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COLEGE
GLO Fondazione
Collegio
Universitario
Einaudi



For students enrolled in PhD courses
and second level Master's courses, advanced
courses and specialization schools

POST-LAUREA
A. A. 2024/25



SUMMARY

CH. 1 - PARTICIPATION	3
1.1 SUBJECT AND RECIPIENTS	3
1.2 METHODS AND REQUIREMENTS FOR PARTICIPATION	5
CH. 2 - ASSIGNMENT OF STUDY PLACES	5
2.1 ACCEPTANCE OF THE STUDY PLACE AND RELATED DOCUMENTATION	6
2.2 STUDENT WITH SPECIAL NEEDS	7
2.3 FEE AND CONTRIBUTION TO BE PAID BY THE STUDENT	7
2.3.1 Penalties for late payments	8
2.4 HOUSING AGREEMENT	9
2.5 PERSONAL TRAINING PROGRAM AND COLLEGE DIPLOMA	9
2.6 DEFINITIVE LEAVES BY THE END OF THE ACADEMIC YEAR	9
2.6.1 Early withdrawal	9
2.6.2 Partial reimbursement of the contribution paid by the student	10
2.6.2 Return of the security deposit	11
2.7 MOBILITY AND ABSENCES FROM COLLEGIO	12
2.7.1 Participation to mobility programs/internships	12
2.7.2 Storage during the temporary suspension of the accommodation	12
2.7.3 Students returning from mobility programs/traineeship	13
2.7.4 Prolonged absences	14
CH. 3 - CONFIRMATION OF THE STUDY PLACE	15
CH. 4 - STATEMENT	15
CH. 5 - VERIFICATION OF THE TRUTHFULNESS OF THE DECLARATIONS	15



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

CH. 1 - PARTICIPATION

1.1 SUBJECT AND RECIPIENTS

The «**Collegio Universitario di Torino Renato Einaudi**» Foundation, pursuant to art. 14 ff. cc already registered in the Register of Legal Persons at the Prefecture of Turin, a non-commercial and non-profit organization, as well as manager of accredited merit-based University Colleges pursuant to DD.MM. MUR n. 672 and 673/2016,

makes available for the academic year 2024/25 no less than:

study places	Students
7	For students enrolled in the academic year 2024/25 to PhD courses at the University of Turin and the Polytechnic of Turin.
7	For students enrolled in the academic year 2024/25, to 2nd level master courses, advanced courses and specialization schools at the University of Turin, the Polytechnic of Turin, the European Institute of Design (IED), the Institute of Applied Art and Design (IAAD) and other higher education institutions, public or private, present in the student registry of the MUR and based in Turin. The advanced courses must have a duration of not less than one year.
6	For students who already hold a study place in Collegio for the academic year 2023/24 as Master's Degree or single cycle students enrolling for the academic year 2024/25 to PhD courses, 2nd level masters, postgraduate courses and specialization schools at the University of Turin, the Turin Polytechnic, the European Institute of Design, the Institute of Art Applied and Design and other higher education institutions based in Turin, public or private, present in the student registry of the MUR.

In the case of enrolment to a university bachelor's degree/PhD/Master's Degrees/Schools of Specialization that involves also universities/institutions other than those in Turin, students can apply for admission provided that:

- the student must attend lessons in one of the Turin universities/institutions for at least one semester;
- during the semester(s) spent in universities/institutions other than those in Turin, students must leave their accommodation and follow the dispositions detailed in ch. 2.7 – Mobility and absences from Collegio.

The study places mentioned above are available for the following maximum period of stay: **09 September 2024- 31 July 2025 inclusive**, excluding the Winter holidays, during which the Collegio will close on December 21, 2024 and reopen on January 7, 2025.

The assignment will take place in a single room in one of the Residence Halls.



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

The services offered that characterize the experience at the Collegio are the following:



Residential services: accommodation and services offered in the various Residence Halls of Collegio de-scribed in the [Guide to Services](#) , which will be updated on Collegio website by 30 June 2024.



Personalized training: training courses in a multidisciplinary field aimed at consolidating transversal skills useful to accompany the course of study and effectively prepare for entry into the world of work.



Counseling, coaching and tutoring courses aimed at accompanying and supporting the student / her / him along the course of study.



Sports activities organized by [CUS Torino](#) in partnership with the Collegio Universitario Renato Einaudi.



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

1.2 METHODS AND REQUIREMENTS FOR PARTICIPATION

The study places will be assigned to students enrolled in the academic year 2024/25 to PhD courses, 2nd level masters, postgraduate courses, specialization schools at the University of Turin, the Polytechnic of Turin, the European Institute of Design, the Institute of Art Applied and Design and other higher education institutions based in Turin, public or private, present in the student registry of the MUR.

The application for admission must be submitted through Collegio Student Portal



between 1 July 2024 and 31 January 2025

To proceed with the completion of the admission application, it is necessary to register on the Student Portal where the uploading of a valid identification document will be requested.

A **self-certification, pursuant to Presidential Decree 445/2000, of admission or enrollment to the specific course of study in the 'a.y. 2024/25** must be **uploaded** in the UPLOAD DOCUMENTS POL area of the Student Portal.

Incomplete applications for the required documents will not be taken into consideration.

CH. 2 - ASSIGNMENT OF STUDY PLACES

Considering the distinctive merit criteria underlying the selection processes initiated by higher education institutions for the admission of candidates to post-graduate study courses, the assignment of study places will take place in the order in which the applications are received and will be notified to the / a student / it via ticket on the Student Portal.

The results of the applications received on the dates indicated below will be published in the RANKING RESULTS area of the Student Portal:

	Date of publication of the rankings compatibly with the places available
1° assignment	04/9/2024
2° assignment	09/9/2024
Further Assignments	Collegio will proceed with further assignments in subsequent months depending on the availability of rooms.



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

Collegio will proceed with further assignments in subsequent months depending on the availability of rooms.

Collegio reserves the right to increase the number of places for students enrolled in PhD courses to be assigned proportionately among the doctoral students enrolled at the University and the Polytechnic of Turin, in the case of study places intended for enrolled in specialization courses that cannot be assigned due to lack of candidates.

Conversely, Collegio reserves the right to increase the number of places for students enrolled in 2nd level master courses, advanced courses, specialization schools and advanced training courses, in the case of study places for students enrolled in courses. of doctorates not assignable due to lack of candidates.

2.1 ACCEPTANCE OF THE STUDY PLACE AND RELATED DOCUMENTATION

To report the assignment of a study place, Collegio will send the winners a notification of the assignment of the study place via a ticket on the Student Portal and email communication. The ticket will indicate all the modalities for accepting the place and paying the contribution, to be made strictly within the indicated deadline (approximately five calendar days).

In order to accept the assigned study place, the winners must:

- pay the 1st instalment and the security deposit according to the deadlines indicated in chap. 2.3 - FEE AND CONTRIBUTION TO BE PAID BY THE STUDENT and detailed in the notification of study place assignment;
- sign the housing agreement received via a ticket on the Student Portal and email communication and upload it to the OTHER DOCUMENTS area of the Student Portal.

Failure to comply within the established deadline with the indications provided in the notification of assignment will mean tacit renunciation of the study place.

The first entry into Collegio (check-in) must be made within 60 calendar days from the date of the start of the stay stipulated in the hospitality contract. Failure to show up by this deadline will be considered a renunciation of the study place (without the possibility of obtaining a refund of the security deposit and instalment already paid).

Assignment to the specific Section will be made in accordance with the order of preference expressed in the application for admission, taking into account the study places available in each Section and the progressive assignment in descending order of merit.

It will not be possible to request a transfer to another Section after assignment and during the course of the academic year; such a transfer may be requested as part of the participation in the Call for Confirmation for the following academic year.

Collegio reserves the right to change during the course of the academic year, for objective reasons and even after the hospitality contract has been signed, the Section and/or room initially assigned.

The student assignee of the study place must also upload in the OTHER DOCUMENTS area of the Student Portal:

- within 30 days from the assignment of the study place, suitable documentation (ASLTO1 confirmation e-mail or electronic scan of the health card) regarding the acceptance of the request for choice of a general practitioner in Turin¹;
- by November 15, 2024, a certificate or self-certification, - in accordance with D.P.R. 445/2000, duly signed and scanned electronically, certifying regular enrollment for the academic year 2024/25.

Collegio may request, at its discretion and at any time, the presentation of the relative original paper documents.

¹ It should be noted that, as established by art. 18 of the Regulations for study place holders (available on the Collegio website), the choice of a general practitioner in Turin is mandatory for students who obtain the assignment of study place in the College for at least 6 months, regardless of location. of the Municipality of residence.



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

2.2 STUDENT WITH SPECIAL NEEDS

In compliance with the rules relating to safety, participation in this admission procedure by students with disabilities must be accompanied by appropriate health documentation to be provided through the Student Portal.

Collegio reserves the right to verify - also through a medical examination performed by its consultant - the condition of functional self-sufficiency with respect to the structure of the rooms and the use of the common areas. There is no possibility of hosting any accompanying persons. At the end of the application period, candidates with disabilities will be contacted for an interview.

2.3 FEE AND CONTRIBUTION TO BE PAID BY THE STUDENT

The amount of the annual fee for the academic year 2024/25 is set at € 7.800,00: of this, the contribution to be paid by the student will be:

- A) fixed and equal to that of the III contribution band of the BAM and BAC calls for applications a.y. 2024/25 for students NOT beneficiaries of any kind of scholarship; the remainder shall be borne by the College;
- B) fixed and equal to that of the IV contribution band of the BAM and BAC calls for applications a.y. 2024/25 for students who are beneficiaries of any kind of scholarship (whether provided by public, private or both); the remaining part is borne by Collegio.

The table below shows the fees charged to students on the tuition set by Collegio for A.Y. 2024/25:

FEE	BAND	COLLEGIO CONTRIBUTION	STUDENT CONTRIBUTION
€ 7.800,00	3 band	€ 4.467,00	€ 3.333,00
€ 7.800,00	4 band	€ 3.862,00	€ 3.938,00

The student's contribution will be divided into installments to be paid as follows:

1st Installment

BAND	AMOUNT	DEADLINE
3 band	€ 1.212,00	Indicated in the notification of study place assignment
4 band	€ 1.432,00	Indicated in the notification of study place assignment



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

2nd Installment

BAND	AMOUNT	DEADLINE
3 band	€ 1.212,00	18/12/2024
4 band	€ 1.432,00	18/12/2024

3rd Installment

BAND	AMOUNT	DEADLINE
3 band	€ 909,00	5/4/2025
4 band	€ 1.074,00	5/4/2025

Upon payment of the 1st installment, a security deposit in the amount of €200.00 is required, independent-ly of the contribution bracket. This deposit will be returned upon fulfillment of the conditions detailed in Section 2.6.3 and in the hosting contract.

Payment will be made through the PagoPA system. Any other methods of payment will be promptly communicated by the Admissions and Confirmation Office to interested students.

In the case of assignments during the academic year, the contribution to be paid by students will be recalculated based on the start and end dates of stay stated in the hospitality contract and according to the conditions detailed below:

- for assignments between day 1 and day 15 of the month, a fee equal to the full month will be charged;
- for assignments after day 15 of the month, a cost equal to half a month will be charged.

2.3.1 Penalties for late payments

In case of late payment of the 2nd and 3rd installments (or part of them) the following penalties will be applied:

Delay ≤ 10 days ²	25 €	Delay > 10 days ²	50 €
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The methods of payment of the penalty will be indicated at the time of the request. In case of non-payment of the penalty, Collegio will claim against the student's security deposit. The sums collected as a penalty during the academic year 2024/25 will be allocated to the institutional activities of the Foundation in year 2025.



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

2.4 HOUSING AGREEMENT

Relationship between the Collegio Universitario di Torino Renato Einaudi and each newly admitted student is regulated by a housing agreement of a hotel nature, pursuant to Art. 13 co. 5 of Legislative Decree 68/2012. It is not a rental contract of a residential property therefore it is not allowed and it is strictly forbidden to apply for a change of registry residence at one of the sections of the College where one is hosted. The contract will be valid until the end of the academic year at the latest.

2.5 PERSONAL TRAINING PROGRAM AND COLLEGE DIPLOMA

Each student of Collegio is required to sign a Personal Training Program (PFP), to be carried out during the academic year of stay in Collegio, as per Ministerial Decree 673 of 08/09/2016, art. 4, 1.V. The choice of PFP activities will be made from September 2024 in accordance with the timetable and procedures that will be detailed by email and ticket on the Student Portal for study place winners. The PFP aims to offer integrative, transversal and interdisciplinary training, aimed at training aware adults, with particular attention to the common good.

Each student is asked to choose his / her training program within the Annual Training Plan (PFA) prepared by Collegio and through the support of his / her Community Manager/Training Design Expert. Any training activities designed in response to the needs of specific categories of students (such as PhDs by way of example), may be proposed by default in the student's training plan. For more information, please consult the PFP Platform.

As per the aforementioned DM, the minimum training hours provided for each student are as follows: at least 25 hours per academic year for the following years. At the end of the period of stay in Collegio, each student obtains Collegio Diploma, certifying the training activities carried out. For more information on the PFP, [click here](#).

2.6 DEFINITIVE LEAVES BY THE END OF THE ACADEMIC YEAR

2.6.1 Early withdrawal

Following admission and the consequent stipulation of the housing agreement, the student can in any case renounce the place of study and leave Collegio definitively before the end of the academic year. This withdrawal must be communicated by filling in, within the deadlines detailed in chap. 2.6.2, the specific final exit form and indicating your IBAN in the dedicated area present in the Student Portal.

Therefore, any communications sent by email or other means will not be taken into consideration.



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

2.6.2 Partial reimbursement of the contribution paid by the student

In the event of early withdrawal from the housing agreement, the refunds provided for in the table below will apply:

Rata 1

Exit window	Leaving Collegio within	Deadline for filling in the form	Reimbursement of part of the installment	
			Ref 3 band	Ref 4 band
September	30/09/2024	20/09/2024	909,00 €	1.074,00
October	30/10/2024	10/10/2024	606,00 €	716,00 €
December	Christmas closing	1/12/2024	No refund will be applied as the 1st instalment is valid until the date of leaving	

2nd installment

Exit window	Leaving Collegio within	Deadline for filling in the form	Reimbursement of part of the installment	
			Ref 3 band	Ref 4 band
January	31/01/2025	20/01/2025	909,00 €	1.074,00
February	28/02/2025	15/02/2025	606,00 €	716,00 €
April	05/04/2025	20/03/2025	No refund will be applied as the 2st instalment is valid until the date of leaving	



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

3rd installment

Exit window	Leaving Collegio within	Reimbursement of part of the installment
May -July	After 05/04/2025	No refund will be applied for early termination after 30/04/2025

For students who are successful in this admission procedure who, after signing the relative housing agreement, decide to renounce their study place before entering Collegio in September, **the refunds provided for leaving by September will be applied on 30/09/2024.**

Refunds provided in the above table will NOT be disbursed if the student has:

- opted for early withdrawal from the hospitality contract and has not successfully completed the minimal hours of training (MFP) stipulated in the relevant specification according to the period of stay;
- opted for early withdrawal from the hospitality contract and has not uploaded in the UPLOAD DOCUMENTS UD area of the Student Portal the "PFP Student Booklet" signed by the student.

If ordinary and / or extraordinary maintenance works are carried out, the assignee student will have no right to obtain the refund of the contribution, whether partial or total, or any reimbursement and / or compensation for damage. If the return of part of the installment paid should be made by foreign bank transfer, any additional costs will be borne by the student.

2.6.2 Return of the security deposit

Deposit return (and possibly part of the contribution paid) will take place within two months after the exit window and only on condition that:

- a) final exit form on the Student Portal has been completed, within the deadlines detailed in Section 2.6.2.
- b) that a signed scanned copy of one's Student Booklet has been uploaded to the Student Portal at the same time as the room check-out;
- c) that the IBAN area within the Student Portal has been filled out correctly.

The College will proceed to withhold the security deposit in the cases stipulated in the hospitality contract and if the student:

- has not successfully completed the minimum hours of training (MFP) required by the relevant discipline-king;
- has not uploaded in the UPLOAD DOCUMENTS UD area of the Student Portal the signed "PFP Student Booklet";
- failed to meet the terms and deadlines of this admission process;
- has not communicated within the deadlines and in the manner indicated in Section 2.7 the temporary departure from the College and the related suspension of the study place;
- has not reported by the deadline and in the manner indicated in Section 2.6.2 the permanent exit from the College and completed their bank details.

In the event that damage to the furniture and/or room is recorded at check-out, it will be quantified and the amount will be deducted from the security deposit.



2.7 MOBILITY AND ABSENCES FROM COLLEGIO

2.7.1 Participation to mobility programs/internships

Students who will be engaged in mobility programs/internships for the AY 2024/25, lasting more than 2 months, are required to request the suspension of the accommodation benefit for the mobility period exclusively through a specific form on the Student Portal by the following deadlines:

- By July 31, 2024 for departures in the first semester of the academic year;
- By November 25, 2024 for departures in the second semester of the academic year.

These students must also upload, in the UPLOAD DOCUMENTS area of the Student Portal, appropriate documentation confirming their participation in the mobility program (documentation issued by the Home University confirming the period of international mobility during the academic year 2024/25 and, if the period of mobility is not indicated, a self-declaration, pursuant to DPR 445/2000, containing all the information on the project). Any communication sent by email or other means will not be considered.

All the students who, throughout the AY 2024/25, will participate in mobility projects and/or internships lasting more than 2 months and which disallow the regular stay in Collegio, will be obliged to proceed as mentioned above and to leave the room assigned to them within the scheduled deadlines summarized in the table in chap. 2.6.2 During this period, Collegio will not request the payment of the contribution charged to the student and will proceed, where appropriate, to refund part of the instalment paid according to the table in. chap. 2.6.2.

2.7.2 Storage during the temporary suspension of the accommodation

Students who will be engaged in mobility programs/internships for the AY 2024/25 and who will get the temporary suspension of the accommodation availability, will be able to use a dedicated storage (namely 'Erasmus') at the residence Crocetta to leave, during the mobility period, their non-valuable personal belongings in closed boxes with their names on them. The transfer of packages from the student's residence to the 'Erasmus' storage must be done by the students and an appointment must be arranged with Crocetta Residence Hall. Further information can be found at the following [link](#).



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

2.7.3 Students returning from mobility programs/traineeship

Students who have had accommodation availability suspended for mobility programs/traineeship and willing to return to the Collegio in the AY 2024/2025, will be able to apply for the Call of confirmation for the AY 2024/2025. Students involved in mobility programs abroad, whose study period is due to finish before the end of the academic year, willing to return to the Collegio, will be able to apply for a room within two different periods (henceforth brackets) of reentry described below.

A ranking list of the re-entry applications received will be established, according to the following criteria:

1. Number of years spent at Collegio Einaudi².
2. In the event of a tie, by the number of University years.
3. In the event of further tie, by the lower ISEE value.
4. In the event of further tie, by the drawing of lots.

Students returning from mobility programs will be given a room in the same residence hall they were assigned to before the temporary suspension, subject to the availability of the residence hall itself. Should no place be available in that residence hall, students will be assigned to one of the remaining residence halls.

Re-entry from mobility period will be run in the following ways:

1st BRACKET

Students involved in mobility programs abroad, whose study period is due to finish by March 1, 2025, will be able to apply for a room during this bracket.

How to apply:

by November 30, 2024

Those students who have obtained a temporary suspension have to fill in the application form (available on the Student Portal) to request to return to the Collegio within this bracket and to confirm or possibly to update the date when the mobility project abroad ends, which may be at most March 1, 2025.

Ranking and room award:

Collegio will establish a ranking of the re-entry applications received by the deadline according to the criteria described above; with regard to this ranking, Collegio will therefore assign the rooms, if available, to the returning students within Christmas holidays, as soon as possible once all the renouncement and leaving procedure have been elaborated.

Around 75% of the rooms left before Christmas holidays will be reserved to students returning from mobility programs, except for rooms reserved to particular agreements for the second semester.

Students obtaining a room within the 1st bracket will have to pay the whole 2nd installment, no matter what the date of their re-entry is (at most March 1, 2025).

Those students who will not be able to return to Collegio during the 1st bracket due to unavailability of rooms, will be listed in the ranking for the 2nd bracket, without priority right.

¹ It should be noted that, as established by art. 18 of the Regulations for study place holders (available on the Collegio website), the choice of a general practitioner in Turin is mandatory for students who obtain the assignment of study place in the College for at least 6 months, regardless of location. of the Municipality of residence.



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

2nd BRACKET

Students involved in mobility programs abroad, whose study period is due to finish by May 29, 2025, will be able to apply for a room during this bracket

How to apply:

by February 15, 2025

Those students who have obtained a temporary suspension have to fill in the application form (available on the Student Portal) to ask for re-entry in Collegio within this bracket, by confirming or updating the end date of the study period abroad.

Ranking and room award:

Should the number of applications be higher than the available rooms, Collegio Einaudi will establish a ranking of the reentry applications received by the deadline according to the criteria described above, including those students within the 1st bracket who have not been able to return to Collegio Einaudi due to unavailability of rooms; according to this ranking, Collegio Einaudi will therefore assign the rooms, if available, to the students within the payment of the 3rd instalment's deadline, as soon as possible once all the renouncement and leaving procedure have been elaborated.

Around 75% of the rooms left after the payment of the 3rd instalment will be reserved to students returning from mobility programs.

Students obtaining a room within the 2nd bracket will have to pay 4 monthly installments (April to June), no matter what their date of re-entry is (which, by the way, is at most May 29, 2025).

Collegio Einaudi will not provide students whose study period abroad ends after May 29, 2025 willing to return to Collegio Einaudi in June and July 2024: Collegio has not provided a specific bracket for these cases because it is not possible to estimate if some accommodations will be freed after the payment of the 3rd instalment; however, should some rooms be available, Collegio Einaudi will accept further applications of re-entry for the months of June and July: a ranking will be established in the order of their receipt only if the ranking of the 2nd bracket is empty and if there are free accommodations.

2.7.4 Prolonged absences

Students who - during a.y. 2024/25 - will be absent from Collegio for a period longer than two months for reasons other than international or national mobility programs/traineeships, regulated by chapt 2.7 of Admission/Confirmation call, will have to notify it on the Student Portal via ticket, specifying the period of absence and the reason why. In these cases, students may receive the same treatment as those students in mobility programs.



Admission 24/25 | Post-Graduation

For students enrolled in PhD courses and second level Master's courses, advanced courses and specialization schools

CH. 3 - CONFIRMATION OF THE STUDY PLACE

Students who have won a study place with reference to this admission process, if interested, may request confirmation of the study place for the following academic year, provided that they comply with the specific requirements set out in the relevant future Confirmation Call.

The hospitality service can be extended until the month of July of the academic year in which the degree was awarded at the latest.

CH. 4 - STATEMENT

By signing the application for admission, the candidate, throughout his / her stay in Collegio, declares to know:

- the provisions contained in the MIUR ministerial decrees 8 September 2016, nos. 672 and 673;
- the provisions contained in the Admission and Confirmation documents for the academic year 2024/2025;

and to accept the obligations arising from these provisions in relation to the position of student of Collegio of Merit.

Furthermore, he declares, under his sole responsibility:

- to be aware of the criminal and civil sanctions, in the case of false declarations, formation or use of false documents, referred to in art. 76 of Presidential Decree no. 445 of 28/12/2000;
- to be aware that the information (personal data) requested for the purposes indicated herein is necessary for the performance and management of the activities related to the purposes of the Foundation. At the time of accreditation on the Student Portal, he / she undertakes to take note of the information pursuant to art. 13 of EU Reg. 679/2016, giving where necessary your consent to the processing of personal data, in accordance with the provisions of the Privacy Policy.

CH. 5 - VERIFICATION OF THE TRUTHFULNESS OF THE DECLARATIONS

Both during the preparation of the rankings and during the academic year, Collegio will exercise careful control over the declarations produced during the participation in the process and will carry out, by every means at its disposal, all the investigations it deems appropriate, requesting information and any assessments to all competent bodies and bodies.

The candidate forfeits the benefits obtained at any time (also following the assignment of the study place and consequent entry into Collegio) if the untruthfulness and / or irregularity of the content of the declarations produced emerges and will be invited to vacate their room and leave Collegio definitively within the period of competence of the last instalment paid. Untruthful declarations are punished pursuant to the Criminal Code and the special laws on the subject (art. 75 and 76 DPR December 28, 2000, n. 445).