holland (extended to Netherlands Antilles and Aruba)	A	Mauritius	B
Hong Kong	B	Mayotte Martinique	B
Hungary	A	Mexico	B
Iceland	B	Miquelon	B
India	B	Moldova	B

Montserrat	B	Saba	B
Mozambique	C	Saint Lucia	B
Myanmar	C	Sao Tome and Principe	C
Namibia	B	Senegal	C
Nepal	C	Serbia-Montenegro	B
Netherlands Antilles	B	Seychelles	B
New Zeland	B	Sierra Leone	C
Niger	C	Sint Estatius	B
Niue	B	Sint Marteen	B
Norman islands	B	Slovakia	A
Norway	A	Slovenia	A
Oman	B	Solomon Islands	C
Panama	B	Somalia	C
Peru'	B	South Africa	B
Poland	A	South Korea	B
Portugal	A	South Sandwich Islands	B
Princip. Monk	B	South Sudan	C
Rep. Of Korea (formerly South Korea)	B	Spain	A
Rep. Of San Marino	A	St. Helena	B
Riunione Island	B	St. Kitts and Nevis	B
Romania	B	Sudan	C
Russia	B	Suriname	B
Rwanda	C	Swaziland	B

Sweden	B	United States of America	B
Switzerland	A	Venezuela	B
Syrian Arab Republic	C	Wallis and Futura islands	B
Tanzania	C	Yemen	C
The New Hebrides	B	Zambia	C
Timor Leste	C	Zimbabwe	D
Togo	C		
Tonga	B		
Trinidad and Tobago	B		
Turcks and Caicos islands	B		
Turkey	B		
Tuvalu	C		
Uganda	C		
Ukraine	B		

**ANNEX "B" - LIST OF MUNICIPALITIES RELATING TO THE DEFINITION OF  
COMMUTING STUDENTS – please refer to the Italian Version of the Regulation**