



**Call for contest for Admission to the
Accommodation Service
for Students enrolled in the University of Bergamo
in the academic year 2014/15**

The following contest is published in line with the regulations set out by the law of the Lombardy region of the 13th December 2004, no. 33, by the Legislative Decree 68/2012, and the Regional Government Decrees concerning the operating procedures and minimum guaranteed funding for the academic year 2014/15.

The housing Service is granted to students taking each of the course levels for the first time (bachelor degrees, five-year master degree, master's degrees, PhD and specialisation school with the following duration:

- a) For those enrolled on bachelor degree courses for a period of seven semesters from the year of their **very first** enrolment;
- b) For those enrolled on master's degree courses for a period of five semesters from the year of their **very first** enrolment;
- c) For those enrolled on five-year master degree courses for a period of eleven semesters from the year of their **very first** enrolment;
- d) For disabled students with a disability rating of 66% or more, for a period equal to three semesters more than the legal length of the course of the studies that has been attended;
- e) For those enrolled on specialization schools, Doctoral programmes (put into effect with the ministerial decree number 210, article 4 of the 3rd of July 1998), for a period of time equal to the duration provided for by the respective teaching organisations from the year of their first registration **to the course**;

To out-of-course students – *FUORI CORSO* (failure to complete one's studies within the prescribed period of study in the first year), in the case of its availability, the place would be assigned for the second term as well, in the economic conditions predicted by the bracket they belong to.

FOR PART-TIME STUDENTS THE ACADEMIC REQUIREMENTS AND THE VALUE OF THE BONUS WILL BE EQUAL TO HALF OF THAT INDICATED IN THE TABLE WHICH FOLLOWS IN POINT 3.

Students enrolled in the ERASMUS MUNDUS Programme may participate in this contest, provided that the University of Bergamo is the administrative institution of the course on which they are enrolled. These students do NOT qualify for exemption from tuition fees.

1) PERIODS AND FORMS OF OFFER

- Allocations, **FROM THE 19TH OF SEPTEMBER 2014 TO THE 30TH OF JULY 2015** of a minimum number of **150 housing places** distributed as follows:

1. 90 at the residence at via Garibaldi, 3/F – Bergamo
2. 14 at the residence at via Caboto, 12 – Bergamo
3. 46 at the residence at via Verdi, 72 – Dalmine

The following individuals will be given priority in the allocations:

- a) Disabled students with a disability rating of 66% or more.
- b) Students confirmed to have been already present in the residence in the previous academic year and in possession of the required merit as detailed in point 3) below.

The reservation of housing for foreign first year students from outside the European Union will be based on the regional availability referred to in the Decree of the General Director of Education, Training and Work of the Lombardy region on the date of the 13th November 2002, number 21650.

The minimum number of places is distributed as follows:

- **30 are reserved for first year students from the EU (with deferred entry for those enrolled on PhD Programmes, according to the teaching organisation);**
- **15 are reserved for first year students from outside the EU;**
- **105 are reserved for those enrolled in years subsequent to the first year of bachelor degrees, master's degrees, five-year master degrees and Doctoral Programmes.**

2) GENERAL CONDITIONS FOR PARTICIPATION IN THE CONTEST

Secondary school leaving mark

In order to enrol in the first year of bachelor degree and five-year master degree courses **students must have achieved a secondary school leaving mark of at least 75/100 (for foreign students the mark will be deduced from the 'Dichiarazione di valore in loco' document presented to the Student Office upon enrolment).**

The competition is open to Italian, EU and foreign students under Prime Ministerial Decree Of the 31st of August 1999, no. 394, implementation of Legislative Decree of the 25th of July 1998, no. 286 **who enrol or intend to enrol in courses held by the University of Bergamo in the academic year 2014/15, who live more than 30 km away from the municipality where the courses are held, with a travelling time, using public transport, of over 60 minutes.**

The calculation of the distance is based on public transport timetables, from the municipality of residence to the municipality where the course is held, using the application on the Lombardy Region website at the following address:

<http://www.muoversi.regione.lombardia.it/planner/> **"Muoversi in Lombardia": departure time: 7.00 a.m. Students who attend courses in the University buildings located in Bergamo must insert "Bergamo Stazione" as arrival place and add 15 minutes.**

To be officially entered into the lists, students must complete their enrolment **no later than the date of access to the residence** except those enrolling in the first year of a

specialised or doctorate programme for whom the deadline indicated above refers to pre-enrolment.

The individuals above must be enrolled for the first time:

1. In a regular year of a bachelor degree, master's degree, or five-year master degree course;
2. In an additional year beyond that prescribed by the respective teaching system, having finished the regular course of study for the bachelor degree, master's degree or five-year master degree courses;
3. In a Doctoral programme.

Students, in the academic year 2014/15, are not required:

- To have an educational qualification of a level equal or superior to the course of studies for which accommodation is requested for the academic year 2014/15;

Moreover, students are excluded from the ranking for assignment of accommodation who in the academic year 2014/15:

- Renew their enrolment after having withdrawn from their studies;
- Change department or degree course by re-enrolling in a course year they have already attended;
- Change university and re-enrol in a course year they have already attended.

If during their university career the student has had to repeat a course year, **even having re-enrolled after giving up on their studies**, the number of credits necessary to join the scholarship list is calculated on the basis of the credits predicted for each year, starting from the very first-year of enrolment and including the academic years where they had to repeat a year.

3) REQUIREMENTS FOR INCLUSION IN THE RANKING

In order to be admitted to the definitive rankings, applicants must be regularly enrolled for the academic year 2014/2015 on the date of entrance in the Residence, which should be from the

19th September 2014

with the exception of those enrolled on the first year of a master's degree or of a Ph.D, for which **enrolment deadline** must refer to the **pre-enrolment**, and must meet the academic and financial requirements as subsequently specified. For those enrolled on master's courses and Ph.D, reference should be made to the teaching system of the University of Bergamo.

A) ACADEMIC REQUIREMENTS

Only final exams will be considered for the academic requirements, with reference to the approved study plan, completed with attainment of credits and pass mark; in the case of areas/integrated courses consisting of multiple modules, any exams containing the same modules or any marks not officially registered on the student's history (online mark book) will not be considered.

For part-time students, the academic requirements will be equal to half of the figure subsequently indicated.

1. **Students enrolled for the first time, in academic year 2014/2015, in the first year of bachelor or five-year master courses:**
 - must have achieved a secondary school leaving mark of at least 75/100 (for foreign students the mark will be deduced from the ‘Dichiarazione di valore in loco’ of the secondary school qualifications presented to the Student Office upon enrolment);
 - must be correctly enrolled on the date of entrance in the Residence;
 - must successfully pass the test for access to the course without any Additional Study Obligations (OFA) BEFORE the 30th of SEPTEMBER 2015 (see point 6);
 - must earn 35 CFU (also using 5 bonus) before the 10th of August 2015 in order to apply for accommodation for the academic year 2015/16 (second course year).
2. **Students enrolled for the first time in the first year of a master’s course: must be correctly enrolled or pre-enrolled with at least 150 credits by the 10th of August 2014, graduate within the special exam session of academic year 2013/14 (March/April 2015), complete enrolment and earn 20 credits or 23 CFU for courses with set entrance exam by the 10th of August 2015;**
3. **Students enrolling in academic year 2014/15 for years subsequent to the first year of the bachelor, master’s and five-year master courses will need to have earned, for each year of the course the number of credits specified in the following table by the 10th of August 2014:**

Course	Course year					
	2°	3°	4°	5°	6°	Last term
<i>Open courses</i>						
Bachelor degree	35	80	==	==	==	135
Five-year master degree	35	80	135	190	==	245
Master’s degree (*)	30	==	==	==	==	80
<i>Courses with set entrance exam</i>						
Bachelor degree	35	88	==	==	==	148
Five-year master degree	35	88	148	209	==	269
Master’s degree (*)	34	==	==	==	==	88
(*) the minimum number of credits for master’s degree courses (not five-year master degree courses) is increased by a number of credits equal to any awarded to the student upon enrolment, in excess of 180.						
Important: the number of credits necessary to access the funding ranking is calculated based on the credits provided for each completed academic year, starting from the very first year of enrolment for all study levels, including any academic years repeated by the student for any reason.						

PART TIME STUDENTS

Course year	1.2	2.1	2.2	3.1	3.2	4.1	4.2	5.1	5.2	Last Term
L2	17.5	35	55	80	107					135
LM5	17.5	35	55	80	107	135	162	190	217	245
L2 Courses with set entrance exam	17.5	35	60	88	115					140
LM Open access courses	15	30	55							80
LM Courses with set entrance exam	17	34	61							88

IMPORTANT: Students who in the previous academic year took exams as part of the International Mobility Programme, which have not yet been converted by the 10th of August 2014 must indicate the conventional date of the 10th of August 2014 and the reference – ERASMUS EXAMS – in the online application, next to the name of the exam. These students must ensure they provide proof at the Servizio per il Diritto allo Studio of the ‘conversion’ mentioned above before the publication of the definitive ranking.

BONUS (use of the bonus)

A) Students enrolled in the second and third year of the bachelor degree course and five-year master degree course have a bonus that can be used within the first three years of the course, to bridge any differences between the minimum number of credits required and the number achieved. The amount of the *bonus* differs depending on the year in which the student decides to use it. In particular, the *bonus* overall comes to:

- ⇒ **Five** credits, if used for the first time to obtain benefits for the second year;
- ⇒ **Twelve** credits, if used for the first time to obtain benefits for the third year or for the last term.

The unused bonus quota from the academic year of reference can be used in the following years. Furthermore the bonus accrued and not used during the bachelor degree course can be used should the student enrol themselves onto master’s degree courses.

B) An extra *three credits* are available to students enrolled in the second year of the master’s degree and the fourth or fifth year of five-year master degrees. Overall the bonus comes to:

- ⇒ **Fifteen** credits, for the second year of a master degree or final two years of a five-year master degree as well as in the last term, if used for the first time to gain benefits. Credits already used will be subtracted from these 15 credits.

1. The University can choose whether to consider valid the results from final internship tests, taken in accordance with university teaching after the 10th of August 2014, provided that the outcome of the same evidence is acquired before the 31st of October 2014.
2. Disabled students, with a disability rating of 66% or greater, may have individual academic requirements, depending on the type of disability. Academic requirements will be established by the Disability Committee, hearing the teacher representative of the integration of disabled students, who will also use the information specified in Art. 14 paragraph 6 of the Prime Ministerial decree of 9th of April 2001.

4. PhD Programmes

COURSE	PARTICIPATION REQUIREMENT
PhD Programmes (excluding beneficiaries of funding under Ministerial Decree 30.04.99, no. 224 and research grants under law. 27/12/1997, no. 449)	Be accepted onto the course

B) FINANCIAL REQUIREMENTS

The financial status is estimated using the Financial Conditions Equivalent Indicator (known and hereinafter referred to as I.S.E.E), under legislative decree of the 31st March 1998,

n.109, amended by the legislative decree of the 3rd of May 2000, no. 130, relative to income and property for the year 2013.

The I.S.E.E. is calculated using the financial conditions indicator (based on the sum of the perceived earnings of members of the family unit increased by 20% of the patrimony, deducting legal shares) compared to the number of members in the family unit (scale of equivalence).

To complement the provisions of the legislation on the introduction of unifying criteria for the evaluation of the financial status (ISEEU) the following specific situations will be considered:

- The income and property of the applying student's siblings, belonging to the family unit, contribute to the assessment of the financial and economic status at a measure of 50%;
- The income and property earned abroad by family members in 2013 will be valued based on the average exchange rate of 2013.
- Property located abroad, possessed on the 31st of December 2013, will only be valued in the case of buildings and will be considered on the basis of a value € 500.00 per square metre.

Financial Conditions University Equivalent Indicator and Assets Conditions University Equivalent Indicator – ISEEU – ISPEEU.

Students applying for benefits from the *Servizio Diritto allo Studio* for the year **2014 - income 2013**, with reference to the family unit must have:

- An **ISPEEU total** - obtained by property divided by the equivalence scale, of not more than **€ 34.979,27**
- An **ISEEU total** - income plus 20% of property divided by the scale of equivalence, of not more than **€ 20.728,45**

ISEEU certificate must be drawn up and transmitted electronically through the Authorized Centres for Fiscal Assistance (CAF) affiliated with the University, found on www.unibg.it/tassestudenti, before the deadline of the current notice of contest.

Family unit

The family unit is defined by Prime Ministerial Decree of the 7th of May 1999, no. 221, art. 1 bis. In particular, **with reference to the application date**, the family is composed of:

- ⇒ the applicant;
- ⇒ the parents of the applicant, if they are not legally separated or divorced, and dependent children even if not present in the family home;
- ⇒ all those who live in the family home of the student on the application date, even if they are not blood relations;
- ⇒ the parent who is chosen as primary caregiver of the student in the case of divorce or separation;
- ⇒ of dependents in the care of the student's parents on the application date.

Independent students

In order to keep account of subjects who directly take on the burden of maintaining a student's studies, the applicant's nucleus is integrated with that of their parents when both of the following requirements are met (art. 5, paragraph 3 a) and b) Prime Ministerial decree of the 9th of April 2001:

- Residence, as shown by evidence from the registry, external from the original family home, established for at least two years from the application date and in a building that is not the property of a member of the family;
- Own income from full-time employment or assimilated work, *not employed by a family member*, fiscally declared for at least *two years*, not less than **€ 7.766,00 annually**. Where **both** of the above conditions are not fulfilled – and well documented - the income and property of their family will be considered.

Income and property assessment of foreign students

Under Legislative Decree 286/98 and subsequent modifications and integrations (artt. 4 comma 3 and 39) and under Presidential Decree of the 31st of August 1999, no. 394, the income and property of non-EU foreign students is assessed with the average exchange rate of 2013.

The income and property of the family must be certified with the appropriate documentation issued by the competent authorities of the country from which the income derives and must be translated into Italian by the competent Italian diplomatic authorities for the territory.

Albanese students must declare income both from employment/retirement (Instituti i sigurimeve shoqerore) and self-employment (Ministry of Finance) even if this is negative. It is sufficient for these students to obtain the Apostilla stamp on the translation from the Albanese authorities.

In the cases of those countries where there are particular difficulties in delivering the certification attested by the local Italian Embassy, the same shall be issued by the competent diplomatic or consular representations abroad in Italy and legalized by the Prefecture, pursuant to art. 33, of Presidential Decree of the 28th of December 2000, no. 445.

For foreign students coming from "developing countries", according to the Ministry of Education, University and Research (known and hereinafter referred to as MIUR) Decree no. 118 of the 19th of February 2013, herein indicated:

Afganistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambogia, Central African Rep., Chad, Comoros, Congo Dem. Rep., Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kenya, Kiribati, Korea Dem. Rep., Kyrgyz Rep., Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Tajikistan, Timor Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe; economic assessment is performed on the basis of a certification from the Italian Representative in the country of origin that testifies that the student does not come from a family known to have a high income and high social standing. This certification can also be issued by the foreign university linked by agreements or contracts with the University or by Italian authorities qualified to provide guarantee of economic cover as referred to in current dispositions on enrolment of foreign students in Italian universities. In this last case the certifying body should agree to return the grant on the student's behalf, should they decide to terminate it.

The student is nevertheless obliged to declare any income and property held in Italy by his family under legislative decree of the 31st of March 1999, no. 109, and amended by legislative decree of the 3rd of May 2000, no. 130.

All foreign students, for the assessment of family income and property and the issue of the ISEEU certificate, the details of which must be entered into the online application, must be presented to the CAF affiliated with the University of Bergamo, with the following

documentation translated by the Italian consular authorities in the country of origin as previously stated:

- Certification of household composition;
- Income for the calendar year 2013 for every family member;
- Buildings belonging to the family with an indication of square metres;
- Certification of property (expressed in stocks, dividends, shares, fractions of net property from any companies owned, etc);
- I.S.E.E. certification for income and property possessed and produced in Italy.

IMPORTANT

Foreign students with residency abroad who enrol on English Language Courses as part of the Teaching Internationalisation Programme, must contact the *Servizio per il Diritto allo Studio* – exclusively at dirittoallostudio@unibg.it – to obtain instructions on the issue of ISEEU certification.

NB: THE FINANCIAL STATUS WILL BE ESTIMATED ACCORDING TO THE CURRENT RULES CONCERNING ISEE/ISEEU DECLARATION, WITH PARTICULAR REFERENCE TO THE APPROVAL OF THE REGULATION IMPLEMENTING DPCM 159/2013

4) RANKING PROCEDURE

The rankings are formulated according to the following criteria:

a) Students enrolled in the first year of all courses

The ranking is formulated based on the correct ISEE amended according to the ISEEU family unit held against a limit of **€ 20.728,45** for a maximum of 1,000 allocated points with the following formula:

$$\left\{ 1 - \frac{\text{Student's ISEEU}}{20.728,45} \right\} \times 1.000$$

The order in the ranking is determined, in descending order, according to the assigned score. Where scores are equal the student enrolled in the most advanced course takes precedence, in the case of further equality the mark relative to the degree takes precedence, and finally the lower age takes precedence.

b) Students enrolled in years later than the first on all courses of study

The order in the ranking is determined, in descending order, by the complete score gained from the total of the score relative to the number of formative credits achieved before the **10th of August 2014** and of the score determined by the average mark of their exams. The maximum number of points attributable is 1,000, distributed as follows: 600 based on the number of formative credits acquired and 400 based on the average mark of passed exams.

In the case of merit scores being equal, the student who has not used the *bonus* takes precedence in the ranking and then the student with the highest income score. In the case of further equality the student enrolled on the highest year of their course takes precedence, and then the youngest student.

N.B. If a student pre-enrolled on the master's degree does not graduate from the bachelor degree, but enrolls in the first year outside the prescribed time (*FUORI CORSO*), they will be entered in the ranking as enrolled in the first year outside the prescribed time.

Calculation method for academic merit score

a) The score relative to *credits achieved* before the **10th of August 2014** is calculated according to the following formula, which takes into account the average prediction of 60 CFU for each year of the course (30 CFU for those enrolled part-time):

Full time (**example refers to 2nd year**):

(Student's credits – Minimum Credits)	X	$\frac{600}{(60 - \text{Minimum credits})}$
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Part time (**example refers to the second enrolment to the first year**):

{ (Student's Credits – Minimum credits)	X	$\frac{300}{(30 - \text{Minimum credits})}$	} x 2
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b) The score relative to the *average mark* of the passed exams is calculated according to the following formula:

(Student's average mark – 18)	X	$\frac{400}{(30 - 18)}$
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5) CRITERIA FOR ASSIGNING THE POSTS

The student must be enrolled, or pre-enrolled in the cases indicated above, at the University of Bergamo on the date that they accept the post.

- The date of the assignment to disabled students with a disability rating of 66% or more will come first.
- Next the benefits for those students already housed in the preceding academic year will be confirmed, if they meet the academic requirements. The confirmation of the post also applies to those enrolled on the first year of a master's course, if already housed while attending the three year degree.
- Having used up the predetermined reserve in favour of first year students, places are allocated to students enrolled in the later years according to the academic ranking. The final available places must be assigned to first years, assigning them first to EU citizens.

Students who meet the academic requirements and whose economic and financial status exceeds the limits indicated in the present call for admission can also participate in the contest for assigning a housing post. In said case the assigning of benefits will take place after having fulfilled all of the requests of the students who meet both the academic and financial requirements.

The building on via Caboto, 12 – Bergamo will be reserved as a priority for those enrolled in:

- 1) PhD programme;
- 2) Years later than the third in a single-cycle master's degree;
- 3) First year of a master's degree.

The Residence on via Verdi, 72 in Dalmine will be designated as a priority to those enrolled in the Department of Engineering.

Once the provisions are met as mentioned in the points above, the unavailability of places near the Bergamo facilities brings us to the assigning of the final available places near the location of Dalmine.

IMPORTANT

STUDENTS ENROLLED AT THE FIRST YEAR OF A DEGREE COURSE WHO DO NOT EARN THE REQUIRED MINIMUM OF 35 CREDITS, INCLUDING THE USE OF BONUS BEFORE THE 30TH OF SEPTEMBER 2015 OR DO NOT PASS OFA MUST PAY BACK THE AMOUNT AWARDED IN MONEY AND SERVICES ACCORDING TO THE BRACKET IN WHICH THEY WERE ENTERED.

AT THE POINT THAT THEY ARE GRANTED THEIR DEGREE STUDENTS MUST VACATE THE OCCUPIED POST IN THE RESIDENCE.

THE BENEFICIARIES ENROLLED ON A TERM OUTSIDE THE PRESCRIBED TIME (*FUORI CORSO*), HAVING FINISHED THE NORMAL COURSE OF STUDIES, CAN REQUEST TO STAY IN THE RESIDENCE UNTIL THE END OF THE PERIOD OF HOSPITALITY, PAYING RENT RELATIVE TO THEIR INCOME BRACKET.

6) HOUSING RATES

In relation to the regional availability implemented by Prime Ministerial Decree 30/4/97, which establishes a direct correlation between the actual cost of the Services and their tariffs for the users, the following monthly rates are fixed, compared to the income brackets:

BRACKET	AMENDED ISEE VALUE (ISEEU)	
1st Bracket	From € 0.00	to € 14.234,95
2nd Bracket	From € 14.234,96	to € 17.481,71
3rd Bracket	From € 17.481,72	to € 20.728,45

RATES

	Places in Bergamo	Places in Dalmine
BRACKET	MONTHLY CHARGE	MONTHLY CHARGE
A	€ 110.00	€ 110.00
B	€ 135.00	€ 135.00
C	€ 160.00	€ 160.00
BEYOND	€ 200.00	€ 180.00 double € 200.00 single

FOR STUDENT BENEFICIARIES OF A GRANT THE FIRST INSTALMENT WILL BE PAID IN SERVICES, COVERING THE LODGING IN THE MONTHS OF OCTOBER-NOVEMBER AND DECEMBER AND FREE ACCESS TO THE DINING HALL AT LUNCH TIME.

STUDENTS ELIGIBLE FOR A GRANT WILL BE REQUIRED TO PAY THEIR RENT, ACCORDING TO THEIR INCOME BRACKET, WHERE AVAILABLE FUNDS ARE NOT SUFFICIENT TO ALLOCATE THEM THE GRANT.

FOR STUDENTS ENROLLED IN THE FIRST YEAR, SUSPENDED UNTIL PASSING THE OFA, THE SERVICE WILL BE GIVEN OUT IN PAYMENT ACCORDING TO THE RELEVANT BRACKET, SUBJECT TO ADJUSTMENT IF THEY BECOME BENEFICIARIES OF THE GRANT.

THE SUM RELATIVE TO THE STAY OF GRANT HOLDERS FOR TEN MONTHS IS FIXED BY THE DECISION OF REGIONAL ENFORCEMENT OF PRIME MINISTERIAL DECREE 09/04/01 AT **€ 2.311,00**

For part-time students (DPCM 9/4/01 art. 2-2) the Service will be charged according to the relevant bracket, without deducting it from the grant, if attributed.

The payment of fees, for all other students, must be made by bank transfer to the University of Bergamo in three advance instalments specifying the reason for payment "Servizio abitativo a.a. 2014/15", according to the following timetable:

- Before the date of entry, for 3/10 of the sum;
- Before 31/01/2015, for 4/10 of the sum;
- Before 31/05/2015, for 3/10 of the sum.

Before entering the building ALL students must provide a **security deposit of €300.00** by means of bank transfer to the University of Bergamo, specifying the reason for payment "Cauzione servizio abitativo a.a. 2014/15" (Accommodation service deposit for a.y. 2014/15). Students already housed in the previous a. y. do not have to pay for the deposit if they have not received the reimbursement yet.

7) CONDITIONS OF HOSPITALITY

- All students will be required to sign and respect the Rules of the Residence, which they will be shown before entrance to the building. The Guests of each building **will elect**, by a simple majority vote of the residents, before the **31st October 2014**, a Representative who will collaborate with the *Servizio per il diritto allo studio* on the application and on the respect of those same Rules.
- The period of hospitality runs **from the 19th of September 2014 to the 30th of July 2015**.
- The allocation granted for the academic year 2014/15 in the period indicated above will nevertheless be terminated with the achievement of a graduation, the termination of studies or a transfer to another university.
- The university reserves the right to dismiss students from the residences who do not respect the rules they have signed, except for further application of the sanctions specified in the grant call.
- Before the final day of permanent residence – **30/07/2015** – students must vacate places and furniture of their personal effects and go through a check from the officer of the *Servizio per il diritto allo studio* of the condition of the furniture, walls and fittings in their own room, which must be left in the normal state of cleanliness; which is a prerequisite for the reimbursement of the deposit mentioned in the point above, which will otherwise be withheld should damage to the structure or furnishings be discovered, except nevertheless for a possible surcharge following emergent damage.
- The host student, **with the exception of PhD students**, must inhabit the post by the **30th September 2014**, then residing there continually; otherwise they will lose the right to their housing. Should they be late in taking up their place the *Servizio per il diritto allo studio* must be informed in advance; the latter will reserve the right to check the given reasons.

Bergamo Residence – via Caboto 12 is comprised of apartments and the general running will be in the hands of the students; the following, however, will be the responsibility of the university:

- Provision of electricity, water and gas;
- Maintenance of fittings (normally on report);
- Provision of bed linen (weekly); washing of soft furnishings at the end of the stay;
- Normal cleaning of the whole building at the end and of the communal areas at Christmas and Easter;
- Garden maintenance
- Television licence
- Wireless internet connection

The Residence provides three cooking areas, washing machines and dryers.

Bergamo Residence – via Garibaldi 3/F, comprised of single rooms with bathroom and an internet room, guarantees a door service in the mornings, cleaning of the communal areas, maintenance and weekly provision of bed linen. The cleaning of the room and bathroom is left to the resident. There is a local laundrette/laundry near the residence as well as a place to leave bicycles. Also guaranteed is a nightly Catering service from Monday to Friday with the same procedure and costs as exist in the other university canteens. A local kitchen is open during the period of suspension of the catering service.

Dalmine Residence – via Verdi 72, comprised of double rooms with a bathroom with internal internet connection, guarantees a porter service in the mornings, cleaning of the communal spaces, maintenance and the weekly provision of bed linen. The cleaning of the room and bathroom is left to the residents. There is a local laundrette/laundry near the residence. Also guaranteed is a nightly Catering service from Monday to Friday with the same procedure and costs as exist in the other university canteens.

The *Servizio per il diritto allo studio* periodically verifies hygiene conditions of the rooms and the state of the fittings and reserves the right, if the students do not provide it directly, to have the place cleaned the bathrooms sanitized by a professional service, billing the costs to the residents of the room concerned.

8) TERMS AND CONDITIONS FOR SUBMISSION OF APPLICATION

IMPORTANT

THE APPLICATION FOR PROVISIONS AND SERVICES MUST BE SUBMITTED ONLINE, CARRYING OUT THE PROCEDURES PRESENT ON THE WEB PAGE AT THE ADDRESS www.unibg.it/isu by and not after 12.00 a.m. on the day of

5th September 2014

The application must be completed by the requested dates, inferred from the certification I.S.E.E.U. For the compilation of the complete substitute declaration, the student must, at the end of the I.S.E.E. calculations, address the **CAF conventions with the University of Bergamo about those which will be issued freely and also submit electronically the I.S.E.E.U. certificate to the university.**

The Service has the right to request, as part of the application, appropriate probationary documentation. Failure to present any document in the above terms or the presentation of an irregular document will result in the exclusion of the student from the current contest.

Students must communicate to the qualified facility of the enrolment facility, **before the 1st of December 2014**, any event regarding the request for accommodation which will be verified or is verified in the time following the presentation of the application: the achievement of other grants or economic aid (with the exception of fiduciary loans or loans of honour), transfer to another university, additional employment activity, being unable to continue the studies, withdrawal of enrolment, change in the student's civil and economic status, graduation, etc.

9) PUBLICATION OF THE RANKINGS AND EVENTUAL PRESENTATION OF APPEALS

The rankings and the supply terms and conditions will be listed for those interested parties before the

16th of September 2014

through:

- The publication on the web page www.unibg.it/isu > “bandi e graduatorie”
- Being made available on the lists near the secretary of the *Servizio per il diritto allo studio* on via dei Caniana, 2 – 24127 Bergamo;

Any appeals against the ranking can be presented to the qualified facility of the Service before and no later than 10 days after the publication of the same ranking. The appeal must refer to actual valuation errors on the part of the qualified Service and must be accompanied by the appropriate documentation to justify the reason for appeal.

Students will be notified of the outcome of appeals at the address indicated in the appeal documents and this outcome will take effect in the following ranking.

Further appeals against the final decision must be presented to the qualified organisations in the rules laid out in the rules in force.

10) INCOMPATIBILITY – FORFEITURE – TERMINATION

The housing post is not compatible with free posts in colleges, residences or boarding schools not in the care of the university; in such cases the student has the right to opt for the use of either provision.

The right to housing forfeits if the student:

1. Goes to a foreign university on an international exchange program;
2. Incurs disciplinary measures of more than a written warning, for violations carried out towards the Institution;
3. Does not present to the *Servizio per il Diritto allo Studio* in the time which has been indicated by registered post, the actual original documentation requested for the check of the authenticity of the self-certification produced.
4. Not communicating, before the 1st of December 2014 and intervening changes such as: the achievement of other grants or economic aid (with the exception of fiduciary loans or loans of honour), transfer to another university, additional employment activity, being unable to continue the studies, withdrawal of enrolment, change of civil and economic status of the student, obtainment of the degree, etc.

11) VERIFICATION OF ECONOMIC STATUS (D.P.R. 445/2000, art. 71)

The university, with the aim of verifying the economic status, will resort to the facilities mentioned previously under the current measures of the law, in particular of by the Legislative Decree 68/2012 art. 10 and of the Presidential Decree of the 28th of December 2000, no. 445, art. 71 also by requesting each useful documentation for the verification of the authority of the issued statements (form 730, form 'Unico', VAT declaration etc.).

The University, in agreement with the ISEE data bank in the care of the INPS (National Social Welfare Institution), the *Agenzia delle Entrate* – Lombardy Region Directorate, the Ministry of Finance and the Customs and Fiscal Police, will provide substantial control of the authenticity of the self certification produced by the students who end up beneficiaries of monetary interventions or of the allocation of services attributed by contest making use of current regulations and in particular of art.71 of the Prime Ministerial Decree 445/2000. Should the declaration not be truthful, the sanctions will be applied as mentioned in articles n. 75 and 76 of the Prime Ministerial Decree 445/2000, as well as the sanctions mentioned by the Legislative Decree of the 31st May 2010, N. 78 art. 38, except for the adoption of disciplinary sanctions and the denouncement of judicial authority if the seriousness of the offence is recognised (art. 34 of the law of the Lombardy region of the 25th November 1994, no. 33). The sanction can be reduced to a third, in reference to the predictions in Law 689/81 art. 16, if the fine is settled within 60 days of the notification or of the injunction.

For any further information, the interested parties may apply only to the *Servizio per il Diritto allo Studio* on via dei Caniana, 2 – 24127 Bergamo tel. 035 2052870.

12) INFORMATION ON THE USE OF PERSONAL DATA AND ON THE RIGHTS OF THE DECLARANT (Law of the 30th June 2003 n. 196)

The personal data acquired with the substitute declaration:

- a) must be provided in order to verify the economic status of the family unit of the declarant, the requirements for access to benefit and determination of the rates, according to the criteria of the current notice;
- b) are collected by the university and used, use on computers included, with the sole purpose of supplying the requested benefit and in each case for the purposes of the law;
- c) can be exchanged between authorities, including the Minister of Finance and the Finance officer on duty, for the required checks;

Video surveillance is in use in the common areas at the Residence at via Garibaldi 3/F – Bergamo and at via Verdi 72 – Dalmine, with the intention of guaranteeing the security and accessibility of the building for the residents and a check on access by means of personal smart card, under art. 13 of law 196/2003.

The declarant can at any time address the University of Bergamo – *Servizio per il Diritto allo Studio* to verify which data they are looking at and update, supplement, correct or delete it; they can ask for it to be blocked and oppose to its use, if used in violation of the law (art. 7 law 196/2003). Any updates, corrections, integrations and cancellations that have effect on the ranking only if made before the **30th of September 2014**.

The data controller and the manager of the Student Support Office of the University of Bergamo.