

**GUIDELINES  
SCHOLARSHIP, ACCOMODATION AND CANTEEN SERVICES  
A.Y. 2023/2024**

**EXTRA-EU AND EU INTERNATIONAL STUDENTS  
BACHELOR – MASTER – SINGLE CYCLE MASTER DEGREES**

*This leaflet does not replace the information available on the official Call and regulations “Bando di concorso per l’assegnazione dei benefici e servizi del diritto allo studio a.a. 2023/2024”*



**Scholarship**



**Accomodation**



**Canteen**

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## BENEFITS AND SERVICES

University of Calabria offers opportunities to students to enjoy the university experience with benefits and services (on request) awarded through public competition. Benefits are mainly granted to deserving students in a difficult economic condition.

The benefits include:

- Scholarship
- Accommodation service
- Integrative grant for international mobility
- Degree Award

The canteen service is provided to the generality of students.

## WHO MAY APPLY

Students may apply for the benefits if they meet both income and merit requirements specified in this Call. Furthermore, for the academic year 2023/2024 they have to be enrolled for the first time in one of the following study levels of the University of Calabria:

1. Bachelor degree.
2. Master degree.
3. Single cycle master's degree (5 years)
4. PhD program (if not beneficiaries of other scholarships or research fellowships).

## ECONOMIC REQUIREMENTS

Economic requirements are identified according to the incomes and assets of the student's family. In order to identify these requirements:

- international students whose families reside abroad: first of all, they have to obtain some specific consular documents, then they have to ask for the "ISEE Parificato" to a CAAF Office (Authorized Center for Fiscal Assistance).
- international students whose families reside in Italy: only the "ISEE Universitario" certificate is required, and they have to submit the application in the same way as Italian students do.

Students can apply for scholarship and accommodation only if their "ISEE Parificato"/ "ISEE Universitario" and ISPE values do not exceed the following thresholds.

- ISEE Università	≤ € 26.306,25
- ISPE	≤ € 57.187,53

International students whose families reside abroad have to submit specific certificate or declaration, issued in original copy, stating the following information:

1. the student's family composition (name, surname and date of birth of parents, siblings and other people residing in the same house of the student).
2. The information about the student's parents: if one of the parents passed away, the documents must specify the decease date; otherwise, the student must enclose a death certificate, although not in original copy.
3. If the student's parents are separated or divorced, or in case of single parent, the student must enclose a certificate stating this condition.

4. Students who want to apply as independent (i.e. without submitting the economic documents related to their parents) must submit documents proving their own income from work in 2021 and that they have been living on their own for 2 years at least. The income must be € 9.000,00 per year at least if earned in Italy or another EU country.
5. the annual household incomes earned abroad during 2022. The incomes of each member in the family unit (included the adult siblings whose data appear on the family composition certificate) must be considered.
6. If the student's parents or other adult members of the family do not work, student must enclose documents attesting their unemployment condition (the certificate of enrollment to schools or universities is acceptable as unemployment certificate for unemployed adult siblings).
7. In case there are some retired members in the student's family unit, the student must provide a certificate on the retirement, stating the retirement's amount for at least one month. Bank account movements, in which the payment of the salaries is specified, cannot be accepted as income related documents.

Students can also get their documents translated in Italy by an official translator, obtaining the legalization in an Italian Courthouse ("Tribunale") with the procedure called "Asseverazione".

Documents listed above must be submitted to a CAAF Office (Authorized Center for Fiscal Assistance) for the release of the "ISEE Parificato". We suggest contacting a CAAF Office and ask for an appointment as soon as possible. If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, students have to submit both of them to Unical.

**N.B. International students have to present on time their residence permit to Welcome Office (within 8 days from their entrance in Italy) in order to be compliant with administrative position.**

## STUDENTS COMING FROM PARTICULARLY POOR COUNTRIES

Students coming from particularly poor countries must submit a single certificate, issued by the Italian diplomatic mission in their home countries, attesting that the student does not belong to a family known for its high incomes and its high social level. Particularly poor countries are: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Chad, Comoros, Congo (Democratic Republic of), Korea (Democratic Republic of), Eritrea, Ethiopia, Gambia, Djibouti, Guinea, Guinea Bissau, Equatorial Guinea, Haiti, Kiribati, Laos (People's Democratic Republic of), Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Central African Republic, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Salomon (Islands), Syrian Arab Republic, Somalia, Sudan, South Sudan, Tanzania, East Timor, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia.

## STUDENTS WITH INTERNATIONAL PROTECTION AND STATELESS STUDENTS

Students with international protection must submit a residence permit with justification "political refugee (political asylum)", "subsidiary protection", "extraordinary cases", "extraordinary protection" or, if the residence permit is not expired yet, "humanitarian grounds".

Students who don't have a residence permit yet can submit a document, issued by the Police Headquarters ("Questura") or the competent Territorial Commission, attesting the status of international protection.

If the request for the international protection is rejected, the student must submit a copy of the complaint against the rejection and a copy of the provisional residence permit issued by the Court: if the complaint is accepted, the student must submit a copy of the new residence permit specifying the international protection.

Stateless students must submit a residence permit attesting their status, or a certified copy of the sentence attesting the stateless condition.

The economic condition of students with international protection and stateless students will be evaluated exclusively on the Italian incomes and assets and they must submit an ISEE Universitario. Further status will be taken into account during the assessment of the documentation.

## MERIT REQUIREMENTS

### FIRST YEARS

In order to receive the whole scholarship, students must achieve and register at least 20 credits within 10th August 2024.

If they don't achieve the merit requirement within 10th August 2024, they can receive half scholarship if they achieve and register at least 20 credits within 30th November 2024.

Otherwise, students must return the scholarship and an amount equal to the used accommodation and canteen service during the academic year.

### SUCCESSIVE YEARS

Successive years students, including further semester, must obtain and get registered the credits specified in the following tables within 10th August 2023.

REQUIRED CREDITS					
	a.y. 2023/2024				
	II	III	IV	V	VI
	Required credits by 10 <sup>th</sup> August 2023				
BACHELOR'S DEGREE	30	90	144*		
SINGLE CYCLE MASTER DEGREE (5 YEARS)	30	80	135	190	245*
MASTER'S DEGREE	30	90			

Following credits are not considered for the purpose of the benefits' application:

1. Credits from unfulfilled academic requirements.
2. Credits from exams passed but not registered.
3. Credits from single courses.
4. Credits from exams exceeding the study plan ("sovrannumerari").
5. Credits from the 24 CFU teacher professional training

Unlike first year students, successive year students do not need to meet any merit requirement during the 2023/2024 academic year in order to maintain the scholarship but they cannot withdraw their enrollment during the same a.y.

### BONUS

Bonus credits are automatically gathered by students during their University career and they can be used to achieve the merit requirement that is necessary to apply for benefits.

Bonus credits are gathered starting from the first year of enrolment in a bachelor's degree or in a single cycle master's degree in Italy as specified below:

- 5 bonus credits: to apply for the second year;
- 12 bonus credits: to apply for the third year;
- 15 bonus credits: to apply for years following the third.

The bonus CFU cannot be combined.

When a student uses all the bonus assigned, he/she cannot longer use them it in the following years. If students use some of their bonus credits, they cannot gather more bonus credits during the rest of the University career, but they may use the remaining bonus credits in the following years (also during the master's degree).

## SCHOLARSHIP

The scholarship includes an amount of money, free accommodation and canteen services, granted by competition to students meeting the merit and economic requirements.

The scholarship amount varies according to the following factors:

- "ISEE Universitario/Parificato"
- The type of student (resident, commuter, non-resident).

International students with family living abroad are considered non-resident.

	SCHOLARSHIP		
	Amount of money	Services	
		Accommodation	Canteen
Non-resident	YES	YES	Two meals a day
Commuter	YES	YES	One meal a day
Resident	YES	NO	One meal a day

	AMOUNT OF MONEY		
	ISEE Parificato from € 0,00 to € 13.153,12	ISEE Parificato from € 13.153,13 to € 17.537,50	ISEE Parificato from € 17.537,51 to € 26.306,25
Non-resident	€ 3.619,08	€ 2.620,61	from € 2.620,60 to € 1.310,30
Commuter	€ 3.565,45	€ 2.981,95	from € 2.981,94 to € 1.490,98
Resident	€ 3.085,19	€ 2.682,77	from € 2.682,76 to 1.341,39

## APPLICATION

International students must apply following the same procedures required to Italian students.

Application must be submitted online by following steps below:

- Step 1: access to CR Online Services and fill out the application form.

The screenshot shows the University of Calabria website. The main navigation bar includes 'Home', 'Services Available', 'Deadlines Questions', and 'Help Desk'. The 'STUDY AT THE UNIVERSITY CENTER' section features a 'Notizie' link and a 'SCHOLARSHIPS AND SERVICES COMPETITION' announcement. The announcement text states: 'For the activation/deadline of applications for scholarships and services for the 2023/2024 academic year, for all categories of students, see Application Deadlines. Before completing the application, read the announcement of the competition. First year students must be regularly enrolled and in possession of the matriculation number. It is necessary to have requested the ISEE 2023 certification by the competition deadline. The ISEE 2023 must include the wording "applies to subsidized services for the right to university study in favor of - student tax code".' To the right, the 'AUTHENTICAZIONE' section offers login options: 'ESSE3 account' (selected), 'CR Account', and 'Intranet'. The 'ESSE3 account' option includes fields for 'Serial number/Code Tax' and 'Password', with a 'GOES INTO' button below.

- Step 2: Click on "Online Questions" and then on "Scholarship"

The screenshot shows the 'Online Questions' menu on the University of Calabria website. The 'Online Questions' link in the navigation bar is circled in red. The menu is divided into three columns: 'COMPETITIVE BENEFITS/SERVICES', 'SERVICES', and 'OTHER QUESTIONS'. Under 'COMPETITIVE BENEFITS/SERVICES', the 'Scholarship' link is highlighted with a red arrow. Other links in this column include 'Graduation Award', 'International Mobility Contribution', 'Paid accommodation', and 'Application for Review of Provisional Rankings'. The 'SERVICES' column includes 'Cafeteria service', 'Communication Absence of Accommodation', 'Request for intervention due to a fault in the accommodation', 'Request Transfer/Exchange Accommodation', 'Request for Extension of Use of Accommodation', 'Day Reservation for Check-Out', and 'Communication Return to accommodation'. The 'OTHER QUESTIONS' column includes 'Lease Expense Contribution Request' and 'IBAN communication'. Below the menu is a 'Documents Upload' section with a table:

Type	State	Expiration	Download	Upload
Identity document	To load			Upload

- Step 3: Check your personal data and click to Continue

### Career data

**Career data**

freshman:  I declare that I am enrolled/want to enroll for the 2023/2024 academic year

To the Department:  Course Type:  Degree course:

Site:

- to have enrolled in this course of study in the AY:

- to have obtained from the Student Secretariat the Academic Suspension for years:

Therefore, I request the benefits for the FIRST YEAR of my career.

←

- Step 4: Select the services you need and click on Continue

### Choice Benefits/Services

As an off-site student:

**I request**

Scholarship, Accommodation and Canteen  
 Scholarship and Canteen

**Accommodation**

Order the Districts and the Room Type according to your preferences for possible assignment.  
(Once a neighborhood or room type is selected, use the arrows to move the selection to the desired preference position)

Neighborhoods	Room type
1 - CHIODO 1 - RENDE ↑.↓	Single ↑.↓
2 - MAISONNETTES - RENDE	Double
3 - MARTENSSON A - RENDE	
4 - MARTENSSON B - RENDE	
5 - MOLICELLE - RENDE	
6 - NERVOSO - RENDE	
7 - MONACI - RENDE	
8 - SAN GENNARO - RENDE	
9 - CHIODO 2 - RENDE	
10 - MIRA RESIDENCE - RENDE	

I ask to be summoned for the pre-assignment of the accommodation place.

Note: Pre-assignment, up to the number of available accommodation places, will only be possible if the ISEEU is not higher than 5,000 Euros.

←



- Step 5: Select your family type and employment status and click on Continue

### ISEE-DSU data and family unit type

With regard to the ISEE-2023 Certification for the services of the Right to University Study, I declare:

that you have already requested the ISEE Certification.

With regard to the type of family unit, I declare:

To be part of the family of origin.

That I am a student Married/Legally Separated/Divorced

To be an independent student as I have possessed, for at least 2 years from the date of submission of the application, both of the following requirements:

- 1) Residence outside the housing unit of the family of origin in accommodation not owned by one of its members.
- 2) Income from employment or similar, declared for tax purposes, not less than Euro 9,000.00 with reference to a person's family nucleus.

I belong to another typology and I undertake to present the relative documentation to the Scholarship Office of the Residential Center within 30 days from the date of publication of the final ranking.

To be a PhD student.

### Other data

With respect to Employment Status, I certify that I am:

Idle

Unemployed

Busy

- Step 6: transmit the application online.

### Concluding Statement and Information on the Protection of Personal Data

**I declare:**

- to be aware of and fully accept the rules contained in the announcement of the competition;
- that I have never enrolled, in the past, in a course of study of the national university system, except in the case referred to in article 3 of the notice;
- to be aware that, pursuant to article 3 of the call for applications, if I do not achieve at least 20 credits by 30 November 2024, my eligibility for the scholarship will be revoked and, therefore, I will have to return any cash amount received, pay for the services used and pay the university fees and contributions envisaged for enrollment;
- to be aware that in order to regularize the scholarship application it is necessary to communicate the details of a valid identity document (identity card, driving licence, passport) on the CR Services Portal.
- not to benefit, for the same academic year for which I am requesting benefits, from another scholarship provided by other public or private bodies;
- that the ISEE-2023 certification relating to my family nucleus has been expressly requested for the subsidized services of the right to university study in favor of the undersigned;
- to be aware that failure to apply for the ISEE-2023 certification for the subsidized services of the right to university study, by the deadline date, is cause for exclusion from the competition;
- to be aware that the Residential Center will only send to my e-mail box communications concerning the results, invitations and fulfillments relating to the competition;
- to be aware of the administrative and penal sanctions relating to false declarations, false documents and the use of false documents;
- to be aware that, with reference to the application submitted online, the University will carry out formal checks and checks on the data declared and that, pursuant to article 10 of Legislative Decree n.68/2012, will send the data declared to the Guardia di Finanza for substantial checks.

**Information on the protection of personal data pursuant to art. 13 of Regulation (EU) 679/2016, General Data Protection Regulation (RGPD).**

With regard to the processing of personal data, the rights provided for by articles are guaranteed to the interested parties. 15 et seq. of Regulation (EU) 2016/679 (RGPD). In this regard, please refer to the [information pursuant to art. 13 GDPR](#).

The data controller is the University of Calabria, with headquarters in via Pietro Bucci, 87036 Rende (CS); email:rettore@unical.it.  
The contact person for data protection of the Residential Center is Dr. Giancarla MASÉ Director of the Residential Center, email:direzione.cr@unical.it.  
The Data Protection Officer is Atty. Sergio Nigier, email: rpd@unical.it.

By confirming the sending of the application, I assume responsibility for the correctness of the data entered and express my explicit consent to the processing of my data.  
Furthermore, I acknowledge that the data of any previously entered questions will be overwritten with the data of this question.

After pressing 'Confirm', wait for the response of successful registration.

Students must submit the ISEE Parificato and the passport number and its copy by the online procedure that they find inside the application and within the deadlines specified in the next chapter.

## DEADLINES

The online application must be transmitted within the noon of the following deadline (Italian time).

First Year - Bachelor's Degree and 5 Years Single Cycle (early admission – TOLC)	29/07/2023
First Year - Bachelor's Degree and 5 Years Single Cycle (standard admission)	15/09/2023
Successive Years	25/08/2023
First Year – Master Degree	29/09/2023
First Year – PhD Course	27/02/2024

After deadlines, the procedure is automatically deactivated and the countdown is set at zero, even if the reason for the delay is independent from the applicants' will (e.g. internet connection/computer problems).

## RANKING LISTS

After the application submission students can learn about your own status by checking ranking lists on their personal pages of CR Online Services.

## ACCOMODATION

After the publication of the accommodation's definitive ranking list, winner students must accept it online or declare their interest. The procedure is available on the student's personal page of CR Online Services.

## CANTEEN SERVICE

University canteens pay special attention to the quality and variety of menu and they are open to all the students.

Canteen service is available from the 1<sup>st</sup> of September 2023 by using the app mobile Unical Life (<https://www.unical.it/servizi-ict/servizi-digitali-studenti/unicallife/>).

Tariffs vary according to the student's economic condition.

The scholarship application includes the restaurant service automatically. On the contrary, students who don't apply to scholarship have to request canteen service on the CR web site (<https://socr.unical.it>).

More information are available on CR web site in the section "Food service".

## PAYMENTS

The scholarship is paid via bank transfer on an Italian bank account or prepaid card in the student's name. The IBAN code associated to the bank account or the prepaid card must be communicated with the online procedure available on the personal page in Esse3 Unical website.

For the first year students, scholarship payment depends on the achievement of 20 CFU at least (merit requirement) within the 30/11/2024.

The payment will be arranged as follows.

<b>20 CFU achieved within</b>	<b>Amount of money (scholarship)</b>	<b>Payment within</b>
28/02/2024	Whole amount	31/03/2024
30/06/2024	Whole amount	31/07/2024
10/08/2024	Whole amount	30/09/2024
30/11/2024	Half amount	31/12/2024

For the successive years students the payment will be done in two instalments. The former will be done within the 31/12/2023, the latter within the 30/06/2024.

### **Information and contacts**

Unical Website: [www.unical.it/cr](http://www.unical.it/cr)

CR website: <https://soscr.unical.it>

Helpdesk: [dirittoallostudio@unical.it](mailto:dirittoallostudio@unical.it) – [alloggi@unical.it](mailto:alloggi@unical.it)

Online desk (via Microsoft Teams), [unical.it/front](http://unical.it/front) office, Friday from 10:00 to 12:00.

Front Office at Building Centro Residenziale – Services to students – first floor – Area Diritto allo Studio: from Monday to Friday from 10:00 to 12:00.

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