

Provisions on the granting of solidarity scholarships and loans

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Disclaimer: These Provisions on the granting of solidarity scholarships and loans have been drawn up in Italian. A non-legally binding English translation has been provided for information purposes only. The Italian version shall prevail over the English translation.

The Rectorate adopts:

Title I - Principles

**Art. 1
Purpose**

- ¹ If no other financial support is available, Università della Svizzera italiana (from now on referred to as 'USI') undertakes to support, within its available resources, its students facing severe financial hardship by awarding solidarity scholarships and loans (see Art. 2).
- ² To this end, USI has established a so-called Solidarity Fund (from now on, referred to as "Fund").
- ³ The following Provisions define the terms, procedures, and methods for allocating this financial support.
- ⁴ In these Provisions, words expressed in the masculine or masculine plural form shall include all genders.

**Art. 2
Field of
application and
granting
conditions**

- ¹ Solidarity scholarships and loans may be granted to USI students who cumulatively fulfil the following conditions:
 - a. they are admitted to a Bachelor's or Master's programme offered by USI;
 - b. they are facing severe, proven and unforeseen economic difficulties that could jeopardise their studies;
 - c. based on a rough assessment, they have a good chance of carrying out and/or completing their university studies.
- ² In exceptional cases, individuals who are not admitted to a study programme at USI but attend classes as auditors may request a solidarity scholarship to cover the cost of enrollment as an auditor. This solidarity scholarship may only be offered in special cases and to promote cultural integration and socialisation. The application process for this scholarship is detailed in Articles 8 and following.

Title II – Solidarity scholarships and loans

Art. 3 Forms of financial solidarity

- 1 USI supports its students through the following forms of financial solidarity:
 - a. Solidarity loan.
 - b. Solidarity scholarship.
- 2 Both forms of financial solidarity may be used to cover (fully or partially) the semester tuition fee and/or, in particularly severe cases, the student's living expenses.
- 3 The granting of loans, respectively solidarity scholarships, is determined according to the application made by the student and the severity of the student's situation of economic struggle.
- 4 Should the student's financial situation deteriorate further, a loan may be converted into a solidarity scholarship at the student's request. The Solidarity Scholarship and Loan Commission (cf. Art. 10; from now on referred to as "Commission") makes the relevant decision.
- 5 The granting of financial support and any renewals (see Art. 5) are only possible until the Fund is exhausted.

Art. 4 Financial Support Amounts and Duration

- 1 Solidarity scholarships and loans are granted up to a maximum of CHF 4,000 per semester.
- 2 Solidarity scholarships and loans are granted for a duration of one year. The student may apply for renewal in accordance with Art. 5.

Art. 5 Renewal of financial support

1. The student may request financial support renewal following the procedure outlined in Art. 8 and following.
2. Financial support can only be renewed provided that, for each academic year, the student obtains at least 48 ECTS by the end of the extraordinary autumn examination session.
3. Renewal of the solidarity scholarship or loan is not guaranteed.

Art. 6 Repayment of the solidarity loan

- 1 The student must repay the amount of the solidarity loan received from USI. The repayment procedure starts one year after the end of the study programme in which the student was enrolled.
- 2 At the student's request, the start of the reimbursement procedure referred to in paragraph 1 may be postponed if the student is in serious difficulty. The Commission holds the relevant decision.
- 3 At the student's request, the solidarity loan can be repaid in instalments.

Art. 7 Methods of delivering the support

- 1 As a rule, the solidarity scholarship or loan directly compensate the tuition fee.
 - 2 If financial support is intended (totally or partially) to cover living expenses, it is paid directly to the student.
 - 3 In exceptional cases, if the financial support from USI becomes available to the student after already paying the semester tuition fee, it is possible to get a reimbursement for the tuition fee and receive a solidarity scholarship or loan at a later date.
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Titolo III – Allocation procedure

Art. 8 Application procedure for a solidarity scholarship or loan	<ol style="list-style-type: none">1 The application for a solidarity scholarship or loan must, as a rule, be submitted by the student between 31.08 and 30.09 for support needed for the autumn semester and between 31.01 and 28.02 for support needed for the spring semester. Depending on the relevant campus, the request must be submitted to one of the following addresses:<ol style="list-style-type: none">a. borsestudio@usi.ch (Lugano campus); orb. scholarship.arc@usi.ch (Mendrisio campus).2 Requests received after the deadlines specified in paragraph 1 may be taken into consideration only if there are proven reasons justifying their late submission.3 The request is completed by filling in a dedicated form.4 The renewal request follows the rules on the allocation procedure (Art. 8 and following)
Art. 9 Evaluation	The staff in charge at the Student Administration Service receives the application, prepares the relevant file, and drafts a proposal for the Commission's attention (cf. Art. 10).
Art. 10 Solidarity Scholarship and Loan Commission: members	<ol style="list-style-type: none">1. The Solidarity Scholarship and Loan Commission comprises the following members:<ol style="list-style-type: none">a. Pro-rector for Education and Students' Experience;b. Director of Operations or a delegate;c. another member appointed by the Rectorate.2. A representative of the Student Administration Service attends the meetings of the Commission without voting rights.3. The Commission acts in the name and on behalf of the Student Administration Service.
Art. 11 Allocation decision	<ol style="list-style-type: none">1. The Commission evaluates the request and makes a decision based on a simple majority vote. This can be done in person, through telecommunication, or by circular letter. It is not necessary for all members to be present at the same time, but all members are required to vote.2. If a majority cannot be reached, the vote of the Pro-rector for Education and Students' Experience is decisive.3. In adopting the decision, the Commission observes the following principles:<ol style="list-style-type: none">a. equal treatment;b. proportionality;c. ban on arbitrary conduct.4. The decision is reached and communicated to the student in writing.5. The Commission's decision is communicated in a timely manner, but generally within one month after the deadlines for submitting applications as specified in Article 8(1). The following cases are excepted:<ol style="list-style-type: none">a. decisions on renewal applications, the assessment of which must await the outcome of the examination sessions;

b. decisions on the cases referred to in Article 8(2).

- Art. 12**
Decision to
revoke
1. The Commission may decide to immediately revoke the financial support granted to the student in the following cases:
 - a. dropping out of studies;
 - b. unjustified failure to attend courses;
 2. The decision is reached and communicated to the student in writing.

Titolo IV – Final provisions

Art. 13
Transparency

The Pro-rector for Education and Students' Experience reports to the Rectorate twice a year on the work of the Commission, on the solidarity scholarships and loans granted and on the status of the Fund.

Art. 14
Legal Remedy

Complaints against the Commission's decision may be submitted to the Rectorate within 30 days of notification of the contested decision (see Art. 63 of the USI Statute).

Art. 15
Entry into force

These Provisions shall enter into force on 23.11.2023.
