

CHARTER OF SERVICES



TABLE OF CONTENTS

INTRODUCTION	11
ORGANIZATION OF THE ENTITY	13
BODIES OF THE ENTITY	13
OPERATIONAL STRUCTURE	13
OFFICE STRUCTURE	14
OFFICIAL COMMUNICATION CHANNELS	17
WEBSITE	17
PERSONAL ACCOUNT	17
PUBLIC RELATIONS OFFICE (URP)	17
ONE NUMBER	17
TICKETING SERVICE	19
INSTAGRAM CHANNEL	19
CENTRAL RECORD OFFICE	19
YOUTUBE CHANNEL	19
RIGHT TO EDUCATION	22
REGIONAL TAX	22
<i>Who must pay it</i>	22
<i>Exemptions</i>	22
<i>Amount</i>	22
<i>Payment methods</i>	22
<i>Automatic refund</i>	23
<i>Refund upon request</i>	23
<i>Refund schedule</i>	23
<i>Contacts</i>	23
SCHOLARSHIPS AND OTHER CONTRIBUTIONS	25
SCHOLARSHIPS	25
<i>Beneficiaries</i>	25

<i>Requirements</i>	25
<i>Merit</i>	25
<i>Income</i>	25
<i>How to apply</i>	26
<i>When to apply</i>	26
<i>Publication of results</i>	26
<i>Amounts</i>	26
<i>Allocation methods</i>	26
<i>Compatibility/Incompatibility</i>	26
<i>Managers</i>	27
<i>Contacts</i>	27
<i>Scholarships in numbers</i>	27
<i>Timeframe</i>	29
<i>Application outcomes</i>	29
<i>Domicile status</i>	29
CONTRIBUTIONS FOR INTERNATIONAL MOBILITY	30
<i>Beneficiaries</i>	30
<i>Requirements</i>	30
<i>Compatibility/Incompatibility</i>	30
<i>When to apply</i>	30
<i>Fund allocation</i>	30
<i>Integration</i>	30
<i>Grant allocation timeframe</i>	30
<i>Managers</i>	31
<i>Contacts</i>	31
<i>Contribution for international mobility in numbers</i>	31
GRADUATION AWARDS	32
<i>Beneficiaries</i>	32
<i>Requirements</i>	32
<i>Benefit amount</i>	32
<i>When to apply for the benefit</i>	32

<i>How to apply for the benefit</i>	32
<i>Fund allocation</i>	32
<i>Managers</i>	33
<i>Contacts</i>	33
<i>Graduation awards in numbers</i>	33
CALL FOR APPLICATIONS FOR UNIVERSITY	
BOOK VOUCHERS	34
<i>Beneficiaries</i>	34
<i>Requirements</i>	34
<i>Compatibility/Incompatibility</i>	34
<i>Maximum payable amount</i>	34
<i>Managers</i>	34
<i>Contacts</i>	34
<i>Book vouchers in numbers</i>	35
RENT CONTRIBUTION	35
<i>Beneficiaries</i>	35
<i>Requirements</i>	35
<i>Compatibility/Incompatibility</i>	36
<i>Maximum payable amount</i>	36
<i>Managers</i>	36
<i>Contacts</i>	36
<i>Rent contributions in numbers</i>	36
OTHER SERVICES PROMOTING THE RIGHT TO EDUCATION	39
UNIVERSITY RESIDENCE	39
<i>Beneficiaries</i>	39
<i>How to apply</i>	39
<i>Requirements</i>	39
<i>When to apply for the benefit</i>	39
<i>Publication of results</i>	39
<i>Accommodation allocation</i>	39
<i>Service duration</i>	40

<i>Service cost</i>	40
<i>Protection of maternity rights</i>	40
<i>Support for disabled students</i>	40
<i>Managers</i>	40
<i>Contacts</i>	40
DINNING SERVICE	44
<i>Beneficiaries</i>	44
<i>Requirements</i>	44
<i>How to apply</i>	44
<i>When to apply for the benefit</i>	44
<i>Service cost</i>	44
<i>Allocation procedure</i>	44
<i>Compatibility/Incompatibility</i>	45
<i>Managers</i>	45
<i>Contacts</i>	45
<i>Canteens in numbers</i>	45
MOBILITY SERVICES	47
SUPPORT FOR STUDENTS WITH DISABILITY	47
<i>Beneficiaries</i>	47
<i>Service cost</i>	47
<i>Contacts</i>	48
AGREEMENT WITH ROME'S PUBLIC TRANSPORTATION DEPARTMENT	48
<i>Documentation required</i>	48
<i>Contacts</i>	48
ATENEIO + DISCO CARD	51
FOR INFORMATION	51
KNOWLEDGE PROMOTION	53
THE GENERAZIONI PLAN	53
PORTA FUTURO LAZIO	53
<i>Beneficiaries</i>	53
<i>Objectives</i>	53

<i>Services offered</i>	53
<i>Allocation methods</i>	54
<i>Service cost</i>	54
<i>Managers</i>	54
<i>Communication channels</i>	54
<i>Porta Futuro Lazio in numbers</i>	55
TORNO SUBITO	56
<i>Beneficiaries</i>	56
<i>Objective</i>	56
<i>How to participate</i>	56
<i>Compatibility/Incompatibility</i>	56
<i>Service cost</i>	56
<i>Managers</i>	56
<i>Torno subito in numbers</i>	57
ADVANCED TRAINING ART LABORATORY	
OFFICINA DELLE ARTI PIER PAOLO PASOLINI	61
<i>Beneficiaries</i>	61
<i>Objective</i>	61
<i>How to participate</i>	61
<i>Compatibility/Incompatibility</i>	61
<i>Service cost</i>	61
<i>Managers</i>	61
<i>Contacts</i>	61
CULTURAL HUBS - SOCIAL AND WORK LIFE	62
<i>Beneficiaries</i>	62
<i>Objective</i>	62
<i>Services offered</i>	62
<i>Extraordinary closures</i>	65
<i>Service allocation</i>	65
<i>Service cost</i>	65
<i>Managers</i>	65
<i>The hubs in numbers</i>	65

EXTENSION OF UNIVERSITY/LIBRARY OPENING HOURS H 24	67
<i>Beneficiaries</i>	67
<i>Objective</i>	67
<i>Services offered</i>	67
<i>Service access and allocation methods</i>	67
<i>Service cost</i>	67
EXTRAORDINARY CLOSURES	67
<i>Managers</i>	67



INTRODUCTION

The events of this historical phase are profoundly affecting our lives and making us aware now more than ever that it takes a coordinated and constructive endeavour to overcome difficulties.

As it claims the lives of many of our citizens, the pandemic is teaching us that only together, integrating different perspectives and opinions respectfully and inclusively, can we obtain the results we aim for to improve our quality of life.

For the past few years, DiSCo, the Lazio Region Entity entrusted with the promotion of the right to education and knowledge, has undertaken a constructive dialogue with local citizens, in the belief that only by mutual listening, understanding and openness to change, shall DiSCo be more supportive of people in difficulty.

An ongoing dialogue with student representatives, and the Universities, as well as a continuous monitoring of client satisfaction on DiSCo's most innovative services are already underway, and clearly show DiSCo's transition towards an organizational culture relying on collaboration, innovation and client satisfaction; according to the most recent managerial literature, these elements are at the basis of any modern Public Administration.

The Charter of services is a further, fundamental step towards our Entity's organizational development, as it brings forth the dialogue that was started to form a structured, "constructive alliance" between this Public Administration and the citizens. The document sets the terms of an agreement between DiSCo and the parties concerned on the use of its services. The principles of transparency and respect govern this agreement, in which every stakeholder knows what they can obtain and what is required of them to achieve a common goal that is clearly laid out in Art. 3 of our Constitution: to remove the social and economic barriers limiting citizens' freedom and equality, and hindering the full development of the human person.

Hence, the Charter of services is a fundamental tool to match efficiently the supply of public services and the demands of citizens, wishing to receive them. It is an alliance between DiSCo and the citizens, and if constructively cemented by the parties concerned, it shall constantly improve the services offered to the most vulnerable and our inclusive and supportive society.

This is an important tool to further improve DiSCo's activities, both those directed at the protection of the right to education, the Entity's historical mission, and its most innovative services, funded by the European Social Fund, such as Torno Subito, Porta Futuro Lazio and Officina Pasolini. These new services successfully benefitted around 250 000 citizens over the past few years, given the high quality of the services rendered. Thanks to the Lazio Region's trust in DiSCo's implementing capacities, these avant-garde projects have been hailed as national and European good practices; so much so that today, they stand as a concrete and visible example of how the Italian Public Administration can achieve levels of excellence also compared to the most advanced European partners.

On behalf of DiSCo's Board of Directors

The Chairman

Alessio Pontillo



ORGANIZATION OF THE ENTITY

DiSCo is a public entity of the Lazio Region and provides the services identified by the Regional Council with a view to promoting the right to education and knowledge.

BODIES OF THE ENTITY

The Bodies include the following:

- a) Chairperson of the Board of Administration;
- b) the Board of Administration;
- c) the Board of Auditors;
- d) the Regional Council for the promotion of the right to education and knowledge.

OPERATIONAL STRUCTURE

GENERAL DIRECTOR AND MANAGERS

The General Director oversees the operational structure, and is in charge of the Entity's financial, technical and administrative management with independent powers of organization, expenditure and control.

To carry out his/her tasks, the General Director relies on the collaboration of managers, who head functional areas, divided in services, as described on DiSCo's institutional website, in the Transparent Administration section.

STRUCTURE NAME		ATTIVITÀ SVOLTE
GENERAL DIRECTORATE		Communication Planning and management control Juridical Control - Support to the Supervisory Board - Privacy policy
AREA 1	Accounting, Economic and Financial Resources	Accounts and Financial management Tax and accounting activity
AREA 2	Human resources	Personnel Remuneration Personnel legal status
AREA 3	Tenders and contracts	Tenders and contracts
AREA 4	Scholarships and Student allowances	Scholarships and benefits for Rome 1 students Services for disabled persons Scholarships and benefits for Rome 2 students Scholarships and benefits for Rome 3 students Ranking management and financial audit
AREA 5	Technical services and Property Maintenance	Public Works planning and extraordinary property maintenance Safety management and cost oversight of properties and instrumental goods
AREA 6	EU Funds and Special Projects	Implementation and management of Employability projects Post-graduate training projects and involvement of experts Individual funds and activity oversight
AREA 7	Legal Affairs - Debt recovery Debt	Legal affairs and debt recovery Transparency and anti-corruption support - Public access
AREA 8	ICT services and Process innovation	IT services
AREA 9	General Affairs	General affairs. Registry Quality and Canteens

OFFICE STRUCTURE

The Entity has three territorial Offices: Roma Città metropolitana, divided in three Operational Units (Rome 1, Rome 2, and Rome 3), Northern Lazio and Southern Lazio, that are fundamental for its activities.

Students can contact their territorial Office, by dialling the student one number **06.49701**.

One of DiSCo's managers heads each Office.

Please find below a list of the Universities with corporate office in the Lazio Region, as recognized by the current legislation and their DiSCo territorial Office.

OFFICE ROMA CITTÀ METROPOLITANA - OPERATIONAL UNIT	
ROME 1 Via Cesare De Lollis 22 – 00185 Rome	
<ul style="list-style-type: none"> • La Sapienza University and branch offices • Istituto Superiore di Industrie Artistiche di Roma I.S.I.A • Accademia di Belle Arti di Rome • Libera Accademia di Belle Arti • Rome University of Fine Arts • Accademia di Costume e Moda • Libera Università Maria SS. Assunta LUMSA • Accademia Internazionale di Teatro • LUISS – Guido Carli • Accademia Nazionale d'Arte Drammatica Silvio D' Amico 	<ul style="list-style-type: none"> • Conservatorio Santa Cecilia di Roma • Saint Louis College of Music • Conservatorio Statale di musica O. Respighi of Latina • SSML San Domenico, Scuola Superiore per Mediatori Linguistici • Istituto Centrale per il Restauro e la Conservazione • Università degli studi di Roma Foro Italico • Università Europea di Roma
ROMA CITTÀ - METROPOLITANA - OPERATIONAL UNIT ROME 2 Via Cambridge 115 – 00133 Rome	
<ul style="list-style-type: none"> • University Tor Vergata and branch offices 	<ul style="list-style-type: none"> • Unicamillus • SSML Istituto Armando Curcio
TERRITORIAL OFFICE OF NORTHERN LAZIO (VITERBO)	
Via della Vasca Navale 79 – 00146 Rome	
<ul style="list-style-type: none"> • University Roma Tre • Scuola Superiore per Mediatori Linguistici • "Gregorio VII" • Accademia Nazionale di Danza • Link Campus University • Accademia Arti e Nuove Tecnologie 	<ul style="list-style-type: none"> • Università degli Studi Internazionali di Roma UNINT • Istituto Superiore per la Conservazione ed il Restauro • Università Campus BioMedico
TERRITORIAL OFFICE OF SOUTHERN LAZIO (CASSINO)	
Via Cardarelli 75 – 01100 Viterbo	
<ul style="list-style-type: none"> • Tuscia University 	<ul style="list-style-type: none"> • Accademia di Belle Arti di Viterbo
PRESIDIO TERRITORIALE DEL LAZIO MERIDIONALE (CASSINO)	
Viale dell'Università – College studenti Folcara – 03043 Cassino	
<ul style="list-style-type: none"> • Cassino University • Università di Cassino e Lazio and branch offices 	<ul style="list-style-type: none"> • Conservatorio L. Refice di Frosinone • Accademia di Belle Arti di Frosinone • Online universities

The above list is only a guide: the students enrolled at universities and art, music and dance institutes that are not listed above, but are recognised by MIUR may apply for DiSCo services, as indicated in the relevant call for applications.

During 2020, also because of the impact of the pandemic on our country, DiSCo reorganized its activities with a view to producing more efficient and effective services for citizens. Reorganizing these activities meant to fix the quota of personnel working from the offices, in compliance with the current legislation, while maintaining high qualitative and quantitative work standards. DiSCo's facilities open to the public and the offices occupied by the personnel were optimised, for example, protection barriers were installed to contain the virus. A specific and structured reflection led to the identification of possibilities to innovate the Entity's activities, also with a view to organizing the activities and communication systems with students and citizens more effectively.



OFFICIAL COMMUNICATION CHANNELS

WEBSITE

All the information on how to access DiSCo services and calls for applications can be found in the sections "Our Activities" and "Tenders" on www.laziodisco.it.

PERSONAL ACCOUNT

The Personal account, accessible after registration, enables students to apply for DiSCo's calls for applications, if so indicated in the calls themselves, and to receive information on the outcome of their applications.

The "Payment/outcome history" section is the only way in which DiSCo informs students of any payment made in their favour.

In the "Payment method" section, students can freely communicate their banking details for the grant allocation.

Important communications from DiSCo's offices to individual students appear in the "Messages" section.

The Personal Account features other useful functionalities for the students, such as the possibility to open a ticket to receive information on one's status. The communications sent to DiSCo through the Personal Account qualify as notifications and are valid for all legal purposes.

STUDENT ONE NUMBER

Students may contact the Entity by dialing the purposefully created one number **06.49701**.

The operators screen the calls and direct users to the competent office.

The service **is active from Monday to Thursday from 10am to 4 pm, and on Friday from 10am to 2 pm**, unless otherwise communicated on the Entity's institutional website.

PUBLIC RELATIONS OFFICE (URP)

The URP is located in **Rome, on via Cesare De Lollis 24/b, the Entity's corporate office**, and provides information on the procedures to apply for the calls and grants access to DiSCo's services, while leaving any information on the students' individual status to be communicated by the territorial offices.

The office is a natural reference for the students wishing to present proposals and suggestions to improve the Entity.

Registered users may contact the URP for information on the above matters, also opening a ticket in their personal account.

For information on the procedures to apply for calls and to learn how to access the services, the Office can be contacted from Monday to Friday from 9.30am to 1pm and from Monday to Thursday from 3pm to 4.30pm at 06.4970241, or via email at urp@laziodisco.it, unless otherwise communicated on the Entity's institutional website. Because of the Covid-19 health emergency, the office may be closed to the public.



TICKETING SERVICE

This service enables students to register on DiSCo's IT system and receive information on their status with regard to their applications for the calls; tickets can be opened via the link in the personal account.

INSTAGRAM CHANNEL

This channel presents DiSCo's most important activities to its target public.

To favour inclusion, during the calls' validity period, support materials are published to enable participants to correctly fill in their application forms and follow the procedures correctly. Instagram account: **@discolazio**.

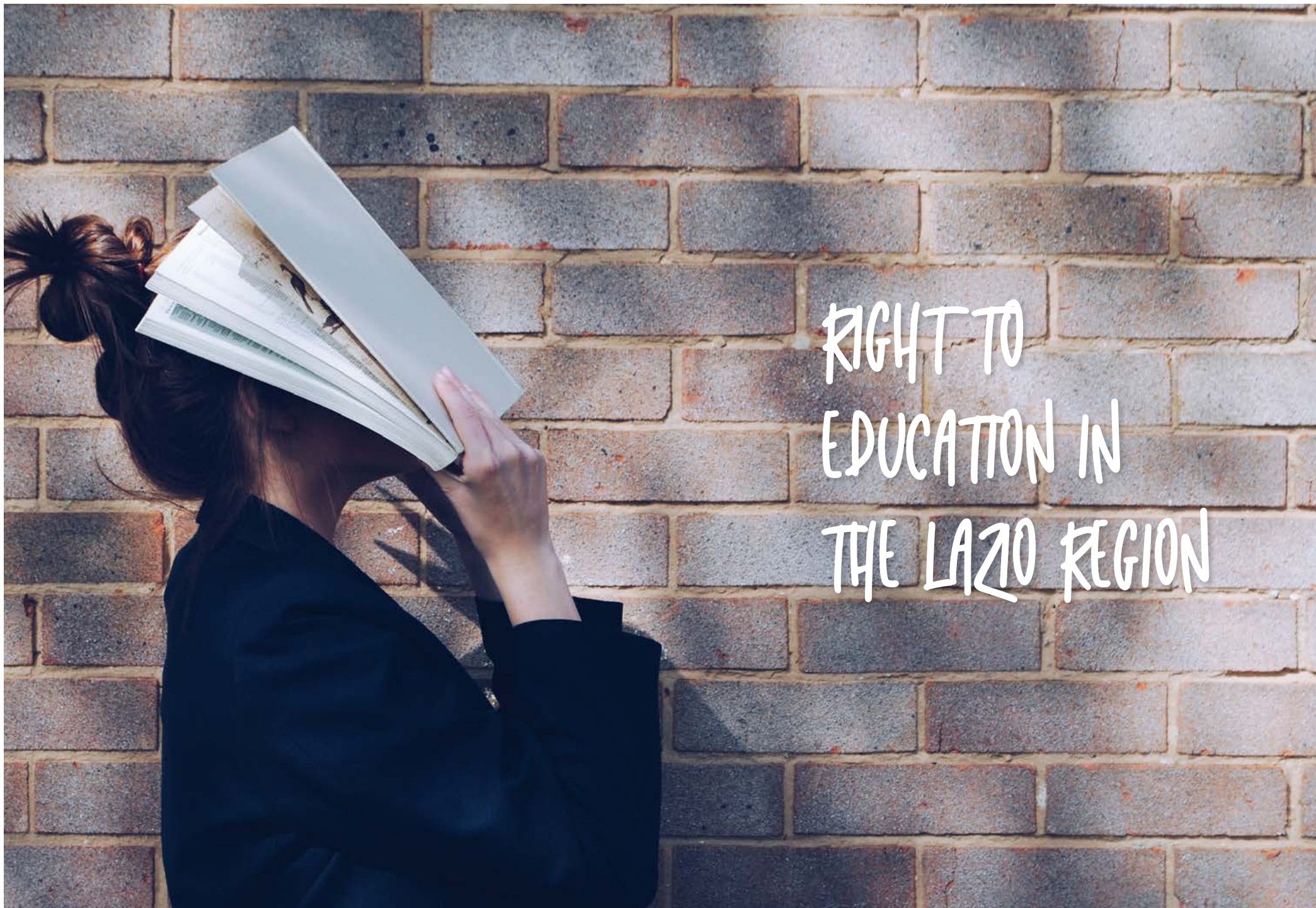
CENTRAL RECORD OFFICE

The Record Office receives, records, archives and sends all the external correspondence addressed to DiSCo via **protocollo@pec.laziodisco.it**.

The original documents, if required by the offices, can be obtained in person at DiSCo's headquarters in **Rome, via Cesare De Lollis 24/b – 00185** or at the relevant territorial office at the above addresses. The Office is open to the public from Monday to Thursday from 8.30am to 1.30pm and from 2.30pm to 5pm and on Friday from 8.30am to 2 pm, unless otherwise communicated on the Entity's institutional website.

YOUTUBE CHANNEL

This channel is experimentally active at the moment and shall feature multimedia materials and institutional videos.



RIGHT TO EDUCATION IN THE LAZIO REGION

RIGHT TO EDUCATION

The right to education is set forth in articles 3 and 34 of our Constitution and is one of the fundamental human rights, affirmed in international law by the UN Universal Declaration on Human Rights.

With the enactment of law 6/2018, the Lazio Region redefined students' welfare, equating the right to university education to that to continuing training for all citizens.

All the activities were redefined in a system-oriented perspective to form an ideal path accompanying students from the university to the labour market and continuing training.

REGIONAL TAX

The regional tax for the right to education was introduced with law n. 549 of December 28, 1995 (art. 3 par. 20-23) to form a solidarity-based welfare system, as set forth in our Constitution. At the same time, the regional tax is instrumental in providing talented university students without financial means with benefits and services, so that they can enjoy the possibility to make the most of the higher educational system.

Who must pay it

Students enrolling in degree courses, master's degree courses, specialization and PhD courses organized by state and non-state, but legally recognised universities, university institutions and higher educational institutes with corporate offices in the Lazio Region must pay the tax at every academic year.

Exemptions

In Lazio, while procedures may vary from one University to another, beneficiary or eligible students are exempt from the payment of the regional tax for the right to education.

Moreover, the following students are exempt from the payment of the regional tax:

- students graduating within the extraordinary exam session of every academic year;
- students having a recognised disability equal or higher than 66%;
- students with disability recognized under art. 3, par. 1 and/or par. 3 of law 104/92;
- students who obtained the exemption to pay university taxes from their Universities.

Amount

In Lazio, the yearly tax amount is set at 140 euros, unless otherwise communicated on the Entity's institutional website.

Payment methods

The regional tax for the promotion of the right to education must be paid with the first instalment of the university enrollment fee to the bank account communicated by the University.

At times, upon indication of the University, the student is required to pay the regional tax directly to DiSCo's bank account, to the Entity's Financial Officer – **Banca Popolare di Sondrio – IBANIT46P0569603211000051111X93**.

The university shall check if the payment was made, while the student shall keep and store the payment receipt.

The payment receipt released by the bank is the only means to prove the tax was paid. Consequently, DiSCo shall not issue any receipt to this effect.

Automatic refund

The students who paid the regional tax according to their University's indications and were beneficiaries or eligible for a scholarship shall receive an automatic refund, without any need to present a specific request.

Refund upon request

The regional tax shall be refunded upon request, to the following:

- students who enrolled in a university and Conservatory for the same academic year;
- students who transferred to a University with corporate offices outside the Lazio Region;
- students who paid the regional tax twice, following the transfer to another university;
- students who withdrew from the studies within the payment deadline of the enrollment tax, as set forth in their University's regulations;
- students with a disability equal or higher than 66%;
- students with disability recognized under art. 3, par. 1 and/or par. 3 of law 104/92;
- students who obtained the exemption to pay university taxes from their University.

In case of withdrawal from the studies, the regional tax for the right to education shall be refunded only if the University has refunded the enrollment fee.

The refund of the regional tax for the promotion of the right to education can be requested through the "Regional tax refund" form that can be found in the "Forms" section on www.laziodisco.it.

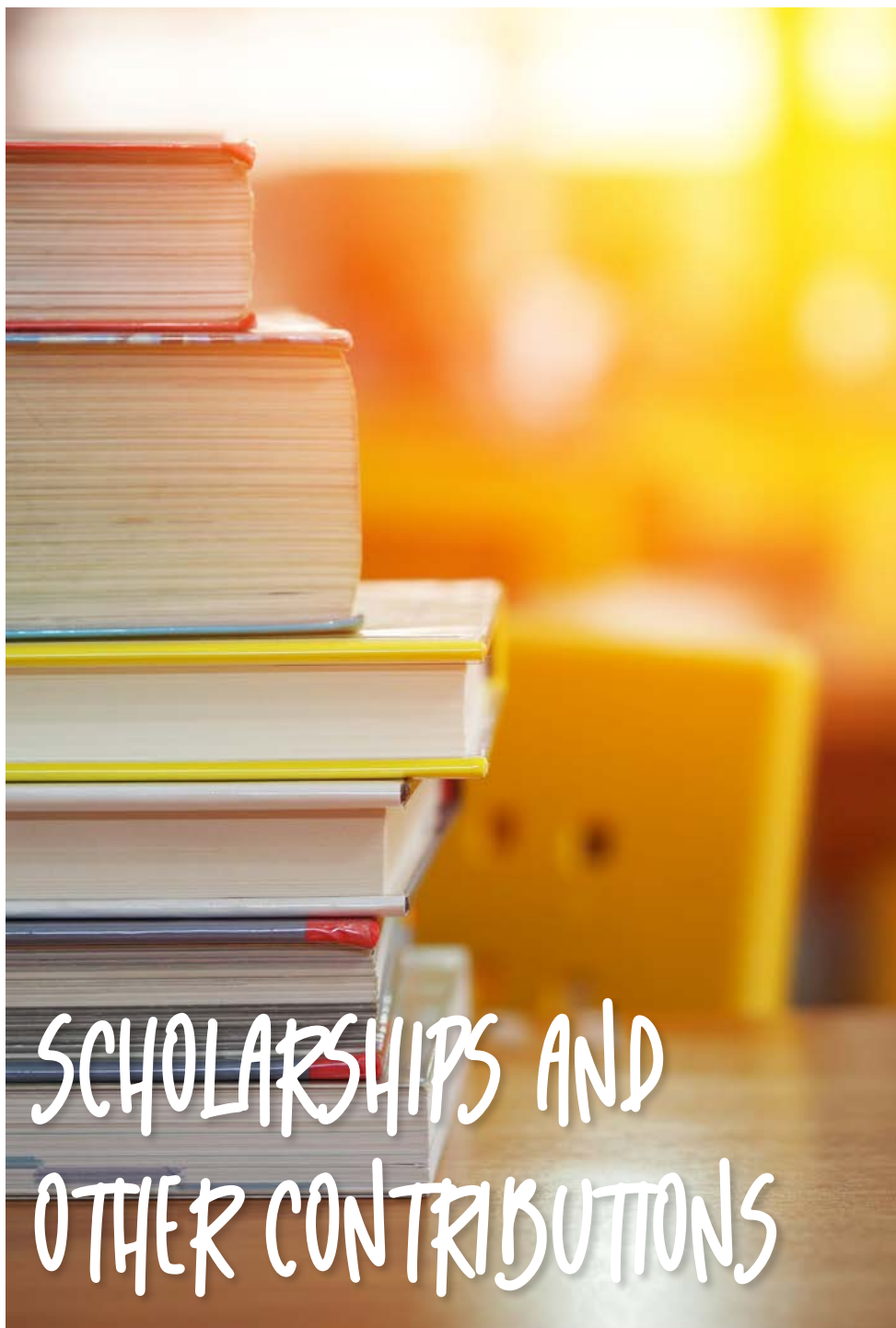
Refund schedule

Beneficiary students shall receive the complete refund, after the payment of the second installment.

The above-listed features may vary depending on the applicable law and are governed by the relevant yearly calls for applications.

Contacts

For any information on the regional tax refund procedure, students can open a ticket in their Personal account.



SCHOLARSHIPS AND OTHER CONTRIBUTIONS

Talented university students with few financial means may access one or more economic grants by participating in the yearly calls published in the “Calls” section on www.laziodisco.it.

SCHOLARSHIPS

Thanks to its calls for applications, DiSCo allocates scholarships every year to enable talented students with few financial means to benefit from university education. The Call lays out the economic and merit criteria to access the benefits and services.

Besides obtaining the benefits/services required, the beneficiaries are exempt from the payment of university and regional taxes and may access the dining service at no or reduced charge.

Any eligible student, though with no access to the benefits/services, enjoys the same concessions for the payment of taxes and the access to university canteens.

Beneficiaries

The students intending to obtain the following degrees from State, or private universities, university institutes, art, music and dance institutes, with corporate offices in the Lazio Region may apply for the Call promoting the right to education:

- first-cycle three-year degree;
- specialization degree;
- single-cycle specialization degree; or
- students intending to enroll in:
- PhD programmes without scholarship;

Requirements

A ministerial decree of the Government of the Italian Republic identifies the merit and income requirements necessary to access the scholarships.

Merit

The number of necessary credits varies depending on the course year, the number of enrolment years and the course of studies: in any case, the course year must be consistent with the years after the first enrolment.

Students with disability equal or higher than 66% recognized in Italy and single mother students qualify for more favourable merit requirements.

Income

The Call for applications fixes the economic (ISEE) and assets (ISPE) thresholds as per ministerial decree that are necessary to access the grants. Such indicators must feature in a Self-certification (DSU), specific for the promotion of the right to education. The income requirement for international students is attained following the evaluation of the documents on their income, assets and family composition, according to the provisions of the Call and the relative legislation.

How to apply

The application can be filed online, as specified in the Call for the right to education, after logging in in the personal account and following the procedures set forth in the Call.

When to apply

The application can be filed according to the methods specified in the Call for the right to education, generally from the month of May to the third week of July.

Participation is open also to students awaiting the result of their admission tests to courses with limited places or the attainment of the qualification necessary to enroll in a second-cycle specialization degree.

Fund allocation

The benefits/services are thus allocated, unless further novations are introduced in the legislation:

- 25% to first-year students;
- 75% to post first-year students.

Result publication

Generally, the results are communicated in the "Outcome/payment history" section in the personal account, within to the deadline fixed by the Call for the right to education.

Amounts

The ranges of the scholarship grants are fixed by ministerial decree and consider the students' status and domicile.

The scholarships are fully paid to students with an ISEE below or equal to two thirds of the reference threshold.

The scholarship amount is proportionally reduced up to one-half if the ISEE indicator is more than two thirds and up to reaching the threshold itself.

These elements may vary depending on any normative novation.

Allocation methods

The scholarship is paid in two instalments, within the deadlines indicated in the yearly Call for the right to education.

The payment is exclusively made according to the methods established in the Call and normally by bank transfer to the bank account opened in the student's name. Transfers to postal saving books are not possible, even if they have an IBAN.

Compatibility/Incompatibility

DiSCo's scholarships are incompatible with any other grant promoting the Right to education, provided by other public and private entities, including those granted by the Ministry of Foreign Affairs and Universities (e.g.: Wanted the Best, Don't Miss Your Chance, etc.).

University or EU grants for international mobility and internships (150-hour grant) are an exception.

The out-of-town status is incompatible with rent contributions/grants provided by other public or private Entities, even if partially.

Managers

Manager Area IV - Scholarships and Student Grants.

Contacts

Students can open a ticket in their personal account to learn more about their positions regarding this call for applications.

DiSCo's URP can be contacted for any information on the procedure and application deadlines of the Call at:

- urp@laziodisco.it
- Tel. 06.4970241

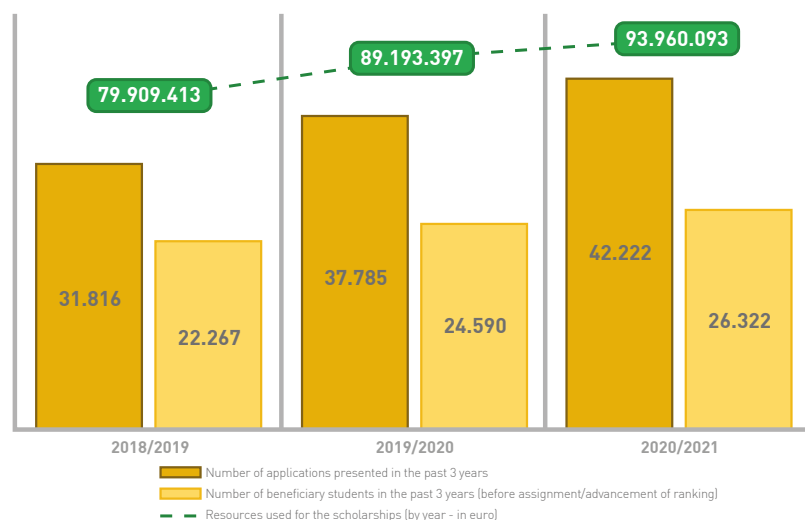
The features of the benefits and their allocation modes as listed in this document may vary depending on the legislation in force and comply with the relevant annual Call.

Scholarships and the numbers

	2018/2019	2019/2020	2020/2021
Number of applications in the past 3 years	31.816	37.785	42.222
Number of students declared beneficiary in the past 3 years (before assignment/ advancement of the ranking)	22.267	24.590	26.322
Resources used for scholarships (by year)	79.909.412,94	89.193.397,18	93.960.093,32

Scholarship in numbers

(Three years 2018/2019 - 2020/2021)



CALL FOR APPLICATIONS RIGHT TO EDUCATION 2020/2021



Timeframe

	2018/2019	2019/2020	2020/2021
Average allocation time, in days, of the first installment (from the publication of the ranking)	60	60	60
Average allocation time, in days, of the first installment	30/60	30/60	30/60

Competition outcomes

- The application outcome follows the classification below:
- **Eligible:** a student having all the income and merit requirements laid out in the Call for the right to education, who cannot be declared "beneficiary" for a lack of economic resources. This status can be temporary;
- **Beneficiary:** assignee of the grants and/or services;
- **Excluded:** a student without the requirements indicated in the Call or whose application is disqualified because of severe procedural breaches.

"Since 2018, all students eligible for scholarships were declared beneficiary in the Lazio Region."

Domicile status

- The scholarship varies depending on the domicile status assigned to the student:
- **You are "in-town" if you reside in the same town where you attend your course of study**, or if you are enrolled in an online university or follow all classes online;
- You are a **"commuter"** if you live in one of the Towns listed in annex B of the Call for the right to education, and anyway within 50 km from the municipality in which the courses and classes are held at least partially in presence;
- You are **"out-of-town"**, if you live outside Lazio or over 50 km from where the courses are held, signed a rental contract for an accommodation in the Lazio Region for a minimum of 10 months between October 1 - September 30 of the year after the year you filed your application, and attend the classes, at least partially, in presence.
- You are a **"calculated commuter"**, if despite meeting the requirements for out-of-town students, you do not state in your application that you intend to sign a rental contract.

The Call for the right to education sets the deadline for signing the rent contract and including its details in the system.

The features of the benefits and their allocation modes, as listed in this document, may vary depending on the legislation in force and comply with the relevant yearly Call.

CONTRIBUTIONS FOR INTERNATIONAL MOBILITY

Through the Call for the right to education, DiSCo grants additional contributions for international mobility programmes (Erasmus+, etc...)

Beneficiaries

Participation is restricted to the students having all the requirements fixed in the Call for the right to education, and selected by their universities for international mobility schemes.

Requirements

The requirements are the same as for scholarships.

Compatibility/Incompatibility

The grant is compatible with any other benefit provided by DiSCo or other public or private Entities.

When to apply

The application for the international mobility grant can be filed following the procedures specified in the Call for the right to education, generally online, and at the same time as the scholarship application.

Fund allocation

- The available funds vary from year to year and are thus earmarked:
- 90% to post first-year students.
- 10% to first-year students enrolled in second-level specialization degrees.

Integration

The maximum amount of this top-up contribution is € 510 per month for as long as the students stay abroad but no more than ten months. The amount of any scholarship funded by the European Union or by any other university is deducted from this contribution.

The maximum reimbursement for travel expenses is € 150

Grant allocation timeframe

The grant shall be granted after the relevant office has verified the duration of the stay abroad and if any funds were allocated to each student, roughly in the second half of the year after that in which the application was filed.

Managers

Manager Area IV - Scholarships and Student Grants.

Contacts

Students can open a ticket in their personal account to learn more about their position in this call for applications.

The features of the benefits and their allocation modes, as listed in this document, may vary depending on the legislation in force and comply with the relevant yearly Call.

Contribution for international mobility in numbers

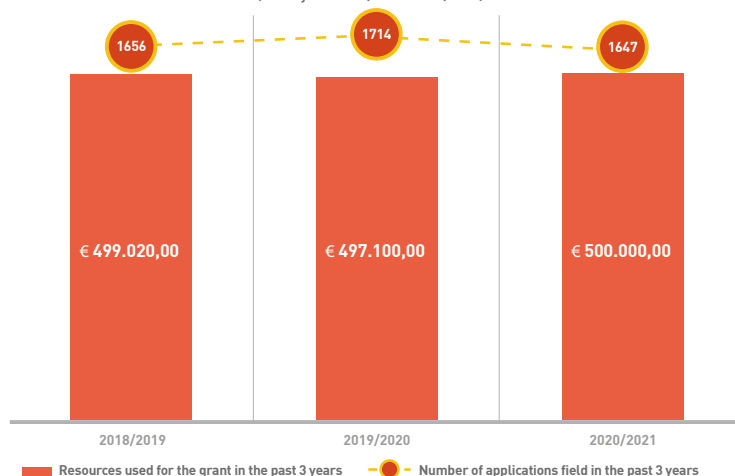
	2018/2019	2019/2020	2020/2021
Number of applications in the past 3 years	1.656	1.714	1.647
Number of grants provided in the last 3 years	123	133	1.117 eligible students*
Average amount per student in the last 3 years	Maximum amount € 5.250 The amount of any scholarship funded by EU funds or any other bilateral agreement is deducted from this contribution	Maximum amount € 5.250 The amount of any scholarship funded by EU funds or any other bilateral agreement is deducted from this contribution	Maximum amount € 5.250 The amount of any scholarship funded by EU funds or any other bilateral agreement is deducted from this contribution
Average contribution allocation times (from the date of delivery of the documentation after the return to Italy)	Depending on the return to Italy and after the universities have communicated the amount to deduct	Depending on the return to Italy and after the universities have communicated the amount to deduct	Depending on the return to Italy and after the universities have communicated the amount to deduct
Resources used for the contribution in the past 3 years	€ 499.020,00	€ 497.100,00	€ 500.000 **

* Data on the beneficiaries are not available yet

** Partial data

Applications filed and resources used for the contribution

(Three years 2018/2019 - 2020/2021)



GRADUATION AWARDS

Beneficiaries

Only the beneficiaries of a scholarship achieving their degree within the legal duration of their course of studies can receive a graduation award.

Students with disabilities can receive a graduation award, if they graduate within the first year beyond the legal course duration.

Requirements

Being the beneficiary of a scholarship in the academic year in which the student obtained their qualifications.

Benefit amount

The amount equals up to 50% of the scholarship received in the academic year the student graduated.

When to apply for the benefit

Students must apply for the benefit within and no later than 30 days from the date of graduation.

How to apply for the benefit

The application for the graduation award is exclusively filed online, by filling in the form accessible in the student's Personal account.

Fund allocation

Graduation awards are subject to the availability of annually budgeted funds.

If the applications are too many, benefits will be allocated based on a ranking taking into account the highest graduation marks and, when scores are equal, the lower ISEE indicator.

Managers

Manager Area IV - Scholarships and Student Grants.

Contacts

Students can open a ticket in their personal account to learn more about their position in this call for applications.

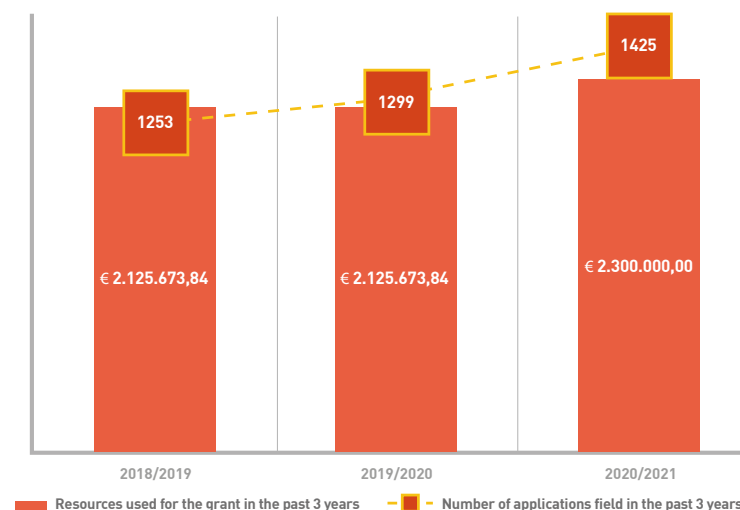
The features of the benefits and their allocation modes as listed in this document may vary depending on the legislation in force and comply with the relevant yearly Call.

Graduation awards in numbers

	2016/2017	2017/2018	2018/2019
Number of applications in the last 3 years	2550	3014	3229
Number of awards assined in the last 3 years	1253	1299	1425
Minimum vote necessary to be declared beneficiary in the last 3 years	110	110	110
Average contribution allocation times (from the publication of the ranking)	40 Days	40 Days	40 Days
Resources used for the award in the last 3 years	2.125.673,84 €	2.125.673,84 €	2.300.000,00 €

Resources used and number of awards granted

(Three years 2018/2019 - 2020/2021)



CALL FOR APPLICATIONS FOR UNIVERSITY BOOK VOUCHERS

The book voucher consists in a money grant allocated to purchase books and university textbooks, used in the course.

Beneficiaries

Students enrolled in university courses, refresher courses and master courses in the Universities with corporate offices in the Lazio Region may apply for the book voucher.

Requirements

Every year, a specific call for applications sets the threshold to access the grant.

Compatibility/Incompatibility

The voucher is compatible with all the other benefits/services provided by DiSCo or other public or private entities.

Maximum payable amount

The maximum contribution amounts to 250 euros, unless otherwise indicated in the call for applications.

The applicant must produce proof of the purchase.

Managers

Manager Area IV - Scholarships and Student Grants.

Contacts

Students can open a ticket in their personal account to learn more about their position in this call for applications.

The features of the benefits and their allocation modes as listed in this document may vary depending on the legislation in force and comply with the relevant yearly Call.

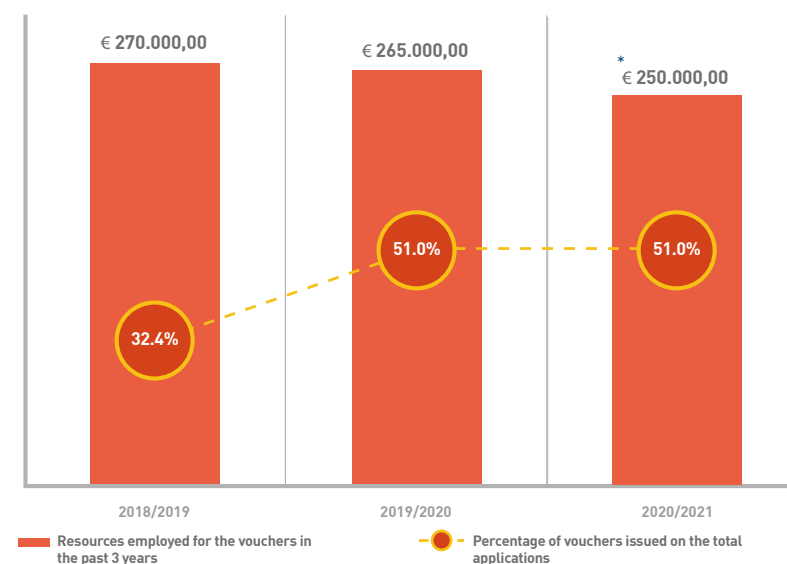
Book vouchers in numbers

	2017	2019	2020
Number of applications in the last 3 years	2.700	3772	3779*
Number of vouchers provided in the past 3 years	875	1922	1933*
Resources employed for the vouchers in the past 3 years	270.000 €	265.000 €	250.000 €* *
Average voucher allocation times (from the publication of the ranking)	60 Days	60 Days	60 Days

* Partial data

Resources used for book vouchers and percentage of vouchers provided

(Three years 2018/2019 - 2020/2021)



* Dato non definitivo

RENT CONTRIBUTION

DiSCo supports students with "rent contributions" for their accommodations, as they are instrumental for them to attend their courses of studies.

Beneficiaries

Students enrolled at State, or private universities, university institutes, art, music and dance institutes, with corporate offices in the Lazio Region may apply for the contribution.

Requirements

Every year a specific call for applications sets the threshold to access the grant, as well as the characteristics and the duration of the rent contracts the contribution is offered for.

Compatibility/Incompatibility

Except for the scholarships for out-of-town students, the benefit is compatible with any other grant offered by DiSCo Lazio.

The benefit is incompatible with any other contribution, specifically granted for the payment of an accommodation by public or private institutions.

Maximum payable amount

2,500.00€.

Managers

Manager Area 6 - EU Funds and Special Projects.

Contacts

Students can open a ticket in their personal account to learn more about their position in this call for applications.

The features of the benefits and their allocation modes as listed in this document may vary depending on the legislation in force and comply with the relevant yearly Call.

Rent contributions in numbers

	2017/2018	2018/2019	2019/2020
Number of applications in the last 3 years	1490	2615	Temporarily unavailable
Number of grants allocated in the last 3 years	786	1368	Temporarily unavailable
Resources used for the contribution in the last 3 years	1mln €	800.000 €	Temporarily unavailable
Average contribution allocation times (from the publication of the ranking) in the last 3 years	180 Days	180 Days	Temporarily unavailable





OTHER SERVICES PROMOTING THE RIGHT TO EDUCATION

UNIVERSITY RESIDENCES

DiSCo offers single and double rooms in its university residences to reduce the inconvenience of being far from home and foster students' course attendance. The residences feature different accommodation solutions: single and double rooms, studio apartments, and two- or multiple-room apartments. Part of the accommodations is equipped for students with sensory and/or motor disabilities and some facilities have a university canteen on premise or nearby.

Beneficiaries

Students enrolled at State, or private universities, university institutes, art, music and dance institutes, with corporate offices in the Lazio Region may apply for an accommodation in one of DiSCo's residences.

How to apply

La richiesta di posto alloggio si presenta contestualmente alla domanda di borsa di studio, seguendo le procedure descritte, ogni anno, nel Bando per il diritto allo studio.

Requirements

The annual Call promoting the right to education lays out the income and merit requirements.

When to apply for the benefit

The application can be filed roughly between May and the third week of July, and anyway within the deadlines set forth in the Call promoting the right to education.

Publication of results

Generally, the results are communicated in the "Outcome/payment history" section in the personal account, within the deadline fixed in the Call for the right to education.

Accommodation allocation

The accommodations are allocated respecting the principle of proportionality based on the number of regular applications presented in the framework of the Call for the right to education.

First-year and post first-year students receive an equal access to accommodations. In any case, the following quotas are granted:

- a) an overall percentage of no less than 20% of the total for non-EU first-year international students. For each nationality, accommodations are allocated in proportion to the respective number of regular applications;
- b) an overall percentage of not less than 5% of the total for stateless first-year students and recognized political refugees.

Service duration

A room is assigned to beneficiaries for a period of no more than ten months. Rooms are generally allocated by mid-October of every year, depending on the available rooms and the removal of any administrative impediments for individual applicants.

Service cost

The room cost is detailed in the Call for the right to education, and is associated to the type of room.

The beneficiaries of scholarships and accommodations have the cost for the accommodation deducted from the scholarship amount.

Protection of maternity rights

DiSCo values and protects maternity rights, and provides support during and after pregnancy in the ways and to the extent laid down by the call for applications and by the Rules for DiSCo's University Residences.

If a student gives birth during the assignment period, and if there are suitable areas, DiSCo ensures the stay of the mother and the new-born for the first six months. During the last weeks of pregnancy and after the delivery, DiSCo will assign a suitable accommodation to the mother guaranteeing an adequate and comfortable place, without infringing on the other students' rights.

Support for disabled students

Students with a disability equal or higher than 66%, living at specific residences may benefit from personal hygiene and transportation services, as well as assistance for house chores.

Specially equipped vehicles enable students with disability equal to or higher than 66% to attend classes, and grant them the right to mobility.

Students with a disability equal to or higher than 66% may benefit from a social and health support service 24/7, whose price is fixed in the Call promoting the right to education.

Managers

Residences in Rome

Management of the calls for applications and ranking

Manager Area IV - Scholarships and Student Grants

Accommodation acceptance and takeover procedure

Manager territorial Office Roma Città Metropolitana

Residences of Cassino and Viterbo

Management of calls for applications, ranking, and accommodation acceptance and takeover in Viterbo and Cassino

Manager of the Southern Lazio Office

Manager of the Northern Lazio Office

Contacts

Students can open a ticket in their personal account to learn more about their position in this call for applications.

ADDRESSES OF DISCO RESIDENCES ROME

ANTONIO RUBERTI	via Cesare De Lollis 20 - 00185 Rome
ARCHEOLOGIA	via dell'Archeologia 29 - 00133 Rome
ASSISI	via Assisi 77 - 00182 Rome
EZIO TARANTELLI	via Domenico de Dominicis 13/15 - 00159 Rome
FALCONE E BORSELLINO	via Mario Angeloni 13 - 00173 Rome
GIULIO REGENI NEW	via Leopoldo Ori 2 - 00122 Rome
CAMBRIDGE NORA	via Cambridge 115 - 00133 Rome
FEDERICI (IN REFURBISHMENT)	via del Mandrione 33 - 400181 Rome
PONTE DI NONA	viale Francesco Caltagirone 383 - 00132 Rome
VALLE AURELIA	via Baldo degli Ubaldi 265 - 00167 Rome
VALLERANELLO	via di Valleranello 99 - 00128 Rome

ADDRESSES OF DISCO RESIDENCES LATINA

VILLAFRANCA(LATINA)	via Villafranca 04100 - Latina
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ADDRESSES OF DISCO RESIDENCES VITERBO

SAN SISTO CARDARELLI	piazza S. Sisto 6 - 01100 Viterbo via Vincenzo Cardarelli - 01100 Viterbo
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ADDRESSES OF DISCO RESIDENCES CASSINO

FOLCARA	viale dell'Università - 03043 Cassino
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The addresses and phone numbers of the residences can be found at:

<http://www.laziodisco.it/le-nostre-attivita/residenze/>.

The features of the benefits and their allocation modes as listed in this document may vary depending on the legislation in force and comply with the relevant yearly Call.



DINING SERVICE

Beneficiaries

University canteens and traditional refreshment outlets agreed by DiSCo offer a dining service especially to university students in the Lazio Region within or outside the legal duration of their courses, with no income limitations.

Requirements

Enrolment in a State, or private university, university institute, art, music and dance institute with corporate offices in the Lazio Region is required. Benefits for beneficiary and eligible students for scholarships appear in the yearly Call for the right to education.

How to apply

Access is allowed after logging in online and with the "Mensa card" app available for Android and Apple. Students can log in at any time of the academic year and are entitled to eat their meals at any canteen or agreed refreshment point.

When to apply for the benefit

At any moment, during the entire academic year.

Service cost

Beneficiary students with "in-town" status are entitled to a free daily meal (except during the closing periods of canteens).
Post first-year eligible, but not beneficiary students are entitled to two free daily meals (except during the periods canteens are closed). For students who were not allocated a scholarship, the service contribution varies from a minimum of 2.20€ to a maximum of 7.70€ depending on the student's income.

Allocation procedure

All DiSCo canteens and refreshment points provide meals between 12 and 3 pm.
Dinner is exclusively provided at the canteens of via De Lollis, via De Dominicis in Rome and Piazza San Sisto in Viterbo, between 6.45pm and 9 pm. Some local canteens offer the possibility to have menus at a reduced price or gluten-free. All the information can be found in the "Dining" section at www.laziodisco.it.
The dining service is provided during the entire calendar year, except for the main national festivities and patron saint days.
During the summer, the Christmas and Easter holidays, the canteens discontinue their activities.
DiSCo commits to reducing the environmental impact of this service, for example, by eliminating the use of plastic and promoting energy efficiency.

Extraordinary closures

National holidays, 21st March (Cassino), 29th June (Rome), 4th September (Viterbo).
During the year, there might be extraordinary closures that shall be timely notified on the "Communications" section on www.laziodisco.it.

Extraordinary closures

National holidays, 21st March (Cassino), 29th June (Rome), 4th September (Viterbo).
During the year, there might be extraordinary closures that shall be timely notified on the "Communications" section on www.laziodisco.it.

Managers

General Director.

Contacts

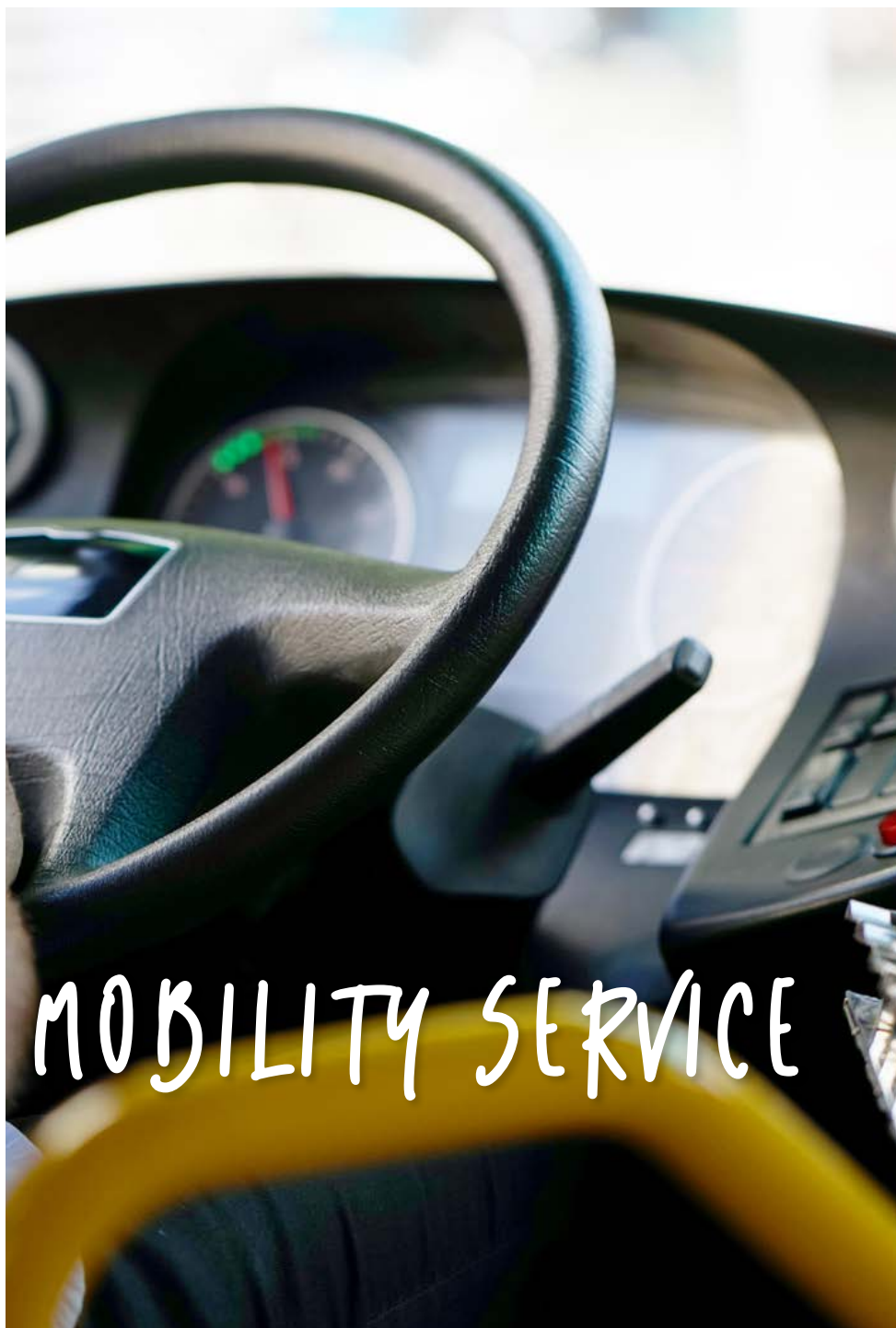
For operational information and notices:
servizioristorazione@laziodisco.it.

The features of the benefits and their allocation modes as listed in this document may vary depending on the legislation in force and comply with the relevant yearly Call.

Canteens in number

Number of applications in the past 3 years	Year 2018	922.097
	Year 2019	976.340
	Year 2020	241.891*
Resources employed in the past 3 years	Year 2018	7.357.000 €
	Year 2019	7.372.000 €
	Year 2020	4.154.000 € *

* Partial data



MOBILITY SERVICES

SUPPORT FOR STUDENTS WITH DISABILITY

Beneficiaries

At the university branches under the authority of the territorial Offices of Rome 1, Rome 2 and Rome 3, students with a disability equal or higher than 66%, and with an ISEE below 70.000 euros may benefit from an assisted transport service to attend classes and other activities promoting their right to education.

For the students staying at the university residence in **via Cesare De Lollis n. 20**, the service also includes accompanying these students to medical and physiotherapy centres, sports centres as well as for leisure activities.

Service cost

The transport service available at a reduced price uses specific vehicles to accompany disabled persons to faculties, canteens, libraries, documentation and conference centres with costs specified on the Entity's website. Personal assistance at DiSCo's residences is offered free of charge.

The service DiSCo offers is carried out with modern transportation means:

- 6 vehicles Territorial Office of Roma Città Metropolitana - Operational Unit Rome 1;
- 3 vehicles Territorial Office of Roma Città Metropolitana - Operational Unit Rome 2;
- 3 vehicles Territorial Office of Roma Città Metropolitana - Operational Unit Rome 3;

All the vehicles are equipped with lifting platforms.



The transportation service is active from 7am to 9pm on weekdays for all the operational units of the Roma Città Metropolitana territorial Office.

The service is active for students residing at the University Residence "A. Ruberti" on via Cesare De Lollis, 20 also on weekends from 10am to 9pm, along with a night social-recreational service from 9pm to 1am. A free service transports students with disabilities of the Territorial Office of Roma Città Metropolitana - Operational Unit Rome 1 to university canteens.

Contacts

For operational information and notices:

Manager of the Office Services and Citizens with disabilities.

The office can be contacted by dialling **06.49701256** or **06.49701306** from 9am to 1pm and from 3pm to 6pm.

to request the service:

accompagnamentomensa@laziodisco.it.

The features of the benefits and their allocation modes listed in this document may vary depending on the legislation in force.

AGREEMENT WITH ROME'S PUBLIC TRANSPORTATION DEPARTMENT

Until their 26th birthday, beneficiary students, also those not residing in Rome or with an accommodation in a university residence may purchase a public transport card for the city of Rome at a reduced fare.

Documentation required

- To receive the benefits, it is necessary to produce the following at ATAC desks:
- an application form fully filled in and printed front and back. The form can be downloaded from the website www.atac.roma.it;
- copy of a valid ID document;
- ISEE certificate

Contacts

For further information, please consult the website www.atac.roma.it or www.laziodisco.it.

The features of the benefits and their allocation modes listed in this document may vary depending on the legislation in force.





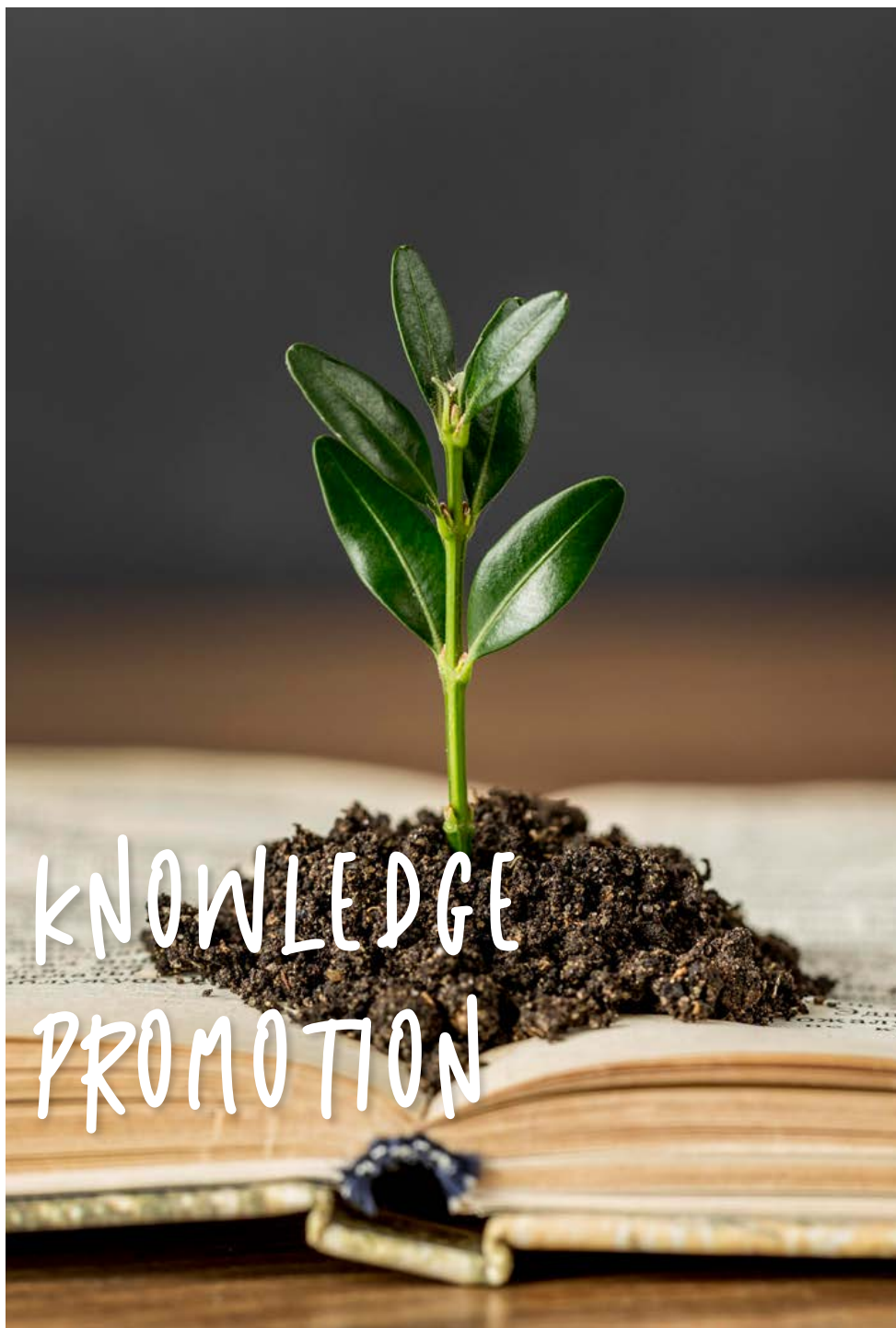
ATENEIO + DISCO
CARD

ATENEIO + DISCO CARD

The **Ateneio + DiSCo card** results from a collaboration between Banca Popolare di Sondrio and DiSCo: it is a prepaid, rechargeable card with IBAN, running on the Mastercard circuit. The card is totally free and enables payments in Italy and abroad, as well as some operations typical of a bank account: bank transfers, direct debit, etc. The Ateneio + DiSCo card **may be activated at no charge at all the branches of the Banca Popolare di Sondrio** and can be immediately used to deposit the scholarship grant.

FOR INFORMATION

Consult the site www.ateneopiu.it o www.laziodisco.it.



KNOWLEDGE PROMOTION

THE GENERAZIONI PLAN

"Generazioni II" - Extraordinary plan to expand opportunities for the young and citizens of Lazio: it is an integrated system promoting services to encourage the citizens' passions and interests and develop the occupational potential of Lazio residents. These services are free.

Generazioni confirms the commitment of the Lazio Region and DiSCo to support and accompany the young and the old, fostering culture, knowledge, empowerment, as well as work and social inclusion.

PORTA FUTURO LAZIO

Porta Futuro Lazio is a Lazio Region public project offering all the citizens the opportunity to grow professionally at no charge through specialised guidance and training services, aimed to help them integrate in the labour market.

Beneficiaries

The Project primarily targets university students, graduates/near graduates and all working-age citizens who may need support as they transition to the labour market or new and diversified work experiences.

Objectives

The "Porta Futuro Lazio" Project has the general objective of improving the quality and effectiveness of employment services, offering citizens training and work opportunities in all the regional territory in the framework of this project. Thanks to this, the initiative grants full access to these opportunities, independently from the domicile of individual persons.

The initiative's specific objective is to improve the conditions of the regional labour market, supporting both individuals (students or job seekers), and training institutions and local economic stakeholders.

Services offered

Free services for students and citizens:

- professional guidance;
- skills profile;
- training;
- advice for business start-ups;
- information on contracts and labour market;
- apprenticeships in collaboration with schools;
- help in preparing an effective CV;
- tandem language learnings;
- events and conferences;
- career days;
- CV translation in English, Spanish and French.

In addition, Porta Futuro Lazio offices organize initiatives aimed to match the job demand with supply, and offer advice on national and transnational mobility.

Allocation methods

The services are primarily offered in presence, following the COVID pandemic, while the

activities are carried out only online after booking.
Bookings can be made at www.portafuturo lazio.it, by clicking on the calendar and then the chosen activity or by dialling the phone numbers below.

Service cost

The services are offered with no charge.

Managers

Manager Area 6 - EU Funds and Special Projects.

Communication channels

All the useful information on the active services and activity planning can be found at: attraverso: www.portafuturo lazio.it,

Twitter https://twitter.com/pf_lazio.

Facebook <https://www.facebook.com/portafuturo lazio>.

The features of the benefits and their allocation modes as listed in this document may vary depending on the evolution of the legislation and are decided on a yearly basis.

FACILITY	ADDRESS	CONTACTS
ROMA CITTÀ UNIVERSITARIA	via Cesare De Lollis 22 - 00185 Rome	06 49707555 06 49707556 info@portafuturo lazio.it
CASSINO	Rectorship Loc. Folcara - 03043 Cassino	0776 2994212 cassino@portafuturo lazio.it
VITERBO	Rectorship - via Santa Maria in Gradi 4 - 01100 Viterbo	0761 357935 viterbo@portafuturo lazio.it
ROMA TRE	Faculty of Law - via Ostiense 159 - 00154 Rome	06 5733203 romatre@portafuturo lazio.it
ROMA TOR VERGATA	Faculty of economics - via Columbia 2 - 00133 Rome	06 72595753 torvergata@portafuturo lazio.it
LATINA	Casa dello Studente - via Villafranca, Latina	0773 698532 latina@portafuturo lazio.it
RIETI	City of Rieti - piazza Vittorio Emanuele II 1	0746 287400 rieti@portafuturo lazio.it
CIVITAVECCHIA	via Dalmazia 28 - 00053 Civitavecchia	0766 26831 civitavecchia@portafuturo lazio.it
CAPENA	via Madonna degli Angeli 2 - 00060 Capena	06 49701795 06 90376064 capena@portafuturo lazio.it

Porta Futuro Lazio in numbers

INDICATORS	THE GENERAZIONI PLAN FROM JANUARY 2016 TO SEPTEMBER 2020
RECIPIENTS (CITIZENS)	125.660
RECIPIENTS (BUSINESSES)	1.217
RECEPTION AND TUTORING ACTIVITIES (FOR STUDENTS AND CITIZENS)	33.512
TRAINING ACTIVITIES (WORKSHOPS AND COURSES)	2.004
ACTIVITY FOR MATCHING SUPPLY WITH DEMAND	12.082
RESOURCES EMPLOYED	12.639.572,71 €

The satisfaction level among the beneficiaries of the Porta Futuro Lazio services stands at 4.8, measured on a 5-level Likert scale, where 5 is the maximum positive value.



TORNO SUBITO

Torno Subito is a programme financing projects on citizens' talents and passions and revolving around international and national integrated advanced-training initiatives and experiences in the work field.

Participants have the opportunity to build a development project in two phases, by directly involving two partners.

The first phase occurs outside Lazio and includes a study/work experience.

The second phase is compulsorily held in Lazio and integrates the skills acquired in both public and private, profit and non-profit, training and productive scenarios, so that product and service innovation processes can begin in regional businesses. For further information, please visit www.tornosubito.laziodisco.it.

Because of the Covid 19 epidemiological emergency, the Project's activity for 2020/2021 has been cancelled.

Beneficiaries

Participation in this call for applications is open to university students, graduates and/or undergraduates (this category only for the Cinema and Gastronomy programmes) aged between 18 and 35, unemployed or first-time job seekers.

Objective

The project's goal is to develop the citizens' passions and interests connected to the acquisition and/or improvement of useful skills with a view to creating new job opportunities in the regional productive field.

Thanks to EU funds, we support the winners, by refunding their expenditures for training/work experience, travel, stay and internship.

How to participate

You need to apply for the yearly public call for applications.

Compatibility/Incompatibility

The service is compatible with other benefits offered by DiSCo.

Service cost

The service is provided free of charge.

The contribution covers the expenses for travel, training course, daily allowance, insurance and guarantee.

Managers

Manager Area 6 - EU Funds and Special Projects.

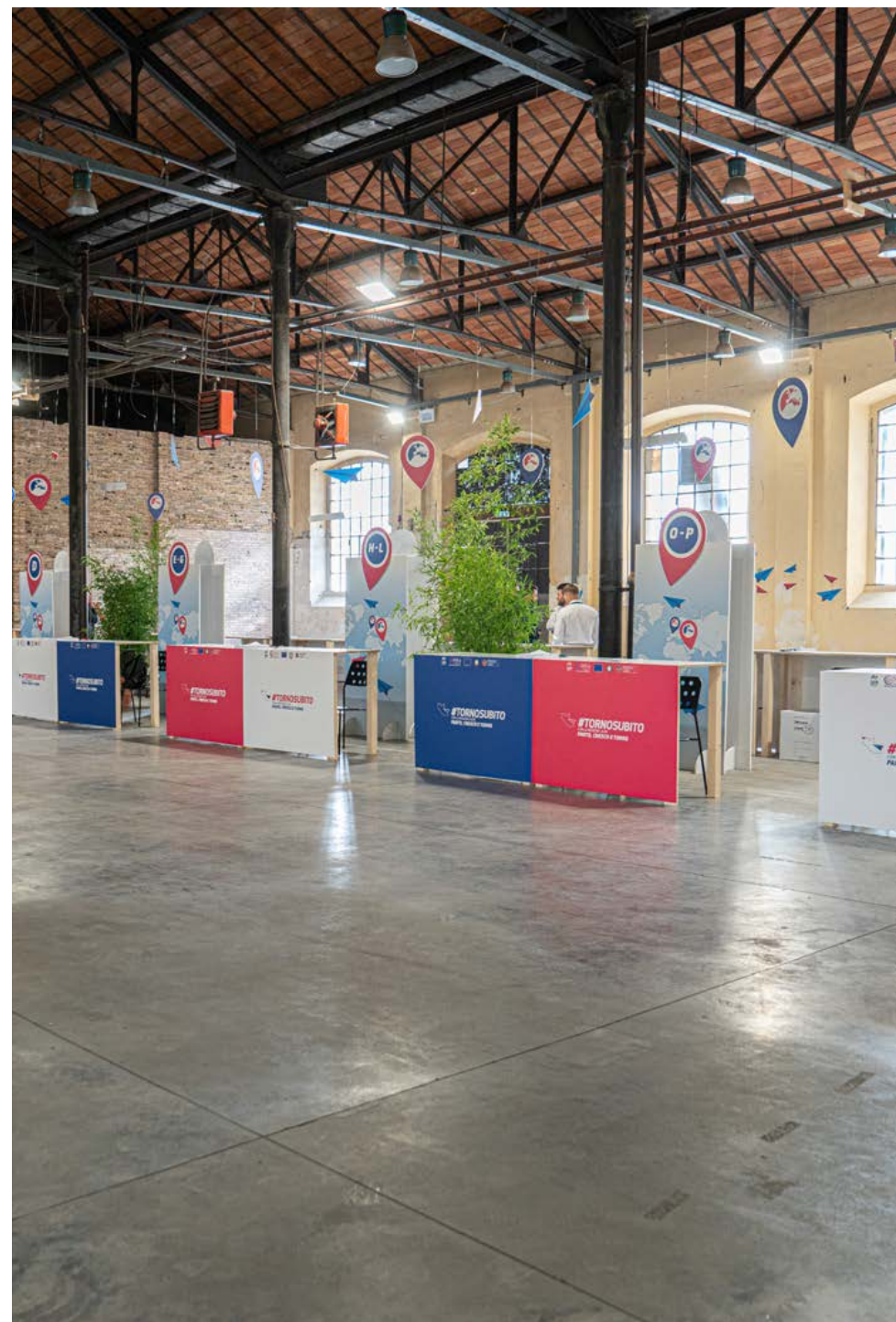
The features of the benefits and their allocation modes as listed in this document may vary depending on the legislation in force and comply with the relevant yearly Call.

FACILITY	ADDRESS	CONTACTS
Torno subito	via Cesare De Lollis 22 - 00185 Rome	366 6462497 - 366 6432765 338 7234967 - 338 7284742 infotornosubito2019@laziodisco.it
	Dedicated Website	www.tornosubito.laziodisco.it
Multichannel	Dedicated Website	www.tornosubito.laziodisco.it
	Facebook profile	https://www.facebook.com/ProgettoTornosubito

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Torno subito in numbers

INDICATORS	2018	2019	TOTALI
Number of applications in the past 2 years	3.180	2.019	5.199
Number of grants provided in the last 2 years	901	1.266	2.167
Average amount of the contribution per student in the past 2 years	13.882,35 €	11.641,39 €	25.523,74 €
Resources used for the contribution in the past 2 years	12.508.000 €	14.738.000 €	27.246.000 €
Average contribution allocation times	Within 60 days	Entro 60 giorni	
Participants' satisfaction level in the last 2 years	80% of participants say they are "very satisfied"	80% of participants say they are "very satisfied"	





ADVANCED-TRAINING ART LABORATORY OFFICINA DELLE ARTI PIER PAOLO PASOLINI

The project follows three advanced-training itineraries, one in Theatre, one in Singing and one in Multimedia.

At the end of every training itinerary, a professional qualification certificate is issued for the course followed.

Beneficiaries

Unemployed citizens and first-time job seekers aged between 16 and 29 may apply. For special artistic merit, the age limit can be raised to 36.

Objective

The creative laboratory Officina Pasolini is an actual, totally free "crafts workshop", aiming to provide a qualified training and the professional and artistic skills necessary for students to integrate in the labour market.

Service access and allocation methods

Interested citizens may apply for the yearly public call for applications; the selection method is set forth in the call, and generally considers monologues, musical pieces or videos.

The training includes theoretical lessons, practical exercises, workshops and experimental laboratories, but also meetings, and master classes with famous artists and professionals. Because of the COVID -19 emergency, classes can be held only online, unless otherwise provided for by the legislation in force.

Compatibility/Incompatibility

The service is compatible with all the other benefits offered by DiSCo. Participation in more than one edition of the Project is not allowed.

Service cost

Free service.

Managers

Manager Area 6 - EU Funds and Special Projects.

The features of the benefits and their allocation modes as listed in this document may vary depending on the legislation in force and comply with the relevant yearly Call.

Contacts

FACILITY	ADDRESS	CONTACTS	OPENING HOURS
Officina delle Arti Pier Paolo Pasolini	viale del Ministero degli Affari Esteri 6 - 00135 Rome	Tel.06.4970 8835 Inf@officinapasolini.it	The training is conducted totally or partially online, because of the COVID-19 emergency

CULTURAL HUBS - SOCIAL AND WORK LIFE

DiSCo hubs are incubators of ideas and a crossroads of ideas and people, and opportunities for one's professional and personal development.

Beneficiaries

The service is open to the whole Lazio population.

Objective

The hubs are "knowledge centres", open to every citizen who may find there integrated services, cultural and informative sources.

Services offered

HUB MOBY DICK via Edgardo Ferrati 3 - 00154 Rome	Library; Study hall; Book club; Newspaper library; Cultural events (book presentations, events on humanitarian themes, events on social and current themes, events on artistic and literary themes, events for children); Dissemination and promotion activities; Territorial promotion activities.
HUB GENERAZIONI via Ostilia, n. 36/46 - 00184 Rome	Information, direction and assistance services on new regional calls for application, Course curricula, opportunities for self-employed work and competitive exams to access the benefits promoting the right to education; In-dept analyses on themes connected to the labour market, including training courses to acquire, strengthen or update professional skills and knowledge; Days on the Torno Subito Programme to favour an initial contact between potential participants in the Call and the entities (businesses, training entities, etc.) and to analyse any theme connected to the Torno Subito programme; Accreditation desk to officially grant students access to DiSCo's university canteens; Help desk for the provision of "educational vouchers" financed by the InStudio project providing information on procedures, forms and deadlines; Provision of the PIN number to students applying for DiSCo's calls for applications; Youth Card Desk, as information point where the card and free tickets for important sport and cultural events are delivered; Dissemination and promotion.
HUB MULTICULTURALITÀ via Domenico de Dominicis 13 - 00159 Rome	Italian classes for foreigners; Training and professional refresher courses; Dissemination and promotion activities for the Calls and activities launched by the Lazio Region; Work-school apprenticeship modules.
HUB OFFICINA PASOLINI via Ministero degli Affari Esteri 6 - 00135 Rome	Events (artistic and cultural events; live shows and music; meetings and round tables aiming to strengthen networks and relationships with stakeholders); Dissemination and promotion. Territorial promotion activities.





Extraordinary closures

National feast days and 29th June.

Service allocation

As of March 2020, in order to contain the spread of COVID-19, entry is only allowed prior to booking and/or upon appointment. Some services are offered online.

Service cost

Free Service.

Managers

Manager Area 6 - EU Funds and Special Projects.

The hubs in numbers

	2019	2020
Recipients who benefited from the services and the participation in events	31.648	70.049
Reception and registration activities	14.613	16.539
Events organized	200	288



EXTENSION OF UNIVERSITY/LIBRARY OPENING HOURS H 24

The Project is part of the 2nd Pillar "Social Inclusion" and aims to raise the skills, participation and training levels of university education.

Beneficiaries

The regional population who for the most diverse personal, educational or professional situations lives close or attends Lazio's state Universities.

Objective

To help universities fulfil their function as spaces promoting citizens' active participation in the development of the territory and the improvement of living conditions, in particular for the most vulnerable groups in the society and for those at risk of exclusion. In addition, the service intends to enhance cultural production by means of events and initiatives hosted in the premises of Lazio's State universities.

Services offered

The Project expands the opening hours of the active halls and promotes the creation of new spaces at the following universities:

UNIVERSITY	LIBRARIES	EXTENSION OF OPENING HOURS
University Tor Vergata Rome	Libraries of Faculties of Economics, Medicine, Macro areas of Literature and Science via Columbia 2 - 00133 Rome RM	Up to 00 from Monday Friday and from 10am to 8pm on Saturday and Sunday
Università Roma Tre	Library of Faculty of Law - via Ostiense 161 - 00154 Rome Library Faculty Economic Sciences - via Silvio d'Amico 77 - 00145 Rome	From 6pm to 11pm from Monday to Friday
Università di Cassino	CSB Faculty of Law c/o Palazzo degli studi Campus Folcara Strada Provinciale 76 - 03043 Cassino	
Università della Tuscia	Social Humanistic Library Pole at the Santa Maria in Gradi branch Via Santa Maria in Gradi 4 - 01100 Viterbo	Till 00 on weekdays

Service access and allocation methods

Free entrance.

Because of the COVID-19 emergency, the service may be temporarily discontinued or exclusively accessible upon appointment.

Service cost

Free service.

Extraordinary closures

National holidays, 31st March (Cassino), 29th June (Rome), 4th September (Viterbo).

Managers

Manager Area 6 - EU Funds and Special Projects.





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