



## Call for the assignment of Accommodation in the University Halls of Residence for students enrolled in the University of Bergamo in the academic year 2018/2019

The following contest is published in line with the regulations set out by the Legislative Decree 68/2012, by the law of the Lombardy Region no. 33 of 13<sup>th</sup> December 2004 and the Regional Government Decree no. XI/263 of 28<sup>th</sup> June 2018 concerning the operating procedures and minimum guaranteed funding for the AY 2018/19.

The accommodation 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 in bachelor degree courses for a period of seven semesters from their **very first year of enrolment**;
- b) For those enrolled in master's degree courses for a period of five semesters from their **very first year of enrolment**;
- c) For those enrolled in five-year master degree courses for a period of eleven semesters from their **very first year of enrolment**;
- d) For disabled students with a disability rating of 66% or more, for a period equal to three semesters in addition to the legal duration of the programme attended;
- e) For students enrolled in specialisation schools and PhD (implemented with ministerial degree of 3<sup>rd</sup> 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 to the course.

To out-of-course students – *FUORI CORSO*, in the case availability, the place will be assigned for the second term as well, according to their financial status

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 all-inclusive fee.

### Glossary

Beneficiary: the applicant in possession of financial and academic requirements who wins Scholarship.

Bonus credits: the number of credits that the student can use in addition to those actually attained to achieve the minimum merit requirements stipulated by the Call.

CFU: credits

Eligible non-beneficiary: the applicant in possession of financial and academic requirements who is not provisionally beneficiary due to lack of funds.

Very first enrolment: any previous enrolment to any degree programme of the same level of studies, in any Italian or foreign University.

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## 1. SUPPLY TERMS AND CONDITIONS

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Allocations, **FROM 19<sup>TH</sup> SEPTEMBER 2018 TO 31<sup>ST</sup> JULY 2019** of a minimum number of **154 accommodation places** are distributed as follows:

- 92 at the residence at via Garibaldi, 3/F – Bergamo
- 16 at the residence at via Caboto, 12 – Bergamo
- 46 at the residence at via Verdi, 72 – Dalmine

The following students have priority in the allocations:

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

The reservation of accommodation 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 13<sup>th</sup> November 2002, number 21650. The minimum number of places is distributed as follows:

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

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## 2. GENERAL CONDITIONS FOR PARTICIPATION IN THE CONTEST

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The competition is open to Italian, EU and non-EU students under Prime Ministerial Decree of 31<sup>st</sup> of August 1999, no. 394, implementation of Legislative Decree of 25<sup>th</sup> July 1998, no. 286 **who enrol or intend to enrol in courses held by the University of Bergamo in the AY 2018/19 who live more than 30 km away from the city 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 city of residence to the city where the course is held, by 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. The verification will be done on the above website on the date of publication of the definitive ranking.

**SECONDARY SCHOOL LEAVING MARK:** The applicants for scholarship enrolled in the first year of bachelor degree and 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 ‘Dichiarazione di valore in loco’ document presented to the Student Office upon enrolment).**

To be officially entered into the rankings, students must complete their **enrolment no later than the date of access to the University hall of Residence** except those enrolling in the **first year of master's degree** or PhD course for whom the deadline indicated above refers to **pre-enrolment**.

**The students above must be enrolled for the first time:**

- In a regular year of a bachelor degree, master's or five-year master degree course;
- In an extra year in addition to the time prescribed by the respective teaching programme for bachelor degrees, master's degrees and five-year master degrees;
- In a PhD Course.

**Students, in the AY 2018/19, must not:**

- Hold a qualification that is equivalent to or more advanced than the course for which accommodation is requested for the AY 2018/19.

**Students are excluded from the accommodation ranking if in the AY 2018/19 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 the student has repeated a course year, **even having re-enrolled after giving up on their studies**, the number of CFU necessary to join the scholarship ranking is calculated by considering the CFU predicted for each year, starting from the **very first year of enrolment**.

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### **3. REQUIREMENTS FOR INCLUSION IN THE RANKING**

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In order to be admitted to the ranking, applicants must be **regularly enrolled** for the AY 2018/19 on the date of entrance in the Residence, starting from the:

**19<sup>th</sup> September 2018**

with the exception of those enrolled in the **first year of a master degree** for whom the deadline above refers to **pre-enrolment**, and must be in possession of the academic and financial requirements subsequently specified.

For those enrolled **on PhD courses** and specialized courses, reference should be made to the teaching system of the University of Bergamo.

#### **A) MERIT REQUIREMENTS**

Only final exams will be considered for the academic requirements, with reference to the approved study plan, completed with achievement of CFU and mark; in the case of areas/integrated courses consisting of multiple modules, any part of exams or any marks not officially registered on the on line transcripts 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 AY 2018/19, in the first year of bachelor degree or 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 “*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 University Hall of Residence;
- must successfully pass **OFA - Additional Educational Obligations - BY 30<sup>TH</sup> SEPTEMBER 2019** (see point 6);
- must **earn 35 CFU (also using the 5 bonus) by 10<sup>th</sup> August 2019**.

**2. Students enrolled for the first time in the first year of a master’s course:**

- must be correctly enrolled or pre-enrolled on the date of entrance in the University Hall of Residence, with at least **150 CFU by 10<sup>th</sup> August 2018 (if not already graduated in bachelor degree)**;
- **graduate in bachelor degree within the last exam session of AY 2017/18**;
- complete enrolment and then **earn 20 CFU or 23 CFU for courses with set entrance exam by 10<sup>th</sup> August 2019**.

**3. Students enrolled in AY 2018/19 in years subsequent to the first year of the master’s and five-year master courses** must have earned, for each year of the course the number of **CFU** specified in the following table **by 10<sup>th</sup> August 2018**:

**FULL TIME STUDENTS**

Course	Course year				
	2°	3°	4°	5°	Last term
<i>Open courses</i>					
Bachelor degree (L2)	35	80	==	==	135
Five-year master degree (LM5)	35	80	135	190	245
Master’s degree (LM)	30	==	==	==	80
<i>Courses with set entrance exam</i>					
Bachelor degree (L2)	35	88	==	==	148
Five-year master degree (LM5)	35	88	148	209	269
Master’s degree (LM)	34	==	==	==	88

**ATTENTION:** the number of CFU necessary to access the funding ranking is calculated, by considering the CFU provided for each **completed** academic year, starting from the very first 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
<i>Open courses</i>										
Bachelor degree (L2)	17.5	35	55	80	107					135
Five-year master degree	17.5	35	55	80	107	135	162	190	217	245
Master's degree (LM)	15	30	55							80
<i>Courses with set entrance exam</i>										
Bachelor degree (L2)	17.5	35	60	88	115					140
Master's degree (LM)	17	34	61							88

### ATTENTION

- Students who in the previous academic year took exams as part of the International Mobility Programme, which have not yet been converted by 10<sup>th</sup> August 2018 must indicate the conventional date of 10<sup>th</sup> August 2018 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 Student Aid Service of the 'conversion' mentioned above before the publication of the definitive ranking.
- The University can choose whether to consider valid the results from final **INTERNSHIP** tests, taken in accordance with university teaching after 10<sup>th</sup> August 2018, provided that the outcome of the same evidence is acquired before the 31<sup>st</sup> October 2018.
- 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 9<sup>th</sup> April 2001.
- Only following the definitive allocation may the relative certificates be issued according to art. 15 of the law 183/2011.

### 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 CFU required and the number of CFU achieved. The amount of the bonus differs depending on the year in which the student decides to use it. In particular, the bonus is:

- ⇒ **Five** CFU, if used for the first time to obtain benefits for the second year;
- ⇒ **Twelve** CFU, 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 during the master's degree course.

B) An extra three CFU are available to students enrolled in the second year of the master's degree or the fourth and the fifth year of five-year master's degree. Overall, the bonus is:

- ⇒ **Fifteen** CFU, 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. CFU already used will be subtracted from these 15 CFU.

#### 4. PhD Courses

COURSE	REQUIREMENT
PhD Courses (excluding beneficiaries of funding under Ministerial Decree 30.04.1999, no. 224 and research grants under law. 27/12/1997, no. 449)	Be accepted to the course

#### **B) FINANCIAL REQUIREMENTS**

The financial status of the student will be based on the ISEE/U (Equivalent Financial Situation Indicator), D.P.C.M. n° 159/2013 and following integrations. The ISEE Declaration is issued directly by the INPS (Social Security Service); students can apply for it by INPS website or by a CAF (Centre for Fiscal Assistance) affiliated with the INPS. Students must apply for the ISEE Declaration for **“Prestazioni agevolate per il diritto allo studio universitario”**. Students enrolled at a Phd Course can apply also for the ISEE Declaration for **“Corsi di dottorato”**. ISEE Declarations with mistakes (*Omissioni/Difformità*) will not be accepted until their correction.

University will obtain the information about the ISEE Declaration directly by the INPS. **Students must apply for the ISEE Declaration, as above, from 16<sup>th</sup> January 2018 and by 5<sup>th</sup> September 2018.**

#### **FINANCIAL CONDITIONS INDICATORS ISEE - ISP/SCALE OF EQUIVALENCE**

Students applying for benefits from the Student Aid Service must have:

- An **ISEE** – income on 31/12/2016 plus 20% of property divided by the scale of equivalence - **not more than € 23.000,00.**
- An **ISPE** – obtained by property on the 31/12/2017 (**ISP**) **divided by the scale of equivalence - not more than € 50.000,00.** The ISPE will be calculated by the University on the basis of the data supplied by the INPS.

#### **Family unit**

The family unit is defined by D.P.C.M. n° 159/2013 **with reference to the application date.**

#### **Independent student**

According to D.P.C.M. n° 159/2013 – art. 8, comma 2, students who live by oneself can be considered independent student when both of the of the following requirements are met:

- Residence 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 employment or assimilated work fiscally declared for at least two years, not less than **€ 6.500,00.**

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 students with income from abroad**

Under Presidential Decree of 31<sup>st</sup> August 1999, no. 394, the income and property of foreign students, or Italian students resident abroad, 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. The non-European income and the non-European patrimony are assessed with the average exchange rate of 2017. Albanese students must declare income both from employment/retirement 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 28<sup>th</sup> December 2000, no. 445.

For foreign students coming from "**developing countries**", according to the Ministry of Education, University and Research (MIUR) Decree 3<sup>rd</sup> May 2018, herein indicated: Afganistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambogia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Korea Democratic Republic, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, 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 31<sup>st</sup> March 1999, no. 109, and amended by legislative decree of 3<sup>rd</sup> May 2000, no. 130.

All students with income from abroad, for the assessment of family income and property and the issue of the **ISEEU *parificato*** certificate must present to the **CAF UILSER S.r.l. di via San Bernardino 72/E – Bergamo** the following original documentation translated by the Italian consular authorities in the country of origin as previously stated, **by the deadline of this competition notice:**

- Document certifying the composition of the family abroad;
- Income referred to year 2017 for each family member (the document must clearly state that the incomes relate to the calendar year 2017). If, during 2017, one or more family members of 18 years of age or older, did not earn any income, the same is required to submit a declaration to that effect;
- Buildings owned by the family as at 31 December 2017 with an indication of square metres (the document must be issued by a competent public authority). If no buildings were owned in 2017, a certificate must be submitted certifying the absence of ownership of buildings for each member of 18 years of age or older;
- Certification of movable assets owned as at 31 December 2017 by the family with indication of securities, dividends, shares, portions of shareholders' equity and any companies owned.

Students also need ISEE certification for eventual income and property possessed and produced in Italy.

## ATTENTION

Foreign students with residency abroad who enrol on English Language Courses, **must** contact the Student Aid Service – exclusively by opening a ticket at the webpage [Ticket Diritto allo Studio](#) – to obtain instructions on the issue of *ISEEU parificato* certification.

The financial status will be estimated according to the current rules concerning ISEE declaration, with particular reference to the approval of the regulation implementing DPCM 159/2013.

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### 4. RANKING PROCEDURE

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The ranking list will be drawn up 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 ISEE family unit held against a limit of **€ 23.000,00** for a maximum of 1.000 allocated points with the following formula:

$$\left\{ 1 - \frac{\text{Student's ISEE}}{23.000,00} \right\} \times 1.000$$

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 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 years subsequent to the first of all courses

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 CFU achieved before 10<sup>th</sup> August 2018 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 CFU 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.

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 considered as enrolled in that year.

#### Calculation method for academic score

a) The score relative to the CFU achieved before **10<sup>th</sup> August 2018** 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 2<sup>nd</sup> year):

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

$$\{( \text{Student's CFU} - \text{minimum CFU} ) \times \frac{300}{(30 - \text{Minimum CFU})} \} \times 2$$

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

$$(\text{Average student marks} - 18) \times \frac{400}{(30 - 18)}$$

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## 5. CRITERIA FOR ASSIGNING THE POSTS

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**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 places are allocated according to the following specified criteria:

- Disabled students with a disability rating of 66% or more take precedence;
- Then the post is confirmed for those students already housed **in the preceding academic year**, if they meet the academic requirements. This confirmation of the post also applies to those enrolled on the first year of a master's degree course;
- Having used up the predetermined reserve in favour of first year students (see point 1), places are allocated to students enrolled in the later years according to the academic ranking;
- The final available places are assigned to first years student, by assigning them first to EU citizens;
- **Students who meet the academic requirements and whose financial status exceeds the limits indicated in the present competition notice can also participate in the contest for an accommodation place.** In this case the assignment of accommodation places will take place after having fulfilled all of the requests of the students who meet both the academic and financial requirements.

**The apartment in via Caboto, 12 - Bergamo** is reserved as a priority for those enrolled in a PhD course, at years later than the third in five-year master degree courses and first year of a master's degree.

**The Hall of Residence in via Verdi, 72 - Dalmine** is designated as a priority to those enrolled in the Departments of Engineering.

The unavailability of places at Bergamo facilities brings us to the allocation of the final available places to the location of Dalmine.

### ATTENTION

- Students enrolled at the first year of a degree course who do not earn the required minimum of CFU stated in the competition notice (or do not pass any OFA) by 30<sup>th</sup> September 2019 **must pay back** the amount awarded in money and services according to the income bracket in which they were entered;
- After graduation, students must vacate the occupied post in the residence;

- The beneficiaries enrolled on a term outside the prescribed time (*FUORI CORSO*) can request to stay in the residence until the end of the period of hospitality, by paying the rent relative to their income bracket;
- Students enrolled in the AY 2018/19 on a term outside the prescribed time (*FUORI CORSO*) who graduate by the last exam session of the AY 2017/2018 (March/April 2019) and as a consequence they will receive back fees, will have to pay the rent for the period they stayed in the residence according to the monthly charge **FUORI FASCIA** (beyond the 3<sup>rd</sup> bracket).

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## 6. HOUSING RATES

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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	ISEE/ISEEU PARIFICATO VALUE	
1 <sup>st</sup> - A	from € 0,00	to € 14.420,31
2 <sup>nd</sup> - B	from € 14.420,32	to € 17.709,34
3 <sup>rd</sup> - C	from € 17.709,35	to € 23.000,00

### RATES

	Places in <b>Bergamo</b>	Places in <b>Dalmine</b>
<b>BRACKET</b>	<b>MONTHLY CHARGE</b>	<b>MONTHLY CHARGE</b>
1 <sup>st</sup> - A	€ 110,00	€ 110,00
2 <sup>nd</sup> - B	€ 135,00	€ 135,00
3 <sup>rd</sup> - C	€ 160,00	€ 160,00
<b>BEYOND (FUORI FASCIA)</b>	€ 200,00	€ 180,00 double € 200,00 single

- For beneficiaries of the scholarship the first instalment will be paid in services, covering the rent in the months of October, November and December and one daily free meal for the period January – December 2019;
- For students enrolled in the first year of bachelor degree or five-year master's degree courses, suspended until passing the OFA, the accommodation will be given by paying according to the relevant income bracket, subject to reimbursement if they become beneficiaries of the scholarship;
- For students who was awarded of scholarship the sum relative to the stay for ten months is fixed at € 2.366,00 by the decision of Regional Government Decree;
- 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 scholarship, if attributed;
- Students eligible for scholarship will be required to pay their rent, according to their income bracket, where available funds are not sufficient to allocate them the scholarship.

The payment of fees must be made by bank transfer to the University of Bergamo in three advance instalments specifying the reason "*Servizio abitativo a.a. 2018/2019*":

- Before the date of entry, for 3/10 of the sum;

- Before 31/01/2019, for 4/10 of the sum;
- Before 31/05/2019, for 3/10 of the sum.

Before entering the building **ALL STUDENTS** must pay 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. 2018/19*”. The security deposit will be reimbursed at the end of the stay, after checking the room’s conditions. Students already housed in the previous AY do not have to pay for the deposit if they have not received the reimbursement yet.

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## 7. CONDITIONS OF HOSPITALITY

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- All students will be required to 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 **31<sup>st</sup> October 2018**, a Representative who will collaborate with the Student Aid Service on the application and on the respect of those same Rules.
- The period of hospitality is **from 19<sup>th</sup> September 2018 to 31<sup>st</sup> July 2019**.
- The allocation granted for the AY 2018/19 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 and to apply the sanctions specified in the competition notice for scholarship.
- Before the final day of permanent residence – **31/07/2019** – students must vacate places and furniture of their personal effects and go through a check from the officer of the Student Aid Service of the condition of the furniture, walls and fittings in their own room, which must be left in the normal state of cleanliness; this 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 **1<sup>st</sup> October 2018**, then residing there continually; otherwise they will lose the right to their housing. Should they be late in taking up their place the Student Aid Service must be informed in advance; the latter will reserve the right to check the given reasons.

**The apartment in via Caboto, 12 - Bergamo** 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 at Easter;
- Garden maintenance;
- Television licence;
- Wireless internet connection.

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

**The Hall of Residence in via Garibaldi, 3/F - Bergamo** comprised of single rooms with bathroom and WI-FI connection, 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.

**The Hall of Residence in via Verdi, 72 - Dalmine**, comprised of double rooms with a bathroom and WI-FI 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. A local kitchen is open during the period of suspension of the catering service.

**The Student Aid Service 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 and the bathrooms sanitized by a professional service, billing the costs to the residents of the room concerned.**

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## 8. APPLICATION SUBMISSION DEADLINE

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### ATTENTION

**THE APPLICATION FOR PROVISIONS AND SERVICES MUST BE SUBMITTED ONLINE AT THE WEB PAGE [www.unibg.it/isu](http://www.unibg.it/isu) BY AND NOT AFTER 12.00 P.M. (MIDDAY) ON THE DAY OF:**

**5<sup>TH</sup> SEPTEMBER 2018**

University will obtain the information about the ISEE Declaration directly by the INPS and for ISEEU PARIFICATO directly by CAF UILSER S.r.l. Students must apply for the ISEE/U Declaration by 5<sup>th</sup> September 2018.

The Service has the right to request, as part of the application, appropriate probationary documentation. **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 Student Aid Service in writing, **no later than 30<sup>th</sup> November 2018** of any event concerning the scholarship that has occurred or will occur subsequent to the application: the allocation of other scholarships or economic aid (with the exception of fiduciary loans or loans of honour), full time employment, transfer to another University, being unable to continue studies, withdrawal of enrolment, change in the student's civil and economic status, graduation, etc.

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## 9. PUBLICATION OF THE RANKING AND APPEALS

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The rankings and the supply terms and conditions will be listed by the

**18<sup>TH</sup> SEPTEMBER 2018**

at the web page [www.unibg.it/isu](http://www.unibg.it/isu) > Bandi e graduatorie > BANDI IN ESPLETAMENTO

Any appeals against the provisional ranking must be presented to the Student Aid Service no later than 10 days after the publication of the same ranking. 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. Further appeals against the final decision must be presented to the qualified organisations according to the current law.

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## 10. INCOMPATIBILITY – FORFEITURE – REVOCATION

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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 University;
3. Does not present at the Student Aid Service, within the deadlines that will be communicated, the actual original documentation requested for the check of the authenticity of the self-certification produced;
4. Not communicating, before **30<sup>th</sup> November 2018** and intervening changes such as: the achievement of other scholarships or economic aid (with the exception of fiduciary loans or loans of honour), transfer to another university, being unable to continue the studies, withdrawal of enrolment, change in the student's civil and economic status, graduation, etc.

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## 11. VERIFICATION OF ECONOMIC STATUS

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The University, with the aim of verifying the economic status, can use the means provided by the current law, especially by the Legislative Decree 68/2012 art. 10 and DPCM 159/2013 art. 11

The University, in agreement with the ISEE data bank in the care of the *INPS*, the *Agenzia delle Entrate* – Lombardy Region, the Ministry of Finance and the Fiscal Police and according to the current regulations, especially the art. 71 of the Prime Ministerial Decree 445/2000, will check the authenticity of the self certification produced by the students who end up beneficiaries of scholarships or services.

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 31<sup>st</sup> May 2010, N. 78 art. 38.

If the seriousness of the offence is recognised (art. 34 of the law of the Lombardy Region of 25th November 1994, no. 33) disciplinary sanctions will also adopted as well as the denouncement to the judicial authority.

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 Student Aid Service in via dei Caniana, 2 – 24127 Bergamo tel. 035 2052870.

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## **12. INFORMATION ON THE USE OF PERSONAL DATA ON THE RIGHTS ON THE DECLARANT (Law of 30<sup>th</sup> June 2003 n.196)**

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The information about the use of the personal data is published at the webpage [www.unibg.it/isu](http://www.unibg.it/isu) according to article 13 of the European General Data Protection Regulation.

The Data Processor, of the data provided, is the Director of the Student Aid Service.

Video surveillance is in use in the common areas at the University Halls of 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.

Upon applying for the assignment of the benefits, the applicant must declare to have fully read the above information in accordance with art. 13 of the Regulations and to consent to the processing of personal data, inclusive of particular data.