



Notice of eligibility contests for the allocation of University Grants, International Mobility Grants and Degree Prizes for students enrolled in the University of Bergamo in the academic year 2014/2015

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 eligibility test for the allocation of University Grants, International Student Mobility Grants and Master Graduation Prizes is open to students enrolled in the University of Bergamo in the academic year 2014/15 who meet the educational and financial criteria specified in this notice.

For the first time the grants are awarded at all degree levels (bachelor degree, master degree or five-year master degree, Phd programmes and specialisation schools) with the following duration:

A) Full time students;

- a) For students enrolled in bachelor degrees for a period of seven semesters from their **very first** year of enrolment;
- b) For students enrolled in master's degrees for a period of five semesters from their **very first** year of enrolment;
- c) For students enrolled in five-year master degrees for a period of eleven semesters from their **very first** year of enrolment;
- d) For disabled students, with a disability rating of 66% or higher, for a period of three semesters in addition to the legal duration of the programme attended;
- e) For students enrolled in specialisation schools and PhD programmes (implemented with ministerial degree of the 3rd of July 1998, no. 210, art. 4), for a period equal to the expected duration of their respective education systems from the year of first enrolment on the course.

B) Part-time students (art. 2-2 Prime Ministerial Decree 9/4/01)

- a) For students enrolled in bachelor programmes for a period of fourteen semesters from **their very** first year of enrolment;
- b) For students enrolled in master's programmes for a period of ten semesters from **their very** first year of enrolment;
- c) For students enrolled in single-cycle programmes for a period of twenty – two semesters from **their very** first year of enrolment;
- d) For disabled students, with a disability rating of 66% or higher, for a period of three semesters in addition to the legal duration of the programme attended.

FOR PART-TIME STUDENTS THE ACADEMIC REQUIREMENTS (SEE TABLE IN POINT 3), BONUS VALUES (POINT 3) AND AMOUNTS AVAILABLE (POINT 4) WILL BE HALF THE INDICATED AMOUNT.

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.

Tax exemption

All students must pay the amount of first instalment of tuition fees and contributions as stated in the MAV available on their Student Internet Page (students who was awarded scholarship in the preceding a.y. must pay only the regional university tax and the virtual registration stamp applied to the application for 156,00 €).

Eligible and beneficiary students enrolled in course years subsequent to the first and first year students **beneficiary or eligible** for a grant in the academic year 2014/2015 will be automatically exempt from payment of the second instalment.

N.B.: The first instalment of tuition fees and contributions (excluding the regional university tax and the virtual registration stamp applied to the application for 156,00 €) will be refunded to students who paid it as follows:

- to **eligible and beneficiary students** enrolled in course years subsequent to the first who have not confirmed further requirements;
- for first year students of bachelor degrees and five-year master degrees upon achievement, proven by self-certification at the Servizio per il Diritto allo Studio, of at least 35 credits (17.5 for part-time courses) by the 10th of August 2015, these may also include a bonus of 5 credits (2.5 for part-time). The achievement of the aforementioned credits, proved by self-certification at the Servizio per il Diritto allo Studio by the 30th of September 2015, will only entitle the student to exemption from enrolment fee and 50% of the university contribution;
- for students enrolled in the first year of a master degree, upon achievement, without including the bonus, of at least 20 credits by the 10th of August 2015 (10 credits for part-time students). The achievement of the aforementioned credits, proved by self-certification at the Servizio per il Diritto allo Studio by the 30th of September 2015, will only entitle the student to exemption from enrolment fee and 50% of the university contribution.

Other cases of exemption (e.g. Maternity leave, disability rating etc.), are indicated in the Student Guide published by the University for the academic year 2014/15. In these cases requests should be addressed directly to the Student Office and not to the Servizio per il Diritto allo Studio.

University grants are exempt from income tax, as required by Circular no. 109/E of the 6th of April 1995 from the Ministry of Finance. University grants can be used in conjunction with contributions for periods of International Mobility (see point 5). Students who are exempt from payment of fees according to this Notice of competition can not deduct the amount of them in the income Declaration.

1. NUMBER OF GRANTS

The number of competitive grants for students enrolled in the first year of courses included in the Prime Ministerial Decree of the 9th of April 2001, art. 3 (students of bachelor degrees, master's degrees or five-year master degree and enrolled in specialisation or Phd programmes) is: **No. 211**

The number of competitive grants for students enrolled in subsequent years of courses included in the Prime Ministerial Decree of the 9th of April 2001, art. 3 is: **No. 569**

Disabled students, with a disability rating of 66% or higher, will be entitled to a greater number of grants than indicated above.

The grants, distributed proportionally based on applications from the previous year both in terms of the ratio of first-year and subsequent years students and, proportionally, the percentage value of the individual Departments of subsequent years, are divided as follows:

First-year students: No. 211 grants (including the first years of bachelor, master's, five-years master degree, PhD programme and specialisation programmes);

Subsequent years: No. 569 grants for students enrolled in subsequent years in all courses activated following the implementation of Ministerial Decrees 509/1999 – 270/2004 and divided as follows:

DEPARTMENT OF:

| | |
|----------------------------------------------------------|---------|
| Foreign Languages, Literatures and Communication Studies | No. 129 |
| Human and Social Sciences | No. 133 |
| Letters and Philosophy | No. 37 |
| Management, Economics and Quantitative Methods | No. 128 |
| Law | No. 56 |
| Engineering | No. 78 |

RESEARCH DOCTORATE (Subsequent years) No. 8

INTERNATIONAL STUDENT MOBILITY

- **No. 60 grants**, each with a maximum value of € 550.00 a month, for a maximum stay of 5 months, as well as € 150.00 contributions for travel expenses within Europe and € 500.00 outside Europe.

IMPORTANT: the amount of any other contributions granted by EU funds will be deducted from the International Mobility grant, in accordance with bilateral agreements, non-EU agreements included, and with funds provided by public or private parties - see point 5 b). The criteria for identifying the beneficiaries are shown in the following points 5 b) and 6).

Contributions are allocated proportionally:

| | |
|----------------------------------------------------------|--------|
| Foreign Languages, Literatures and Communication Studies | No. 14 |
| Human and Social Sciences | No. 14 |
| Letters and Philosophy | No. 4 |
| Management, Economics and Quantitative Methods | No. 13 |
| Law | No. 6 |
| Engineering | No. 8 |
| Ph.D | No. 1 |

The number of grants and subsidies available for International Mobility, internships and training abroad may be raised on the basis of any additional funds subsequently assigned by the Lombardy Region and the Ministry of University and Research and any funds remaining from last year. Any contributions not allocated to a department will be assigned to other eligible students according to their educational merit.

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.**

To be officially entered into the rankings, students must complete their registration **no later than the 1st of December 2014** except those enrolling in the first year of master's degree, specialised schools or PhD programme for whom the deadline of the 1st of December 2014 refers to **pre-enrolment**.

IMPORTANT: The position of applicants who have registered for the master's degree but do not complete the bachelor degree within the special exam session of the academic year 2013/14 (April 2015), if they enrol in the first year beyond the prescribed time, will be modified by the office with the insertion of these students in the position "beyond prescribed time" (*FUORI CORSO*).

The students above identified have to be enrolled for the first time:

1. In a regular year of bachelor, master's or five-year master degree course;
2. In an extra year in addition to the time prescribed by the respective teaching programme, the regular course for bachelor degrees, master's degrees and five-year master degrees having finished;
3. In a PhD course (if not eligible for grants under ministerial decree no. 224/1999 or research assignment under L. 27/12/1997 no. 449) or a specialized programme;

Students, in the academic year 2014/2015, must not:

- Hold a qualification that is equivalent to or more advanced than the course for which the grant application is being made for the academic year 2014/2015;
- Benefit from a grant provided by public or private bodies in the same year.

Furthermore, students are excluded from the ranking for allocation of grants if, in the academic year 2014/2015 they:

- 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 grant ranking 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 2014/15 by the **1st of December 2014**, with the exception of those enrolled in the first year of a master degree, specialisation school or PhD programme, for whom the deadline of the **1st of December 2014**, refers to pre-enrolment, and must be in possession of the academic and financial requirements subsequently specified.

N.B.: For those enrolled on PhD courses, 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 a.y. 2014/2015, in the first year of bachelor, five-year master degree courses:

- must have achieved a secondary school leaving mark of at least 75/100 (for foreign students the mark will be deduced from the 'Declaration of academic recommendation' of the secondary school qualifications presented to the Student Office upon enrolment);
- must be correctly enrolled;
- must successfully pass the test for access to the course without Additional Study Obligations (OFA) BEFORE THE 30TH OF SEPTEMBER 2015;
- must earn 35 CFU (including use of bonus) by the 10th of August 2015. The achievement of the aforementioned credits by the 30th of September 2015 will entitle the eligible students to exemption from enrolment fee and 50% of the university contribution and, if a beneficiary, 50% of the amount of the grant.

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;
- complete enrolment and earn 20 credits or 23 CFU for courses with set entrance exam by the 10th of August 2015, as better explained in the subsequent point 9).

3. Students enrolling in academic year 2014/15 for years subsequent to the first year of the bachelor, master's and five-year master degree 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 | 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 according to 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 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 (I.S.E.E.U.) the following specific situations will be considered:

- The income and property of the applying student's siblings, as part of 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 Student Aid service for the year **2014 - income 2013**, with reference to the family must have:

- A **ISPEEU** total – obtained by property divided by the scale of equivalence, of no 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.

APPLICATIONS FOR CONTRIBUTIONS FOR INTERNATIONAL MOBILITY ONLY ARE OPEN TO STUDENTS WITH:

ISPEEU OF NO MORE THAN € 48.970,98
ISEEU OF NO MORE THAN € 29.019,83

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;
- ⇒ 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 9th 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 an accommodation 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 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 (Istituti 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. AMOUNT OF GRANT

The amount of the grant differs both according to the bracket corresponding to the I.S.E.E.U. and the geographic origins of the student.

Income brackets

| BRACKET | ISEEU VALUE | |
|------------------------------------|-------------------------|-----------------------|
| 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 |
| INTERNATIONAL MOBILITY ONLY | From € 20.728,46 | to € 29.019,83 |

Geographic origins:

- **Local students (S):** Resident in a municipality that allows daily travel to the site of the course, using public transport, **in less than an hour.**
- **Commuting students (P):** Resident in a municipality that allows daily travel to the site of the course, using public transport, **in over an hour.**
- **Long distance students (F):** Resident **over 30 km away from the municipality where the courses are held, with a journey time**, using public transport, **of over 60 minutes** and who therefore rent **paid accommodation** in the municipality where the **course is held or in nearby municipalities**, using public residences or other private accommodation for a period not less than 10 months. If this is not the case, the student is considered a commuter.

By “paid”, it is intended the existence of a properly registered rental contract, made out to the student or a parent, or, for students living in public or private structures, the existence of a valid fiscal certificate showing payment of the rent (with the abovementioned 10 month period shown) for accommodation used in the city where the university course is held or surrounding municipalities. The rental contract or fiscal certificate must be produced **strictly before the 1st of December 2014**, before the publication of the definitive ranking. For reconfirmation of the benefit, where the contract or fiscal certificate has already been produced, and there have been no changes to the certified situation, it will be sufficient to reconfirm by self-certification, subject to verification.

N.B. 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.

Foreign students with families resident abroad are also considered long distance students if, in Italy, they do **NOT** become residents in the municipality where the course is held or in the neighbouring area. They are obliged to present proof of paid accommodation using public residences or other private accommodation for a period not less than 10 months for valuable consideration, in the absence of such documentation they will be considered **COMMUTERS**.

FOR PART-TIME STUDENTS AND STUDENTS WHO ARE ENROLLED IN THE FIRST YEAR BEYOND THE PRESCRIBED TIME (FUORI CORSO) THE MONEY WILL BE AWARDED IN AMOUNTS EQUAL TO HALF OF THAT SUBSEQUENTLY INDICATED

The amount of the grant, including the repayment of regional university tax, is as follows:

Local students:

- € **1.954,00** + a daily free meal for a total of € **2.637,00** if under income bracket 1
- € **1.503,00** + a daily free meal for a total of € **2.186,00** if under income bracket 2
- € **1.188,00** + a daily free meal for a total of € **1.871,00** if under income bracket 3

Commuting students:

- € **2.128,00** + a daily free meal for a total of € **2.811,00** if under income bracket 1
- € **1.681,00** + a daily free meal for a total of € **2.364,00** if under income bracket 2
- € **1.366,00** + a daily free meal for a total of € **2.049,00** if under income bracket 3

Commuting students are subject to the provisions of Prime Ministerial decree of the 9th of April 2001, art. 9, paragraph 5.

Long distance students:

a) *Housed in University living structure* if the Institution is able to provide accommodation and meals free of charge, the amount of the grant is divided as follows:

- € **2.079,00** + accommodation and a daily free meal for a total of € **5.073,00** if under income bracket 1
- € **1.515,00** + accommodation and a daily free meal for a total of € **4.509,00** if under income bracket 2
- € **974,00** + accommodation and a daily free meal for a total of € **3.968,00** if under income bracket 3

b) *Long distance students who use other public or private accommodation:*

- € **4.390,00** + a daily free meal for a total of € **5.073,00** if under income bracket 1
- € **3.826,00** + a daily free meal for a total of € **4.509,00** if under income bracket 2
- € **3.285,00** + a daily free meal for a total of € **3.968,00** if under income bracket 3

Detained students

Students enrolled at a bachelor degree or a master's degree course who are detained in Lombardy Region are eligible for a contribution of € **350,00**. The University will pay the contribution to the beneficiary students in connection with the penitentiary. Students must specify this status in their application sheet.

All the amounts listed above should be halved, as well as the relative free services, for students who benefit from a grant for the following year in the last regular year (*FUORI CORSO*), with reference to the year of registration.

Students, enrolled for subsequent years, eligible for a grant, in possession of the requirements relating to economic and academic conditions, who do not receive the

benefits due to exhaustion of funds, will be entitled to a free daily meal from the 1st of January to the 31st of December 2015, at the University's catering structures.

First-year students on all courses who are eligible for but do not receive benefits, will be entitled to a daily meal with payment of the minimum rate for students in the 1st bracket. Following the certification of merit at the Servizio per il Diritto allo Studio they will be entitled to a free daily meal.

Students benefiting from a grant who do not use the catering service are not entitled to a reimbursement, with the exception of any periods of International Mobility and disabilities or dietary disorders (well documented by a Specialist of the National Health Service) that prevent access or use of the catering service, to be requested with the ON-LINE application.

NO refund is provided for unused meals for eligible students who do not receive benefits.

5. INTEGRATION OF GRANTS

a) Disabled students

If the beneficiary belongs to the categories under art. 2 of the law of the 30th of March 1971, no. 118, or another category of disability protected by law, with a disability rating of 66% or over, the annual amount of the grant may be elevated to a maximum of € **2.711,00** per local student, € **3.858,00** per commuting student and € **7.065,00** per long distance students. This grant, at the reasoned request of the party concerned, may be converted into specialised equipment and differentiated teaching materials, places in residential facilities, assignment of an attendant, or assistant for studies, or interpreter, or any other instrument to help overcome particular individual difficulties.

b) International Mobility

Students assigned grants for the academic year 2014/2015, eligible students who were not awarded a grant (including students enrolled in Doctoral Programmes) and students with an ISEEU result beyond the third bracket, but not exceeding € **29.019,83** and an ISPEEU not exceeding € **48.970,98** can compete for the allocation of International Mobility relative to agreements proposed by the University of Bergamo.

The allocation of integration grants is based on the merit ranking drawn up pursuant to paragraph 6 below.

Actual allocation of the contribution will be on condition of proof, certified by the International office and/or traineeship office of participation in the Exchange Programme and its duration. This verification will happen in October 2015, the end of the 2014/2015 exchange programme.

The maximum contribution is equal to € **550.00** monthly for every month spent abroad, up to a maximum of 5 months.

IMPORTANT

The amount of any other contributions granted by EU funds will be deducted from the grant for International Mobility, in accordance with bilateral agreements, non-EU agreements included, and with funds provided by public or private parties.

Remaining funds, resulting from the allocation of grants for periods of less than 5 months will be used to give further contributions for eligible students, distributing them according to the criteria used in the previous decision. Further funds could be distributed among students who will stay for periods of more than 5 months.

Students are also eligible for a contribution towards travel costs for an amount up to € **150.00** (for European countries) and up to € **500.00** (for extra-European countries).

These rights are extended, on request, to University of Bergamo graduates involved in International Mobility projects with the Leonardo European Programme (or similar initiatives) as long as they graduated no longer than a year from the start of the placement and were eligible for financial assistance in their last year of studies.

Contributions for participation in *International Mobility* programmes, internships and placements abroad are granted to eligible students only once for every course attended (art. 10 paragraph 1 of the Prime Ministerial decree of 9th of April 2001).

All the amounts listed above should be halved for students who benefit from a grant for the year following the last regular year (*FUORI CORSO*), with reference to the year of registration.

c) Graduates (so called “Graduation prize”)

After having provided the grants to all eligible applicants and depending on the availability of funds, a last integration grant for an amount equal to € 1,000.00 will be assigned, **on request**, to beneficiary students who:

- in academic year 2014/15 were enrolled in the final year of a master’s or single-cycle degree and who graduated in a number of years equal to the legal duration of the course from their first registration;
- in academic year 2014/2015 were enrolled in the final year of a master’s degree and:
1) who complete the master’s degree within the legal duration of the study programme 2) whose university career does not exceed five years;
- have not already received a graduation prize.

The request must be presented, peremptorily, within 10 days from the end of the last ordinary graduation session of a.y. 2014/15.

6. RANKING PROCEDURE

The rankings are formulated according to the following specified criteria:

a) Students enrolled in the first year of all courses of study

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:

$$\left\{ 1 - \frac{\text{Student ISEEU}}{20.728,45} \right\} \times 1000$$

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 level of degree 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 subsequent year of all courses of study

The order in the ranking is determined, in descending order, by the overall score gained from the total of the score relative to the number of formative credits achieved before the **10th 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.

Disabled students with a disability rating of 66% or more, if on the eligibility ranking, have the right to the allocation of a grant even in excess of the number of grants available.

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 the *formative 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*):

$$\text{(Student credits - minimum credits)} \times \frac{600}{(60 - \text{minimum credits})}$$

Part time (*example refers to second enrolment in first year*):

$$\{(\text{Student credits} - \text{minimum credits}) \times \frac{300}{(30 - \text{minimum credits})}\} \times 2$$

- b) The score relative to the *average mark* of the passed exams is calculated according to the following formula:

$$\text{(Student average mark - 18)} \times \frac{400}{(30 - 18)}$$

7. TERMS AND CONDITIONS FOR SUBMISSION OF APPLICATION

Applications for admission to the competition must be submitted online no later than **12.00 a.m.** on the day of

30th September 2014

Students who will participate in an **International Mobility programme in the academic year 2014/2015** can apply for the integration at the same time as the grant.

IMPORTANT

THE APPLICATION FOR PROVISIONS AND SERVICES MUST BE SUBMITTED

ONLINE ONLY, VIA THE WEB PAGE www.unibg.it/isu

APPLICATION WILL ONLY BE COMPLETE AFTER THE DELIVERY, TO THE SERVIZIO PER IL DIRITTO ALLO STUDIO (via dei Caniana, 2 – 24127 Bergamo), NO LATER THAN THE 9th OF DECEMBER 2014, OF THE SUMMARY SHEET THAT WILL BE SENT VIA MAIL AT THE END OF THE APPLICATION PROCEDURE.

The *Servizio per il Diritto allo Studio* will complete the application with the information obtained from the I.S.E.E./I.S.E.E.U reports. It is therefore necessary for the compilation of the substitute declaration for the calculation of the I.S.E.E. financial condition equivalent indicator that the student applies to the **CAF affiliated with the University of Bergamo, where the ISEEU certificate will also be issued free of charge**. This certificate will be transmitted electronically to the University.

It is the Office's right to request, upon application, suitable documentary evidence. Failure to submit a document within the prescribed period or presentation of an irregular document will lead to the student's exclusion from the competition.

Students must inform the competent structure of the Institution in writing, **no later than the 1st of December 2014**, of any event concerning the grant that has occurred or will occur subsequent to the application: the allocation 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 studies, withdrawal of enrolment, change in the student's civil and economic status, graduation, etc.

8. PUBLICATION OF THE PROVISIONAL RANKINGS AND POSSIBLE APPEALS

Students will be informed of the provisional rankings by the **31st of October 2014 only** when they are published online at www.unibg.it/isu. This can be accessed via the 'DOMANDA ON-LINE' tab using student log-in details. Hard-copy rankings can be consulted at the *Servizio per il Diritto allo Studio* at Via dei Caniana, 2 - 24127 Bergamo.

Any appeals against the provisional ranking must be presented to the competent structure of the Institution no later than 15 days after the publication of the same rankings. The appeal must concern assessment errors on the part of the Office 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.

Once the appeal procedure has been completed, the definitive ranking will be published online at www.unibg.it/isu by the **31st of December 2014**. This can be accessed via the 'DOMANDA ON-LINE' tab using student log-in details.

This may undergo variations, at the end of the special exam session of the academic year 2013/14 – April 2015, only in relation to additional checks that will be carried out and the definition of the position of eligible students pre-enrolled in Master's degrees and PhD. Further appeals against the definitive decision must be presented to the Regional Administrative Court (known and hereinafter referred to as TAR) within the deadline required by law.

9. ALLOCATION AND PAYMENT METHODS FOR GRANTS, INTERNATIONAL MOBILITY CONTRIBUTIONS AND GRADUATION PRIZES

In compliance with the implementation of Legislative Decree of 6 December 2011, article 12, paragraph 2) payment of grants to students will be through bank transfers to the current account indicated by the student in their application, **provided it is in their name**, or through deposit to a debit card with an IBAN **in the student's name** or through deposit on to their Enjoy Card if this function is activated.

Grants and international mobility contributions will be assigned until the number available in this call is exhausted. In case of shortage of eligible students in some rankings, the grants or contributions will be assigned to students well placed in another ranking, according to academic requirements, until the number of grants and contributions provided by the call have been completed.

- **Students enrolled in the first year of bachelor or five-year master degree courses:**

- The first instalment of the grant will be paid TO BENEFICIARIES, amounting to **€ 690,00 in cash or services** (meals and accommodation), **by the 31st of December 2014.**

- The second instalment of the grant will be awarded, depending on the availability of funds, **from June 2015**, with the achievement and subsequent self-assessment at the Servizio per il Diritto allo Studio of a minimum requirement of 35 credits (17,5 for part time students), also using 5 bonus (2,5 for part-time students) by the **10th of August 2015.**

The achievement of the aforementioned 35 credits (17,5 for part time students) **by the 30th of September 2015 and the consequent self-certification at the Servizio per il Diritto allo Studio** will entitle the eligible students to exemption from enrolment fee and 50% of the university contribution, if a beneficiary, 50% of the amount of the grant.

UNTIL THE EXHAUSTION OF OFA, TO BE REPORTED TO THE SERVIZIO PER IL DIRITTO ALLO STUDIO BY THE STUDENT, NO INSTALMENT OF GRANTS OR SERVICES WILL BE SUPPLIED.

- **Students enrolled in the first year of a master's course:**

- The first instalment of the grant will be paid TO BENEFICIARIES, amounting to **€ 690,00 in cash or services** (meals and accommodation), **by the 31st of December 2014.**

- The second instalment of the grant will be awarded, depending on the availability of funds, **from June 2015**, with the achievement and subsequent self-certification at the **Servizio per il Diritto allo Studio** of a minimum requirement of 20 credits or 23 for courses with an admission test (50% of credits for part time students) provided this is met **by the 10th of August 2015.**

The achievement of the aforementioned 20 credits or 23 for courses with an admission test (50% of credits for part time students) **by the 30th of September 2015 and the consequent self-certification at the Servizio per il Diritto allo Studio** will entitle the eligible students to exemption from enrolment fee and 50% of the university contribution, if a beneficiary, 50% of the amount of the grant.

N.B.: Eligible students who will become beneficiaries in the ranking published in May at the end of the special graduation session 2013/2014, will receive their grant in a single instalment with payment in the month of June, provided they meet the academic requirements.

The grant is revoked:

- a) From students enrolled in the first year of a bachelor, five-year master degree, with the exception of PhD and specialized schools, which, by the 30th of September 2015, have not achieved at least 35 credits (17,5 credits for part time students), including the use of bonus;
- b) From students enrolled in the first year of a Master degree who, by the 30th of September 2015, have not achieved at least 20 credits or 23 credits for courses with admission tests (50% of credits for part time students).

In case of revocation, the amounts claimed and the amount corresponding to the value of services used equivalent to the grant in cash, must be returned, with payment agreements if necessary.

Only following the definitive allocation, connected for first year students to the achievement of the academic requirements, may the relative certificates be issued according to art. 15 of the law 183/2011

Disabled students, with a disability rating of 66% or more are not subject to provisions regarding the revocation of the grant and the payment of the second instalment.

- **Students enrolled in years subsequent to the first year of all courses:**

The first instalment of the grant, amounting to € 690,00 in cash or services (meals and accommodation), will be paid TO BENEFICIARIES by the **31st of December 2014**.

The second instalment of the grant will be paid from **June 2015** subject to the availability of regional funds.

- **PhD students:**

The first instalment of the grant, amounting to € 690,00 in cash or services, will be paid to BENEFICIARIES by the **31st of December 2014**.

The second instalment of the grant, once continued enrolment has been verified, will be paid from **June 2015** subject to the availability of regional funds.

N.B.: Students who have been allocated grants enrolled in the **first year beyond the prescribed time** will receive the grant in June in one instalment, equal to 50% of the amount, after verification of the continuation of enrolment, at the end of the special exam session for the academic year 2013/14 (April 2015).

Where the students without the Enjoy Card do not communicate to the Servizio Diritto allo Studio their Iban Code by the 31st of December 2015, they will lose the scholarship a.y. 2014/15.

Integration of International Mobility grant

The "International Mobility" ranking will only be definitive once the exchange programme for the academic year 2014/15 (October 2015) has finished.

The integration and reimbursement of travel fees to ELIGIBLE students will be paid according to the ranking mentioned above, up to the number of contributions provided for by the call, subject to approval, by the International office or Traineeship office of the University, of the fulfilment of obligations deriving from participation in the International Mobility programme and the amount of any further contributions paid by other bodies or institutions.

Graduation prizes (see point 5 C of this call)

The payment of graduation prizes will occur in March 2016.

10. INCOMPATIBILITY – FORFEITURE – TERMINATION

Incompatibility

The Grant cannot be used in conjunction with similar forms of financial assistance supplied by the University with its own funds under art. 15 of law 390/91, or by other public or private institutions, with grants for foreign students supplied by the Ministry of Foreign Affairs, with free places in colleges, residences or boarding schools not managed by the University; in these cases the student may choose one of the two provisions. Where the provision is only partially free of charge, the grant is proportional.

However the grant is compatible with the integration of international mobility as referred to in point 5 B) of this call, given only once for each course identified in art. 3 paragraph 1 of the Prime Ministerial decree of 9th April 2001.

The grant is also compatible with contributions allocated by other Italian or foreign institutions, aimed at integrating, with a period abroad, the training or research of the students and not at a curriculum to complete their degree.

The right to the grant forfeits if the student:

1. Incurs disciplinary action that is more severe than a complaint in writing, for offenses committed against the University;
2. Does not present at the *Servizio per il Diritto allo Studio*, within the deadlines that will be communicated by registered mail, any original documentation requested to verify the accurate of the self-certification provided.

The grant is terminated:

- a) For failure to meet the academic requirements, self-certified at the *Servizio per il Diritto allo Studio*, on the part of the students enrolled in the first year;
- b) If verified by subsequent investigations into the self-certification, that the financial requirements that led to the insertion on the eligibility ranking are not met.

In that case, even when the responsibility of the incorrect certification of revenues ISEE/ISEEU lies with the CAF, the student must provide for the return of any accrued payments, subject to the provisions of law mentioned in paragraph 12), where it is recognised as an offence. The termination of eligibility will result in the obligation to pay university fees to the amount established by the income bracket.

11. TRANSFER AND CHANGE OF DEPARTMENT

In the case of transfer to another university after the start of the academic year, the grant application submitted, will, upon written request of the interested party, be transmitted to the Institution/University where the student has requested the transfer and therefore the student loses the benefit recognized by the University of Bergamo, with the obligation to return any payments received.

The student, who has transferred from another University to the University of Bergamo after the beginning of the academic year, must request from the *Servizio per il Diritto allo Studio* at the University of Origin, the automatic transmission of the application, provided it is made within the deadline of the competition notice. The transfer must be completed **by 1st of December 2014**, before the publication of the definitive ranking.

12. VERIFICATION OF ECONOMIC STATUS (Prime Ministerial Decree 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.

13. 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 financial conditions 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 Ministry of Finance and the Customs and Fiscal Police, for the required checks;
- d) it is used to provide payment through the University Treasury.

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 **14th November 2014**.

The data controller is the Manager of the *Servizio per il Diritto allo Studio* of the University of Bergamo.