



**Strengthen Higher-Education
through Innovative Financial Tools**

THE SHIFT IMPLEMENTATION PACKAGE FOR ITS ADOPTION IN HEIS

GUIDELINES FOR THE USE AND IMPLEMENTATION

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GUIDELINES FOR THE USE AND IMPLEMENTATION OF THE SHIFT Model

Requirements for the implementation of the model in an operational environment.

The profits generated by the SHIFT Model will be allocated in the form of economic benefits for the students, i.e. grants or loans.

From a structural point of view, it is necessary to identify a Manager for the assignment process, responsible for the provision of the benefits. This one must be chosen by the Governance of the SHIFT fund, that should also give instructions concerning:

- the nature of the economic benefits to allocate (grants or loans);
- the total number of economic benefits;
- the overall money amount of economic benefits;
- the amount of the single benefit;
- the existing requirements for the assignment, as indicated by the sponsors;
- modalities and scheduling of the payback by the beneficiary.

On the basis of these indications, the manager has to write a regulation for the access to the economic benefits, which has to take into account the possible peculiarities related to the national legislation as well.

Moreover, an analysis on the potential amount of applications for the economic benefits has to be carried out. The decision about the size of the organizational structure designed for the management of the assignment process will depend on the analysis results. Furthermore, it is necessary to distinguish between the operations to be managed by the internal staff and the ones to be outsourced.

Regardless of these choices, the following duties are to be carried out:

- Interface with the information systems for the support in the creation of the application process and in the technical platform to manage the applications
- Promotion of the initiative through the media
- Direct communication and support for both technical information and financial literacy to the applicants



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- Evaluation of the compliance of the application with the regulation requirements
- Creation of the rankings on the basis of the regulation requirements, in case there are more applications than the economic benefits available to be allocated
- Management of the relations with the applicants, both beneficiary and non-beneficiary
- Legal support for the regulation drafting and for the management of the controversies
- Internal audit
- Management of the accounting and of the payments and interface with the related information/administrative systems
- Submission of the due periodic reports to
- Governance of the SHIFT Model;
- Public and/or private sponsors;
- Financial institutions/banks interested in the project;
- Other local and national stakeholders.



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