

ISU BOCCONI
APPLICATION REQUIREMENTS AND REGULATIONS

SCHOLARSHIPS
CANTEEN SERVICE
BOCCONI UNIVERSITY
2021-2022 AY

TRANSLATION OF THE
FINAL ISU BOCCONI APPLICATION REQUIREMENTS AND REGULATIONS

These application requirements and regulations are to be considered final unless further dispositions concerning the evaluation of the applicants' economic condition are issued by the relevant authorities.

In case of discrepancies between the Italian text and the English translation, the Italian version prevails.

Students
Fees, Funding and Housing Office

ISU Bocconi
Student Assistance and Financial Aid Center



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CHAPTER I

ART. 1 - BENEFITS FOR THE RIGHT TO STUDY

Bocconi University, through ISU Bocconi - the Student Assistance and Financial Aid Center - with headquarters in Via Sarfatti 25, 20136 Milan and established according to regional law n. 33 of 13 December 2004 and a convention with the Region of Lombardy of 27 June 2019, coordinates and provides students with:

- grants and services which provide equal access to university studies as foreseen by the Lombardy regional law n. 33, December 13, 2004;
- other forms of grants and services to facilitate participation in Bocconi University degree programs.

Furthermore, it promotes all services, which contribute to establishing the best living and studying conditions for students.

These Application Requirements and Regulations concern the following financial assistance and services:

- Scholarships (l.r. 33/2004)
- Integrations for internships and international mobility programs
- Canteen Service.

ISU Bocconi also provides the following services: free book loans, cultural events, assistance for students with disabilities, and assistance for students.

This competition rules on the provision of assistance for the right to university study for the A.Y. 2021-22 and is issued in accordance with the provisions set by the regional law n. 33 of 13 December 2004, by the decree of the Prime Ministerial Decree of 9 April 2001, put into effect by art. 4 of Italian law n. 390 of 2 December 1991, by Legislative Decree no. 68 of 29 March 2012 and of the Italian D.G.R. for the 2021-22 academic year.

CHAPTER II - ISU BOCCONI SCHOLARSHIPS

ART. 1 – ISU BOCCONI SCHOLARSHIP ASSISTANCE

The ISU Bocconi Scholarship assistance consists in the following for all eligible students:

- **full waiver of regional tax and enrollment fee;**
- **full tuition waiver** (with the exception of students in their first fuori corso year, who receive a 50% tuition waiver);
- **cash payment** of the amount defined by the Lombardy Region for the free daily meal for the a.y. 2021-22;
- **possibility to purchase reduced rate meals** (when the self-service canteen is open and starting from 2 December 2021)
- any accessory benefits (contribution for internships, international mobility programs, etc.) at the conditions laid out in these Requirements and Regulations.

In addition to the abovementioned assistance, eligible recipient students also have the right to a variable cash stipend (Art. 13).

Scholarships referred to in these Application Requirements and Regulations are exempt from gains taxes as set out in Memorandum n. 109/E of 6 April 1995 from the Ministry of Finance, however **students will receive a Certificazione Unica, namely an income statement attesting the amounts received.**

Scholarships may be combined with grants for study sessions abroad.

If the status of a student eligible for a scholarship is revoked for any reason, the student will also lose the right to a tuition waiver and will have to regularize their administrative position at the Fees, Funding and Housing Office at Bocconi University.

ART. 2 - RECIPIENTS OF ASSISTANCE

To participate in the application, students must be in possession of both merit requirements and requirements regarding economic conditions specified in these Application Requirements and Regulations and must be enrolled in the 2021-22 academic year, meeting the following conditions:

- 1) regular students: for the first time in a regular year of a Bachelor of Science, Integrated Master of Arts in Law

or Master of Science program or for the first time in a year of a PhD program (if not recipients of a scholarship pursuant to Italian DM 224/1999 or Post Docs pursuant to Italian Law 449 of 27.12.1997.);

- 2) “fuori corso” students for the first time in the first year “fuori corso” after the regular Bachelor of Science, Integrated Master of Arts in Law or Master of Science program has ended.

Applicants must be duly enrolled in the 2021-22 academic year by the deadlines established by the Academic Affairs and need to have paid Bocconi University tuition and fees required for completing the enrollment in the 2021-22 academic year, and the payment must be registered in the financial position.

Italian students, EU-students and non-EU students from Italian DPR n. 394 of 31 August 1999, enacting Italian D.Lgs. n. 286 of 25 July 1998, may apply.

ART. 3 – MAXIMUM DURATION OF ASSISTANCE GRANTED

Scholarships are granted for completing for the first time a degree program of each of the degree program levels, with the following procedures:

- for students enrolled in a Bachelor of Science program: for a maximum period of seven semesters starting from the absolute first year of enrollment¹;
- for students enrolled in the Integrated Master of Arts in Law program: for a maximum period of 11 semesters starting from the absolute first year of enrollment¹;
- for students enrolled in a Master of Science program: for a maximum of five semesters starting from the absolute first year of enrollment¹;
- scholarships are granted to eligible disabled students with invalidity equal to or greater than 66% for a maximum period of three semesters in addition to the legal duration of the program attended, starting from the absolute first year of enrollment: nine semesters for Bachelor of Science programs, thirteen semesters for the Integrated Master of Arts in Law program and seven semesters for Master of Science programs;
- for students enrolled in a PhD program (activated with Italian Ministerial Decree n. 210, article 4 of 3 July 1998), for a maximum period equal to the duration provided for in the related academic regulations starting from the absolute first year of enrollment¹.

The assistance and services assigned for the a.y. 2021-22 are not automatically confirmed for the following academic years but it is the student’s responsibility to submit the application according to the timescales and procedures that will be indicated in the ISU Bocconi Application Requirements and Regulations – Scholarships and Canteen Service of any academic year.

ART. 4 - GROUNDS FOR EXCLUSION FROM ASSISTANCE

The following students may not participate in the a.y. 2021-22 application:

- students who have already completed a degree of the same level or higher than the program for which the scholarship is requested for the 2021-22 academic year, completed in Italy or abroad (including degrees issued before the implementation of Italian D.M. 509/1999);
- students who were already enrolled in other degree programs of the same level or higher than the program for which benefits or services are requested, even in faculties other than those offered by Bocconi University and in years previous to 2021-22;
- students enrolling in Master of Science programs who have already completed a 4-year degree higher than the Bachelor of Science level;
- students enrolled in the second year “fuori corso” or subsequent years after the absolute first year of enrollment², after completing the regular study program years (with the exception of disabled students with invalidity equal to or greater than 66%);

¹ The absolute first year of enrollment shall be understood as any academic year of first enrollment in any kind of degree program (even if different from the one attended in AY 2021-22) which required the same education qualification as the one needed to access the attended program in AY 2021-22, in any University in Italy or abroad, even if the program has not been completed.

² The absolute first year of enrollment shall be understood as any academic year of first enrollment in any kind of degree program (even if different from the one attended in AY 2021-22) which required the same education qualification as the one needed to access the attended program in AY 2021-22, in any University in Italy or abroad, even if the program has not been completed.

- students receiving scholarships allocated by other public or private organizations during the same year;
- students who are enrolled or were enrolled with an intermediate “fuori corso” status or repeating intermediate during the program for which the assistance is requested;
- students repeating enrollment in a year of a program already attended, even when transferring Bachelor of Science, Integrated Master of Arts in Law, Master of Science or PhD program or in case of change of faculty and/or university.
- students participating in Double Degree programs, selected or enrolled in the program by the partner University (DDIB CEU-Bocconi, Double/Joint Degree programs), as they do not meet the requirements set out in these Regulations.
- students enrolled in the second year of LSE — Bocconi Double Degree program (PPA), Sciences Po — Bocconi Double Degree program in European and International Public Policy and Politics (PPA) and Yale-Bocconi Double Degree program.
- students enrolled in a Double/Joint Degree that, based on agreements between participating universities or regulations/programs of international mobility, offers a full tuition waiver at Bocconi and/or scholarships that cover tuition and fees to be paid to the partnered university.

ART. 5 - NUMBER OF SCHOLARSHIPS

The total number of scholarships made available through application to students regularly enrolled in a Bocconi University Bachelor of Science, Integrated Master of Arts in Law (five years), Master of Science or PhD program is determined based on the funds allocated by the Region of Lombardy.

Please remember that the number of scholarships made available for the a.y. 2021-22 is as follows:

Recipients	Number of ISU Bocconi Scholarships available
Students in their 1st year of a Bachelor of Science, Integrated Master of Arts in Law or Master of Science program a.y. 2021-22	131 Scholarships
Students in a year subsequent to their first year of a Bachelor of Science, Integrated Master of Arts in Law or Master of Science program a.y. 2021-22 (through the 1st year “fuori corso”).	202 Scholarships
PhD programs a.y. 2021-22	4 Scholarships

The number of scholarships made available through application may be increased based on additional funds and allocations which may be added afterwards by the Lombardy Region, the Ministry of Universities and Research, and any residual funds from the previous year. If additional funds are made available for the current year, further assignments of ISU Bocconi Scholarships will be made, and allocated on the basis of two rankings as set out in Article 10 of these Requirements and Regulations. If funds are available, ISU Bocconi will provide information to applicants via email and/or online and approximately by February 2023.

ART. 6 – MERIT REQUIREMENTS

Art. 6.1 Bachelor of Science, Master of Science and Integrated Master of Arts students

In order to evaluate merit for the provisional ranking, exams taken by 10 August 2021 and registered at the Punto Blu will be taken into consideration.

Students should therefore:

- personally verify that all exams taken have been recorded in Punto Blu;
- inform the Academic Affairs using the Help&Contact form available on the yoU@B Student Diary, if there are anomalies in the recording of exams completed, starting from 12 September 2021.

Please note!

For program changes, please remember that, in order to calculate merit, only credits valid for the study program for which assistance is requested will be taken into consideration, i.e. for the Bachelor of Science, Integrated Master of Arts in Law or Master of Science program that the student is enrolled in for the a.y. 2021-22.

In order to reach the minimum merit requirements needed to enter the ranking for the a.y. 2021-22, in addition to the credits already earned, **all students, except first-year students**, may use a “**bonus**”, according to the table below.

If students have never used a bonus previously, they can request bonus credits as indicated in the table below. Once students use bonus credits they no longer have the right to accrue other bonus credits, but they still have the possibility to use any residual credits in future years.

Students enrolled in Master of Science programs can use any residual bonus credits not used during their Bachelor of Science program. If they never used bonus credits during their Bachelor of Science program, they have the right to 15 credits.

Please note that the number of credits needed to access the ranking will be calculated based on the credits required for each past academic year, starting with the absolute first-year of enrollment³. This rule is also applied to anyone who has interrupted the normal progression of the attended years of the program (e.g. students who repeat or have repeated a year of the program, also after a withdrawal from studies or transferring from another university or changing type of degree program or faculty and other interruptions), except for cases of “temporary interruption”.

For students enrolled in the 1st year of a Bachelor of Science, Master of Science or Integrated Master of Arts in Law program, any assistance will be **provisionally** granted based on the economic requirements set out in these Application Requirements and Regulations, and will be fully or partially confirmed only if academic merit is achieved. Academic merit is evaluated ex post at 10/08/2022.

Year of program	Credits required at 10 August 2021	Maximum usable bonus
Bachelor of Science program (BSc) Integrated Master of Arts in Law program (IMAL)		
1st year (BSc/IMAL) for ex post confirmation	44 (at 10/08/2022)	No bonus
2nd year (BSc/IMAL)	49	5 credits
3rd year (BSc/IMAL)	95	12 credits if not already used
4th year (IMAL)	150	15 credits if not already used
5th year (IMAL)	220	15 credits if not already used
1st year “fuori corso” (BSc)	150	15 credits if not already used
1st year “fuori corso” (IMAL)	274	15 credits if not already used
Master of Science programs		
1st year for ex post confirmation	39 (at 10/08/2022)	No bonus
2nd year	50	15 credits if not already used
1st year “fuori corso”	94	15 credits if not already used

³ The absolute first year of enrollment shall be understood as any academic year of first enrollment in any kind of degree program (even if different from the one attended in AY 2021-21) which required the same education qualification as the one needed to access the attended program in AY 2021-22, in any University in Italy or abroad, even if the program has not been completed.

Art. 6.2 – Revocation of 1st Year Students in the a.y. 2021-22 due to Insufficient Academic Merit (evaluated ex post)

For students who are eligible recipients and non-recipients, enrolled in the first year of the a.y. 2021-22 who did not complete credits by 10/08/2022, the assistance will be fully revoked. In this case, the revoked eligible student, whether recipient or not, must:

- Complete payment of tuition and fees for the a.y. 2021-22;
- Return the value of services that may have been used free of charge, at the rate set out for their ISU Bocconi bracket;
- Return the first installment of the cash scholarship received, if they are eligible recipient.

Revoked students who are able to complete the credits laid out in the above table by 30/11/2022 will be exempt. In this case, the revocation will be partial and eligible students, whether recipients or non-recipients, must complete payment for 50% of tuition and fees for the a.y. 2021-22. In addition, student recipients will not receive the 2nd installment of the cash scholarship.

For this reason, **students enrolled** in Bachelor of Science and Integrated Master of Arts in Law programs **are recommended to submit an application for the Bocconi fees relief target** (NOT connected with the ISU Bocconi brackets) by the deadlines and using the methods defined by the Fees, Funding and Housing Office.

For other grounds for revocation for all students regardless of their program year, see Article 15.

Art. 6.3 - PhD programs

Students in PhD programs may request the ISU Bocconi scholarship assistance on the condition that they are not recipients of scholarships pursuant to Italian DM 224/1999 or Post Docs pursuant to Italian Law 27.12.1997, n. 449.

Students must also meet the merit requirements listed below:

Program year in the a.y. 2021-22	Merit requirement
1st year	Must be declared winners for the a.y. 2021-22 of the admissions competition for one of the PhD programs offered by Bocconi University
2nd year	Must be regularly admitted for the a.y. 2021-22 in the second year of the program
3rd year	Must be regularly admitted for the a.y. 2021-22 in the third year of the program
4th year	Must be regularly admitted for the a.y. 2021-22 in the fourth year of the program

ART. 7 - ECONOMIC REQUIREMENTS

The economic status of students will be identified based on the **ISEE issued in 2021 for benefits for the right to university study** and the **ISPE**.

The ISEE must be issued in reference to the student's fiscal code and may not contain "omissions/discrepancies/inconsistencies".

The ISPE must be calculated by the University based on data provided by INPS, dividing the ISP value by the scale of equivalency.

Italian or non-Italian students who are not residents in Italy and non-autonomous non-Italian students residing in Italy with a family unit residing abroad must request a replacement indicator of the ISEE and ISPE value for the purpose of "subsidized benefits for the right to university study", known as ISEEU/ISPEU parificato. The ISEEU/ISPEU parificato may only be issued by the CSF (Tax Assistance Center) partnered with Bocconi University (see the related webpage www.unibocconi.eu/isu).

For the 2021-22 a.y., the approved limits are the following:

- **ISEE/ISEEU parificato no higher than €23,000**
- **ISPE/ISPEU parificato no higher than €50,000**

For all applicants, **citizens of non-EU Countries**, whose family household held assets at 31 December 2019 or produced income in 2019 in countries outside Italy, please note that, pursuant to Italian D.G.R. 2017 of Italian D.lgs 286/98, of Italian D.P.R. n. 394 of 31 August 1999, declarations that attest an annual **income less than € 5,983,64 will not be considered valid** for the purposes of ISU Bocconi eligibility, as it is incompatible with immigration regulations.

The evaluation of the student's economic conditions is based on parameters from the University ISEE Certificate applicable to assisted services for the Right to University Study and other elements derived from the documentation submitted to ISU Bocconi for the a.y. 2021-22 or gathered during other checks completed by the Office, both during the period following publication of the provisional ranking during the year, and after publication of the final ranking. Further documentation that better certifies the actual economic conditions of the applicant may be requested.

The family household is defined pursuant to Italian Decree by the President of the Council of Ministers n. 159 on 5 December 2013.

After ISU Bocconi eligibility has been verified according to these criteria, an ISU Bocconi bracket will be assigned based exclusively on the ISEE/ISEEU parameters applicable to assisted services for the Right to University Study, if correct.

ART. 8 - INDEPENDENT STUDENTS

In order to adequately consider the subjects who bear the burden of maintaining the student, students shall be considered independent only if both of the following requirements are met:

- Residence, as proven by registry data, outside the housing unit of the family of origin for at least two years before the date of application submission, in accommodation that is not owned or in usufruct by one of its members (students are also not independent if they are co-owners of the accommodation with at least one member of the family of origin or if at least one member holds the real right or personal right to use the accommodation);
- Income from employment or similar work, declared for tax purposes for the at least the past two years, not less than € 6,500.00 annually. The work may not be performed under the employment of a family member.

If **both** the above conditions are not met – and duly documented – the student is part of the parents' family unit, and therefore the economic and asset condition of the family of origin will be considered when determining ISU Bocconi eligibility and the ISU Bocconi bracket.

ART. 9 - DEADLINES, METHODS AND DOCUMENTATION NEEDED FOR SUBMITTING APPLICATIONS

The process for requesting participation in the application is made up of:

A. Online data entry;

B. Submission of the printed and signed application form together with required documentation.

Failure to enter online data as stated in these Regulations and published on the dedicated pages of the website and/or failure to submit the signed application and/or failure to submit one or more documents will result in the disqualification of the interested party from application.

Online data entry needed to submit the application must be completed through the online form available on the Fees, Funding and Housing pages of the website during the period:

4 June 2021 – 2 July 2021, final deadline

Regarding how to submit an application and required documentation, reference should be made to the information published on the dedicated pages of the website (www.unibocconi.eu/isu) and which make up an integral part of these application requirements and regulations.

ART. 10 - PROCEDURES FOR ESTABLISHING RANKINGS

The rankings will be determined as follows, for each year of each level of studies:

A. Students enrolled in the first year of all degree programs (Bachelor of Science, Integrated Master of Arts in Law, Master of Science) **and students enrolled in a PhD program:**

The ranking is determined in increasing order by the ISEE/ISEEU indicator applicable to assisted services for the Right to University Study of the family household up to the limit of € 23,000.00 for a maximum of 1,000 points given following this formula:

$$[1 - (\text{Student ISEE} / \text{ISEE LIMIT})] \times 1,000$$

The ranking is determined by the score awarded in decreasing order. Where parity occurs, the student who is enrolled in a higher degree program takes priority, where further parity occurs the younger age takes priority.

B. Students enrolled in years after the first, in all degree programs (Bachelor of Science, Integrated Master of Arts in Law, Master of Science):

The order of the ranking is determined in decreasing order from the overall score achieved, adding the score relating to the number of educational credits acquired by 10 August 2021, and the score determined by the weighted grade point average. The highest possible number of points is 1,000 distributed as follows:

- 600 based on the number of educational credits achieved by 10 August 2021 and calculated using the following formula:

$$[(\text{student credits} - \text{minimum credits}^*) / (\text{maximum credits}^{**} - \text{minimum credits}^*)] \times 600$$

* amount of credits established by this Application Requirements and Regulations as a minimum merit requirement

** maximum number of credits foreseen for the relevant course year

- and 400 based on the weighted grade point average of exams passed by 10 August 2021 and calculated using the following formula:

$$[(\text{Student's GPA} - 18) / (\text{maximum grade} - 18)] \times 400$$

Where merit is equal, the student who has not used bonus credits has the priority in the ranking and then the student with the highest income score. Where parity still exists, the youngest student prevails.

Students using their bonus credits will be placed at the end of the ranking.

Students with a disability level equal to or greater than 66% who are in the eligibility ranking, have the right to be awarded a scholarship even if that means that the number of scholarships available will be exceeded.

ART. 11 - PUBLICATION OF PROVISIONAL RANKINGS AND APPLYING FOR APPEALS AND REVISIONS

Provisional rankings results can be consulted online by **mid-October 2021** for a period of at least 15 days.

Applications submitted within the deadlines set out in these Application Requirements and Regulations will be verified by ISU Bocconi, who will insert into the ranking students meeting the requirements.

In the PROVISIONAL RANKINGS students may therefore be either:

- **ELIGIBLE:** if meeting all requirements, or
- **NON-ELIGIBLE:** if one or more requirements set out in these Regulations are missing.

Any appeals against provisional rankings or requests for revision due to mistakes of the applicant must be submitted to ISU Bocconi by and no later than 23.59 of the 15th day after the publication of the same ranking.

Those wishing to submit an appeal may **only** submit it online and provide ISU Bocconi with the documentation needed to justify the reasons for an appeal.

The results of appeals will be published online at the same time the final rankings are published, approximately within the end of October 2021.

ART. 12 - FINAL RESULTS AND PLACEMENT OF STUDENTS IN RANKINGS

Assistance will be assigned to eligible students based on their placement in the ranking, starting from the highest positions until all available resources have been used.

Scholarships will be awarded in accordance with the number set by these Regulations. Should there be a lack of recipients in some rankings, remaining scholarships will be awarded to students in other rankings until the number of scholarships established by the Regulations are all awarded.

In the FINAL RANKING, students may therefore be:

- **ELIGIBLE RECIPIENTS:** meeting all requirements and recipients of an amount of money corresponding to the cash scholarship, of the amount defined by the Lombardy Region for the free daily meal for the a.y. 2021-22 and of a full exemption from the payment of tuition and fees for the a.y. 2021-22;
- **ELIGIBLE NON-RECIPIENTS:** meeting all requirements and assigned abovementioned assistance but not the amount of money of the cash scholarship due to a lack of funds. In this case, eligible non-recipient students in the rankings may receive the scholarship later, if further financial resources are made available.
- **NON-ELIGIBLE:** if one or more requirements set out in the Application Requirements and Regulations is missing.

In addition, the final ranking will communicate the ISU Bocconi bracket assigned to the student.

The ISU Bocconi bracket will define:

- the amount of the scholarship for eligible recipient students;
- the cost of meals at a reduced rate;
- the final amount of housing fees for guests staying at Bocconi Residence Halls at a reduced rate.

Any appeals against the final decision must be submitted to the relevant bodies within the deadlines laid down by regulations in force.

ART. 13 - AMOUNT OF SCHOLARSHIPS

The amounts of the scholarships, including reimbursement of the regional tax for the Right to University Study, are based on both the ISU Bocconi brackets, corresponding to the family household's ISEE applicable to assisted services for the Right to University Study, and the place of origin of the student, which will determine if the student is a resident student, a commuting student or a non-resident student.

The scholarship amounts, which **include** the free meal amount for € 712,00 defined for the a.y. 2021-22 from the Lombardy Region, have been as follows:

ISU BRACKET STATUS	1ST ISU BRACKET	2ND ISU BRACKET	3RD ISU BRACKET
RESIDENT	€ 2,719.00	€ 2,256.00	€ 1,932.00
COMMUTING	€ 2,925.00	€ 2,460.00	€ 2,133.00
NON-RESIDENT	€ 5,278.00	€ 4,692.00	€ 4,129.00

All of the above amounts are halved for *fuori corso* students receiving ISU Bocconi Scholarship.

The free meal can be used at the Bocconi University canteen services, during the entire period the service is open, between 2 December 2021 to 30 November 2022.

Student recipients and non-recipients of scholarships who do not use or use only partially the canteen service are **not** entitled to any reimbursement for unused meals.

Art. 13.1 ISU Bocconi Brackets Related to ISEE Values Applicable to Assisted Services for the Right to University Study

The ISU Bocconi brackets are as follows for the a.y. 2021-22:

ISU Bocconi bracket	ISEE values	
1st ISU Bocconi Bracket	from € 0.00	to € 14,420.31
2nd ISU Bocconi Bracket	from € 14,420.32	to € 17,709.34
3rd ISU Bocconi Bracket	from € 17,709.35	to € 23,000.00

ISU Bocconi brackets and related methods and timelines for determining them are in no way related to those set out by the University for the purposes of defining the fees relief target for determining academic tuition and fees.

Art. 13.2 Place of Origin and Scholarship Amount

Geographical origin does not affect the possibility of accessing the scholarship but only the amount of the cash stipend of the scholarship, if awarded.

For the purpose of calculating scholarship amounts only, students are classified as follows:

Resident student “in sede”: residents (permanent address) in the municipalities indicated on the dedicated pages of the website (www.unibocconi.eu/isu).

Commuting student “pendolare”: residents (permanent address) in a municipality that allows the student to reach the campus where studies are undertaken every day or students who do not submit documentation attesting the non-resident status;

Non-resident student “fuori sede”: students not automatically considered “resident” or “commuting” based on their permanent address and who are residents (permanent address) in a municipality far from the campus where program courses are attended and for this reason they rent taxed accommodation in a municipality considered “in sede”, using public residential premises or other private or public accommodation for a period of at least 10 months during the period 1 September 2021 - 31 August 2022. In absence of this condition, potentially “non-resident” students will be considered “commuting”. Students may request to be considered “non-resident” through the online procedure, though this status will only be applied after submission of eligible documentation by the deadlines indicated in these regulations. **For information on how to certify the status of “non-resident”, please see the information published on the dedicated pages of the website (www.unibocconi.eu/isu) and which make up an integral part of these application requirements and regulations.**

ART. 14 - METHOD OF PAYMENT OF SCHOLARSHIPS

Scholarship payment will be made to students who are eligible recipients in two installments each amounting to half the total scholarship, and only via **wire transfer** to an **Italian current account in the name of or jointly in the name of the student recipient.**

Important!

The IBAN must be indicated in a timely manner in the Punto Blu (and it will be used also for any reimbursements from the Fees, Funding and Housing Office), in the personal details section.

The two installments will be paid within the following deadlines, once funds are transferred from the Lombardy Region, as follows:

- **Payment to students in years subsequent to their first year of a program and to PhD students** whose payment has not been suspended for administrative reasons
 - First installment: by 31 December 2021;
 - Second installment: by 30 June 2022.

- **Payment to students in first year of a program** whose payment has not been suspended for administrative reasons
 - First installment: by 31 December 2021;
 - Second installment: will be paid not before the month of October 2022 only to eligible recipients (see Article 6.2) that have earned the required number of credits stated in these Regulations on the date of 10 August 2022.

The reimbursement of the regional fee is included in the cash stipend, if awarded. The regional fee will be reimbursed separately for eligible non-recipient students after allocation of all ISU Bocconi scholarships.

ART. 15 - INCOMPATIBILITY – FORFEITURE – REVOCATION

Scholarships may not be combined with similar forms of economic aid provided by Bocconi University or other private or public bodies. In these cases students have the option of choosing one assistance or the other.

Exceptions will be made for:

- Scholarships granted by Italian or international institutions aimed at integrating with experiences abroad the study/research activity of candidates;
- Awards given by Universities to outstanding students enrolled in specific excellence programs.

The right to eligibility for ISU Bocconi and, if relevant, for scholarships and integrations will automatically be forfeited if:

- the student does not submit to ISU Bocconi, via registered mail and within the deadlines and using the methods requested by the Office, any original documentation required to check the accuracy of their self-certification; in such cases the application is treated as an untruthful declaration;
- the student withdraws from studies during the course of the year;
- the student is not regularly enrolled in the a.y. 2021-2022 following the results of the final ranking.

Eligibility for ISU Bocconi Scholarship and, if assigned, for the related cash scholarship and integrations will also be revoked, with a specific ruling from the ISU Bocconi Director, if:

- the student incurs disciplinary sanctions greater than a warning imposed by Bocconi University;
- the student submits/have submitted false declarations (please see Attachment D regarding the verification of the economic conditions, the truthfulness of the information provided and the related administrative consequences).

The rule provided for in Article 6.2 is extended to all revoked eligible students, both recipients and non-recipients, who must therefore:

- Complete payment of tuition and fees for the a.y. 2021-22;
- Return the value of services that may have been used free of charge, at the rate set out for their ISU Bocconi bracket;
- Return the first installment of the cash scholarship received, if they are eligible recipient.

The additional administrative sanctions detailed in Attachment D of the Application Requirements and Regulations also remain in force.

As a consequence of the revocation of eligibility for the ISU Bocconi Scholarship and for what concerns forfeiture and suspension of services, please note that students in debt to Bocconi University for any reason will be blocked from academic and administrative proceedings and the payment of the scholarship will be suspended until their administrative position is regularized.

ART. 16 - UNIVERSITY TRANSFERS AND CHANGING DEPARTMENTS

For students transferring to another university after 30 September 2021, the application submitted to ISU Bocconi will be sent to the organization for the right to study at the University where the student has requested transfer, only if requested by the interested party. The student will therefore lose the assistance conferred by Bocconi University and will have to return any money collected.

Students transferring from another university to Bocconi University after 30 September 2021 must request the right to study office at the original university to officially transfer the application, provided it has been submitted within the timeframe set out in the Regulations. Acceptance and evaluation of the application according to the established regulations is subject to receiving the transferred application and completing enrollment at Bocconi University by and no later than the foreseen deadlines.

CHAPTER III - INTEGRATION FOR INTERNSHIPS AND INTERNATIONAL MOBILITY PROGRAMS

ART. 1 - SERVICES OFFERED

To encourage student participation in international mobility programs (International Exchanges, Double/Joint Degrees, CEMS-MIM Master, Themis) and internships abroad organized or recognized by Bocconi University, integrations for participation in international mobility and internship programs related to the period spent abroad may be made available to eligible students for the purposes of these regulations, if funds are available.

The actual participation in an international mobility program or internship abroad during the a.y. 2021-22 will be verified automatically in order to assign integrations to the ISU Scholarship to eligible students in the final ranking.

For details regarding assistance offered for participation in international mobility and internship abroad programs, please see the information published on the dedicated pages of the website (www.unibocconi.eu/isu) and which make up an integral part of these application requirements and regulations.

CHAPTER IV - CANTEEN SERVICE

ART. 1 - SERVICES OFFERED

The canteen service at Residence Bocconi at Via Bocconi 12, Milan is open to all students for lunch and dinner, from Monday through Saturday. For lunch meals only, from Monday through Friday, it is also possible to make use of the “Menu del giorno” at the Bar Paninoteca Fast Food at Via Bocconi 12, at the Bar Paninoteca Fast Food at Via Sarfatti 25 (also on Saturdays).

Users contribute to the management expenses for this service based on their economic and asset condition. For the a.y. 2021-22, the following rates, based on the ISU Bocconi brackets, will apply per meal:

- First ISU Bocconi bracket € 2.75
- Second ISU Bocconi bracket € 3.40
- Third ISU Bocconi bracket € 4.10
- Not included in ISU Bocconi brackets – full price € 7.50

Eligible students may use the reduced rate service until the day of graduation; starting the day after graduation, they may purchase meals at the full rate, with the exception of students who are enrolled in a Master of Science program at Bocconi after completing a Bachelor of Science program at Bocconi. For these students, the right to free meals shall end on 30 November 2021.

Meals include a first course, second course with side dish, bread and fruit or drink or alternative menu option. The canteen is closed on Sundays, weekday holidays and when service is suspended which will be communicated at the canteen. **Students will not be reimbursed if they do not use the canteen service or if the service is not available for reasons not dependent on ISU Bocconi.**

Students may take advantage of reduced rate meals who are regularly enrolled for the a.y. 2021-22 at Bocconi University and who:

- Are eligible according to the final ISU Bocconi Scholarship ranking;
- Or have obtained reduced rate housing at a University Residence;
- Or request only reduced rate canteen service as defined below and meet the economic requirements set out in Article 7, Chapter 2 of these Requirements and Regulations, regardless of merit requirements.

ART. 2– HOW TO SUBMIT APPLICATIONS

The following students are NOT required to submit a separate application for reduced rate canteen services:

- Students eligible for an ISU Bocconi Scholarship;
- Guests with a reduced rate at a Bocconi Residence.

Students who have not participated in the Housing Application for reduced rate housing or the ISU Bocconi Scholarship application for the a.y. 2021-22, but would like to use reduced rate canteen services may submit the online application through Myapplication from **1st to 15th September 2021** (www.unibocconi.eu/isu).

The Office will notify applicants of their ISU bracket for canteen services by the end of October 2021. Reduced rate meal assistance will be valid starting on 02/12/2021 until 30/11/2022.

For the full rate – not included in ISU Bocconi bracket – an application is not required as the full rate will automatically be applied at canteen services cash registers.

ART.3 – PAYMENT OF MEALS

Students will be able to purchase reduced rate or full rate meals only online in the periods indicated on the website (www.unibocconi.eu/isu). This system, which is already widely used in Bocconi for the purchase of several services, is available 24/7 and will allow students to pay according to their canteen bracket the desired number of meals. The online platform is available at the link that will be published on the Bocconi website.

Reimbursements for any unused amounts will not be provided.

ATTACHMENTS

Each attachment is an integral part of the ISU Bocconi Application Requirements and Regulations

ATTACHMENT A – ISU BOCCONI BOARD

Members of the ISU Bocconi Board:

Mr Riccardo Taranto, President, ISU Bocconi

Mr Paolo Cancelli, Director, ISU Bocconi

Ms Paola Chiara Borsetto, Operating Manager, ISU Bocconi

Professor Annalisa Prencipe, Dean, Bocconi Undergraduate School

Professor Antonella Carù, Dean, Bocconi Graduate School

Professor Stefano Caselli, Dean for International Affairs

Ms Martina D'Aponte, Student Representative

Ms Mariachiara Quintiliani, Student Representative

Mr David Cicchetti, Student Representative

ATTACHMENT B – DOCUMENTS

B.1 DOCUMENTS REQUIRED TO STUDENTS WITH FAMILY HOUSEHOLD RESIDENT IN ITALY

B.2 DOCUMENTS REQUIRED TO STUDENTS WITH FAMILY HOUSEHOLD RESIDENT ABROAD

B.3 DOCUMENTS REQUIRED TO ATTEST THE “NON RESIDENT” STATUS

B.1 DOCUMENTS REQUIRED TO STUDENTS WITH FAMILY HOUSEHOLD RESIDENT IN ITALY

1. ATTESTAZIONE ISEE issued in 2021 for benefits for the Right to University Study with indication of the student applicant's fiscal code;
2. DICHIARAZIONE SOSTITUTIVA UNICA (DSU) filled in for the issuance of the Attestazione ISEE;
3. FINANCIAL STATEMENT, if there are entrepreneurial, individual or corporate business activities at 31/12/2019, with or without financial statement requirements. The financial statement must be submitted for each individual or corporate company and must be completed, signed and approved by the professional who manages the company's accounting. The amount indicated in the financial statement must be correctly declared also in the DSU ("altre forme di patrimonio mobiliare").
4. **Only for students who have requested to be considered “independent”**, the following additional documents are necessary:
 - a. Certificazione Unica (CU) declaration of income earned in 2019 and 2020 years;
 - b. income tax declaration referred to income earned in 2019 and 2020 years;
 - c. family registration certificate related to the two years prior to the application;
 - d. rental or loan contract for 2019 and 2020 years, or if owner of the home, copy of the deed for the same period.
5. **Only for students with disabilities equal or greater than 66%:** copy of the relevant certifications issued by the Italian Medical Committee attesting the disability percentage;
6. NON RESIDENT STATUS: read paragraph B.3

B.2 DOCUMENTS REQUIRED TO STUDENTS WITH FAMILY HOUSEHOLD RESIDENT ABROAD

International students with official registered address abroad, or international students with official registered address in Italy but not considered independent and whose family household has official registered address abroad, in order to access the 2021-2022 Right to University Study benefits, need to submit the documentation below:

1. ISEEU PARIFICATO CERTIFICATE issued in 2021 by the CSF partnered with Bocconi University;
Regarding the necessary documents and the procedure to request the ISEEU parificato certificate, reference should be made to the information published on the website (www.unibocconi.eu/isu) and which make up an integral part of these Requirements and Regulations.
2. FINANCIAL STATEMENT if there are entrepreneurial, individual or corporate business activities at 31/12/2019, with or without financial statement requirements. The financial statement must be submitted for each individual or corporate company and must be completed, signed and approved by the professional who manages the company's accounting. The financial statement must be submitted to CSF at the moment of request of the ISEEU parificato and the related amount will need to be taken into consideration in the ISEEU calculation.
3. DECLARATION OF ABSENCE OF SOLE PROPRIETORSHIP OR BUSINESS ACTIVITIES in case of absence of sole proprietorship or business activities of the nuclear family as of 31/12/2019.
4. **Only for students who have requested to be considered “independent”**, the following additional documents are necessary:
 - a. Certificazione Unica (CU) declaration of income earned in 2019 and 2020 years;
 - b. income tax declaration referred to income earned in 2019 and 2020 years;
 - c. family registration certificate related to the two years prior to the application;
 - d. rental or loan contract for 2019 and 2020 years, or if owner of the home, copy of the deed for the same period.
5. NON RESIDENT STATUS: read paragraph B.3

B.3 DOCUMENTS REQUIRED TO ATTEST THE “NON RESIDENT” STATUS

Students declaring the “non resident” status, must submit the following documentation:

1. **STUDENTS ASSIGNEES OF A ROOM IN A BOCCONI RESIDENCE HALL FOR AT LEAST 10 MONTHS DURING AY 2021-2022:** no document is required: the office will automatically verify the student's position;
2. **STUDENTS WITH A RENTED PRIVATE ACCOMMODATION IN MILAN UPON PAYMENT FOR AT LEAST 10 MONTHS DURING AY 2021-2022 (SEPTEMBER 2021-AUGUST 2022):** rental contract, in the name of or jointly in the name of the student or a parent and receipt of registration at Agenzia delle Entrate for 2021 year (or, in case of "cedolare secca" option, for the year in which the contract has been signed);
3. **STUDENTS DOMICILED IN RENTED PUBLIC/PRIVATE FACILITIES IN MILAN** (e.g. Residences, B&Bs..) **UPON PAYMENT FOR AT LEAST 10 MONTHS DURING AY 2021-2022 (SEPTEMBER 2021-AUGUST 2022):** declaration issued on letterhead paper by the hosting facility that certifies the applicant’s period of stay and a copy of a fiscally valid certificate (invoice) regarding the payment of the already paid rental fee for the housing in Milan;
4. **STUDENTS WHO SPEND THE FIRST SEMESTER IN MILAN AND THE SECOND SEMESTER ABROAD⁴ FOR STUDY/WORK EXPERIENCES RECOGNIZED BY BOCCONI:** rental contract in Milan for the 1st semester and receipt of registration of the rental contract at Agenzia delle Entrate or declaration issued on letterhead paper by the hosting facility that certifies the applicant’s period of stay and copy of a fiscally valid certificate (invoice) regarding the payment of the already paid rental fee for the housing in Milan;
5. **STUDENTS WHO SPEND THE SECOND SEMESTER IN MILAN AND THE FIRST SEMESTER ABROAD⁴ FOR STUDY/WORK EXPERIENCES RECOGNIZED BY BOCCONI:** rental contract in Milan for the 2nd semester and receipt of registration of the rental contract at Agenzia delle Entrate or declaration issued on letterhead paper by the hosting facility that certifies the applicant’s period of stay and copy of a fiscally valid certificate (invoice) regarding the payment of the already paid rental fee for the housing in Milan;
6. **STUDENTS WHO SPEND THE WHOLE YEAR ABROAD⁴ FOR STUDY/WORK EXPERIENCES RECOGNIZED BY BOCCONI:** no document is required: the office will automatically verify the student's position.

⁴ For the period spent abroad no documentation must be submitted to the FFH office. The participation in the international program will be verified with the competent Bocconi offices.

ATTACHMENT C - REGULATIONS FOR STUDENTS WITH DISABILITIES

The following regulations included in these Regulations apply only to students meeting the requirements set out in these Regulations belonging to categories referred to in article 2 of Italian Law n. 118 of 30 March 1971, or other categories with disabilities protected by law, with a recognized disability equal to or greater than 66%.

1. Scholarship assistance is available to eligible students with disabilities equal to or greater than 66% who meet the merit and economic requirements, for a maximum period of three semesters in addition to the legal duration of the program attended, starting from the absolute first year of enrollment⁵: nine semesters for Bachelor of Science programs, thirteen semesters for the Integrated Master of Arts in Law program and seven semesters for Master of Science programs.
2. If the recipient belongs to categories with disabilities protected by law, with a recognized disability equal to or greater than 66%, the annual amount for a scholarship may be increased up to a maximum of € 2,746.00 for resident students, € 3,908.00 for commuting students and € 7,157.00 for non-resident students. This scholarship increase, which may be attributed upon a justified request of the interested party, may be converted into provision of special equipment and separate teaching materials, accommodation places, allocation of companion or assistant for study or interpreting or other suitable aid to overcoming individual difficulties.
3. For these students, it is possible to define individual merit requirements, based on the type of disability, which could diverge up to a maximum of 40% from the criteria set out in these Regulations. Merit requirements will be established by the ISU Bocconi Board, having met with the faculty member who is delegated to integration of students with disabilities.

For students with disabilities with a recognized level of disability equal to or greater than 66%, the regulations regarding revocation of scholarships and the payment of the second installment are not applied.

⁵ The absolute first year of enrollment shall be understood as any academic year of first enrollment in any kind of degree program (even if different from the one attended in the a.y. 2021-22) which required the same education qualification as the one needed to access the attended program in the a.y. 2021-22, in any University in Italy or abroad, even if the program has not been completed.

ATTACHMENT D - VERIFICATION OF ECONOMIC STATUS AND VALIDATION OF ECONOMIC INFORMATION PROVIDED

For the purposes of ascertaining an applicant's financial status, ISU Bocconi – the Student Assistance and Financial Aid Center – will avail itself of the means provided for by law, in particular article, 10 of Italian D.lgs. n.68/2012, article 71 of Italian D.P.R. 445/2000, article 11 del DCPM 159/2013 and INPS memorandum no. 171/2014, and at any time may request supporting documentation attesting to the veracity of the declaration (Form 730, Consolidated Form, VAT declaration, etc.).

By agreement with the Lombardy Region Revenue Office, Ministry of Finance, the accuracy of the self-certification provided by students who are deemed eligible for financial services or provision of services through open competition will be checked, pursuant to current laws and in particular article 71 of Italian Presidential Decree 445/2000.

Furthermore, information regarding ISU beneficiaries will be sent to the National Institute of Social Security and to the Department of Labor and Social Policy according to Govt. Decree no. 78 of 31 May 2010.

If an applicant's declaration is false, sanctions will be applied pursuant to articles 75 and 76 of Italian Presidential Decree 445/2000 in addition to the sanctions foreseen by Art. 10 contained in Italian Law 68/2012 and in particular:

1. In the delay of implementation of regulations referred to in article 38, paragraph 2, of the Italian Law-Decree no. 78 of 31 May 2010, converted, with changes from Italian Law no. 122 of 30 July 2010, organizations referred to in article 3, paragraph 1, check the veracity of the family situation declared by the student by comparing the income and asset information declared by recipients of actions with the information in possession of the Internal Revenue Service IT system. For that end, universities, higher education artistic, musical and dance institutions and service provider organizations are given the power to directly access the Interexchange Tax Registry System of Local Organizations (SIATEL) at the Internal Revenue Service, upon stipulation of the appropriate agreement.
2. Service provider organizations send the lists of recipients of the same Financial Administration and can request them to carry out fiscal verifications and checks. The members of the family household of students benefiting from services are included in the categories that they are subject to, pursuant to applicable regulations, with maximum controls.
3. Without finding themselves in the conditions established by the state and regional regulations, anyone who submits false declarations, either regarding themselves or members of their family household, in order to make use of related actions, is subject to is subject to an administrative sanction consisting in the payment of a sum equal to triple the benefit unduly received, and loses the right to obtain other grants for the duration of the study program, without prejudice to in any case the application of sanctions referred to in article 38, paragraph 3 of the Italian Law-Decree no. 78 of 31 May 2010, converted, with changes from Italian Law no. 122 of 30 July 2010, as well as criminal laws for the actions making up the crime.
4. Pursuant to the aforementioned laws, the treatment of the data acquired through the application for benefit assignment, with the purpose of verifying the economic conditions and the veracity of the situation of the student's family household, is necessary in compliance with a legal obligation pursuant to article 10 of Italian D.lgs. 68/2012, article 71 of Italian D.P.R. 445/2000 and article 11 of Italian DPCM 159/2013, as well as for the performance of the University tasks carried out in the public interest as an academic institution, in compliance with article 34, paragraphs 3 and 4 of the Constitution, with DPCM 9 April 2001 and with Italian D.Lgs. 68/2012.
The treatment of sensitive data communicated through the application for benefit assignment is necessary for the performance of the University tasks carried out in the public interest in compliance with DPCM 9 April 2001 and Italian D.Lgs. 68/2012 (articles 6 and 9 of the General Data Protection Regulation no. 679/2016).

Pursuant to article 2947 of the Italian Civil Code, checks will be carried out within 5 years starting from the last undue use and resulting from self-certification that was revealed to be false.

Bocconi University reserves the right to implement disciplinary sanctions and, if details regarding a crime are recognized (article 331 of Italian CPP), report it to legal authorities.

ATTACHMENT E - INFORMATION ON THE USE OF PERSONAL INFORMATION AND RIGHTS OF THE APPLICANT (EU Regulations 2016/679)

With this document, UNIVERSITA' COMMERCIALE "LUIGI BOCCONI" (hereinafter Bocconi University or the University), with its registered office at Via Sarfatti 25, Milano, as Data Controller, hereby informs you, in compliance with European Regulation 2016/679 known as GDPR – General Data Protection Regulation, (hereinafter the Law), regarding use of the personal data (hereinafter the Data), collected when applying for benefit assignment.

The types of information we collect

The personal data acquired are communicated by the student when registering or enrolling, such as full name, date and place of birth, gender, tax code, nationality, residence address, phone and electronic contact information, as well as data acquired with the application for benefit assignment, such as data related to vital data and the financial and asset situation of the student and the student's family household. Some personal data are included in what is defined by the Law as belonging to "special categories" (hereinafter sensitive data), meaning information relating to health of the interested party and family members, information relating to ethnicity or race, etc.

Purpose and modality of the Treatment

The personal data described above are collected by Bocconi University through ISU Bocconi – the Student Assistance and Financial Aid Center/Fees, Funding and Housing Office and used, including with electronic instruments, for the sole purpose of allocating the benefit requested and verifying the conditions for allocation, in any case for legal purposes. Regarding the aforementioned purposes, the use of data will also take place with the use of electronic or automated means in a way that is relevant and limited to what is required for the purposes for which they are used and, in any case, in order to guarantee the strictest security and confidentiality and always in full compliance with current legislation. With regards to sensitive data, use will be carried out in proportion to the purpose pursued.

The legal basis for processing your information

The personal data described above shall be used following a request by the interested party and for legal purposes. They must, of necessity, be provided to determine the financial status of the applicant's immediate and nuclear family and to determine whether they meet the requirements for accessing the benefit and determining the same, according to the criteria set out in these regulations. Failure to consent to use of data shall prevent participation in the application. For the purposes indicated at paragraph 2., the data can be treated without the consent of all interested parties, as necessary in compliance with a legal obligation pursuant to article 10 of Italian D.lgs. 68/2012, article 71 of Italian D.P.R. 445/2000 and article 11 of Italian DPCM 159/2013, as well as for the performance of the University tasks carried out in the public interest as an academic institution, in compliance with article 34, paragraphs 3 and 4 of the Constitution, DPCM 9 April 2001 and Italian D.lgs. 68/2012.

Sensitive data communicated through the application for benefit assignment for the Right to University Study are treated in compliance with the aforementioned law (articles 6 and 9 of the General Data Protection Regulation n. 679/2016).

Circulation and communication of Data

Data may be accessed by Staff of Bocconi University that have the need in order to perform duties or given their position held, as well as other entities providing services to Bocconi University, whom the University has specifically nominated as responsible or qualified for the processing of the Data of such subjects, in relation to their duties, shall have access to the pertinent Data. All this, always in connection with the purposes pointed out previously. The data described above may be communicated to natural persons or legal entities that collaborate with the University for the purposes of allocating benefits for the Right to University Study; to public authorities such as the Lombardy Region, the Italian Ministry of Finance, the Italian Revenue Office and the Guardia di Finanza for legitimate checks. Data will be kept strictly for the time and scope for which they were collected.

Data Subject's Rights

Data subjects have the following rights: to require the Data Controller to correct the personal data held about them if it is incorrect; to require the Data Controller to erase their personal data; to require the Data Controller to restrict its Data processing activities (and, where its processing is based on the subject's consent, the Data subject may withdraw that consent, without affecting the lawfulness of the Data Controller's processing based on consent before its withdrawal); to object to the data treatment; to receive from the Data Controller the personal data held about the subject which the subject has provided, in a reasonable format specified by the subject, including the purpose of the transmittal

to another data controller. The aforementioned rights may be exercised with a request sent to ISU Bocconi – the Student Assistance and Financial Aid Center/Fees, Funding and Housing Office at the email address funding@unibocconi.it to the attention of the internal Data Processor.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

In order to guarantee the certainty of the results contained in the final ranking, any updates, corrections, additions you may request will affect the ranking only if carried out by the deadline for submitting applications for review against the provisional ranking for benefit assignment.

The Data Controller for personal data is Università Commerciale Luigi Bocconi. Paolo Cancelli, Head of the Students Direction is the manager of use of data provided.

The Data Controller for personal data is Università Commerciale Luigi Bocconi.

The internal Data Processor of the data provided is Mr. Paolo Cancelli, Director of the Students Organizational Unit.

The Data Controller has appointed as Data Protection Officer ("DPO") who may be contacted at the email address dpo@unibocconi.it for any questions regarding use of personal data and to exercise the rights set out in the Law.