

Annex1

NOTICE SOLIDARITY FUND 2024

Art. 1 – Subject and scope

1. The fund is made available to University of Siena students coping with difficult personal or family circumstances, even if temporary, or with an immediate and substantial change to their personal and/or family finances.
2. Support consists in the total or partial exemption from payment of university fees and dues or of any late payment fees, except for the regional DSU tax and the virtual stamp duty required by the laws in force. Fees and/or dues already paid **cannot be refunded** under any circumstances.
3. Total or partial exemption refers to the payment of fees for academic year 2023-2024 and any outstanding fees up to and including academic year 2018-2019.

Art. 2 – Recipients

1. University of Siena students enrolled in first cycle, long single cycle or second cycle degree courses may apply.
2. The amount of the fees for which one may apply for the exemption is the one present on your reserved area of the Segreteria on-line platform at the expiry date of the notice. Therefore, the Applicant is personally liable to verify that such amount is related solely to what has not yet been paid.
3. Cases in which one may submit an application include, **but are not limited to**, the following:
 - a. illness, personal or that of a parent or a member of the family unit;
 - b. serious accident or surgery, personal or to a parent or a member of the family unit;
 - c. death of a member of the family unit or of a non-cohabiting sibling;
 - d. redundancy/unemployment/temporary redundancy of a parent or another member of the family unit;
 - e. difficult economic situation of the family (due to divorce, separation, ecc)
 - f. loss of the home of residence due to a judiciary proceeding for the forced recovery of credit;
 - g. area of residence affected by seismic events and/or natural disasters, provided that the resident home has been declared unfit for occupancy;
 - h. 50% - 65% disability, as established by article 21, paragraph 2 of the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena - academic year 2022/2023.

Art. 3 – Application procedure and deadlines

1. Applications may be submitted from **12 noon on 27 February 2024 until 12 noon on 21 March 2024** by accessing the dedicated area of the *Segreteria on-line* platform (<https://segreteriaonline.unisi.it>) (*access the menu item: Incentivi, premi, borse e sottoscrizioni - Incentives, Awards, Scholarships and Subscriptions*); applications sent by other means shall be rejected
2. The following files must be attached to the application:
 - a) **the Application form (Annex A), duly completed and signed (scanned copy or image file)**
 - b) **letter to the Committee (Annex B) and the documentation attesting to the grave personal,**



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family or financial difficulties (letter and documentation must be submitted as a single file). The letter must therefore make explicit reference to the attached documents, providing concise but exhaustive information, including timeframes.

3. To confirm application submission, you must **“print out the final receipt” (confirming submission of your application)** WITHOUT THIS PRINTOUT CANDIDATES ARE EXCLUDED FROM THE COMPETITION; do not send or deliver the receipt to the *Ufficio borse e incentivi allo studio*.
4. Should the final printout be incomplete (for technical reasons due to the information system), the **date of the email receipt the candidate receives automatically** once the submission procedure is completed shall serve as proof of delivery.

Art. 4 – Committee and assessment of applications

1. Applications will be assessed by a special Committee appointed by Rector and chaired by the Rector's delegate to student's service.
2. The Committee chair may require the presence of the Rector's delegate to inclusion policies and equity. University should students under art. 2 par. 3 letter i submit an application.
3. The fund is for extraordinary, non-recurring circumstances: the Committee may therefore decide to not grant the fund if the student already received it previously.
4. The Committee may decide to not grant the fund if the student received other benefits from the University, other public or private bodies during the same academic year.
5. The Committee may decide to not grant the fund if the student already holds a university degree of the same level.
6. The Committee shall also take into account grades and the actual need for assistance in relation to the possibility of completing studies.
7. The Committee takes into account any disabilities recognised during the course of the academic year, even if the percentage is lower than that specified in article 21, paragraph 2 of the Regulations for the determination and payment of fees and dues for enrolment in courses at the University of Siena - academic year 2022/2023.
8. The Committee may request any other element of use in the evaluation process.

Art. 5 – processing and protection of personal data

1. The University of Siena processes personal data exclusively for institutional purposes, in compliance with the principles set out in Article 5 of EU Regulation 679/2016 on the protection of personal data (GDPR), the Regulation just referred to, and applicable privacy and data protection regulation.
2. The Data Controller is the University of Siena, legally represented by the Rector (e-mail: rettore@unisi.it; PEC: rettore@pec.unisipec.it). According to the Regulations of the University of Siena on the processing of personal data (R.D. no. Rep. 56/2022 prot. no. 14879 of 13/01/2022), the Data processor is the head of the Divisione orientamento, sostegno allo studio e career servic (email: fondo.solidarieta@unisi.it);
3. Data provision is mandatory for the purpose of awarding the scholarship. Refusal to do so would make it impossible to award the exemption.
4. As the "Data Subject", the person submitting an application may exercise in respect of the University of Siena all the rights provided for in article 15 et seq. of EU Regulation 2016/679 by addressing the Data Processor or the Data Controller. You also have the right to lodge a complaint with the Supervisory Authority pursuant to Article 77 of the EU Regulation. In Italy, the function of supervisory authority is exercised by the Data Protection Authority (<https://www.garanteprivacy.it>);
5. The privacy policy may be viewed at: www.unisi.it/ateneo/adempimenti/privacy



Art. 6 – Final provisions

1. The procedure manager is the head of the *Ufficio borse, incentivi allo studio e tutorato* - Financial support Office (anna.majuri@unisi.it).
2. The notice may be viewed on the University on-line register at: <https://www.unisi.it/borse>.
3. For further information contact the *Ufficio borse, incentivi allo studio e tutorato* at this email address: fondo.solidarieta@unisi.it

ANNEX

- 1) Application form (Annex A)
- 2) Letter to the Committee (Annex B)