



## Competition Notice for the allocation of University Grants, International Mobility Grants and Degree Prizes for students enrolled in the University of Bergamo in the academic year 2016/2017

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 the 13<sup>th</sup> December 2004 and the Regional Government Decree no. X/5312 of the 20<sup>th</sup> of June 2016 concerning the operating procedures and minimum guaranteed funding for the AY 2016/17.

The competition notice 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 AY 2016/17 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 courses 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 courses (implemented with ministerial degree of the 3<sup>rd</sup> 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 thirteen semesters from their **very first year of enrolment**;
- b) For students enrolled in master's programmes for a period of nine semesters from their **very first year of enrolment**;
- c) For students enrolled in single-cycle programmes for a period of twenty – one 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.

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.

## Glossary

Beneficiary student: applicant in possession of financial and academic requirements who win scholarship

Eligible student: applicant in possession of financial and academic requirements who do not provisionally win scholarship because of lack of funds

Very first year of enrolment: any enrolment at any degree course (even if different from the course attended in the AY 2016/17) in any University for the same study level of the AY 2016/17, irrespective of the results of this course of study (transfer, suspension of study, etc.)

CFU: credits

## Tax exemption

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

For eligible and beneficiary students enrolled in course years subsequent to the first and first year students beneficiary or eligible for a grant in the AY 2016/17 will not be issue the MAV for the 2<sup>nd</sup> instalment. For first year students, that MAV will be issue at a later time if they do not achieve the necessary CFU.

**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** without confirming further requirements;
- for **first year students of bachelor degrees and five-year master degrees** upon achievement, proven by self-certification at the Student Aid Service, of at least 35 CFU (17.5 for part-time courses) by the 10<sup>th</sup> of August 2017, these may also include a bonus of 5 CFU (2.5 for part-time). The achievement of the aforementioned CFU, proved by self-certification at the Student Aid Service by the 30<sup>th</sup> of September 2017, 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 CFU by the 10<sup>th</sup> of August 2017 (10 CFU for part-time students). The achievement of the aforementioned CFU, proved by self-certification at the Student Aid Service by the 30<sup>th</sup> of September 2017, will only entitle the student to exemption from enrolment fee and 50% of the university contribution.

Other cases of exemption (e.g. suspension for maternity leave, disability rating etc.), are stated in the relative announcement for the AY 2016/17 posted on [www.unibg.it/tassestudenti](http://www.unibg.it/tassestudenti)

University grants are exempt from income tax, as required by Circular no. 109/E of the 6<sup>th</sup> of April 1995 from the Ministry of Finance. University grants can be combined with contributions for periods of International Mobility (see point 5). The University will send to the beneficiary students a *CU (Certification)* which is necessary for the new ISEE Declaration. University will communicate to the *Agenzia delle Entrate* the fees paid in the fiscal year for the issue of the prefilled 730 Form.

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## 1. NUMBER OF GRANTS

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The number of competitive grants are **860** allocated as follows:

**No. 300** grants for students enrolled in the first year of courses included in the Prime Ministerial Decree of the 9<sup>th</sup> of April 2001, art. 3 (students of bachelor degrees, master's degrees or five-year master degree and enrolled in specialisation or PhD courses);

**No. 560** grants for students enrolled in subsequent years of courses included in the Prime Ministerial Decree of the 9<sup>th</sup> of April 2001, art. 3.

Disabled students, with a disability rating of 66% or higher, will be entitled to a greater number of grants than stated 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. 300 grants** (including the first years of bachelor, master's, five-years master degree, PhD course and specialisation programmes);

**Subsequent years: No. 560 grants** for students enrolled in subsequent years in all courses activated following the implementation of Ministerial Decrees 270/2004 and divided as follows:

### DEPARTMENT/SCHOOL OF:

Management, Economics and Quantitative Methods	No. 116
Law	No. 53
Engineering	No. 79
Foreign Languages, Literatures and Cultures	No. 96
Human and Social Sciences	No. 143
Letters, Philosophy, Communication	No. 65
PhD course (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 5b). The criteria for identifying the beneficiaries are shown in the following points 5b) and 6).

Contributions are allocated proportionally:

Management, Economics and Quantitative Methods	No. 12
Law	No. 6
Engineering	No. 9
Foreign Languages, Literatures and Cultures	No. 10
Human and Social Sciences	No. 15
Letters, Philosophy, Communication	No. 7
PhD course (Subsequent years)	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.

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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 the 31<sup>st</sup> of August 1999, no. 394, implementation of Legislative Decree of the 25<sup>th</sup> of July 1998, no. 286 **who enrol or intend to enrol in courses held by the University of Bergamo in the AY 2016/17.**

To be officially entered into the rankings, students must complete their **enrolment no later than the 14<sup>th</sup> of October 2016** except those enrolling in the **first year of master's degree** or PhD course for whom the deadline of the **the 14<sup>h</sup> of October 2016** 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 AY 2015/16 (April 2017), 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*).

**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).**

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

- In a regular year of bachelor, 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 (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 AY 2016/17, 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 AY 2016/17;
- Benefit from a grant provided by public or private bodies for the same year of course.

**Students are excluded from the ranking for allocation of grants if in the AY 2016/17 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 CFU necessary to join the grant ranking is calculated on the basis of the CFU predicted for each year, starting from the **very first year of enrolment** and including the academic years where they had to repeat a year.

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### 3. REQUIREMENTS FOR INCLUSION IN THE RANKING

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In order to be admitted to the definitive rankings, applicants must be regularly **enrolled** for the AY 2016/17 **by the 14<sup>th</sup> of October 2016**, with the exception of those enrolled in the **first year of a master degree** for whom the deadline of the 14<sup>th</sup> of October 2016, 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.

In order to be eligible for scholarship students must have both academic and financial requirements:

#### A) ACADEMIC 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 2016/17, 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 "*Dichiarazione di valore in loco*" 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**) **by the 30<sup>th</sup> of September 2017**;
- must **earn 35 CFU (also using the bonus) by the 10<sup>th</sup> of August 2017**. The achievement of the aforementioned CFU by the 30<sup>th</sup> of September 2017 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 AY 2016/17, in the first year of a master's course:**

- must be correctly enrolled or pre-enrolled with at least **150 CFU by the 10<sup>th</sup> of August 2016**
- **graduate within the special exam session of AY 2015/16**;
- complete enrolment and **earn 20 CFU** or 23 CFU for courses with set entrance exam **by the 10<sup>th</sup> of August 2017**, as better explained in the subsequent point 9).

**3. Students enrolling in AY 2016/17 for years subsequent to the first year of the bachelor, master's and five-year master degree courses** must have earned, for each year of the course the number of **CFU** specified in the following tables **by the 10<sup>th</sup> of August 2016**:

### 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

(\*) the minimum number of CFU for **master's degree courses (not five-year master degree courses)** is increased by a number of CFU equal to any awarded to the student upon enrolment, in excess of 180.

**Important:** the number of CFU necessary to access the funding ranking is calculated based on the CFU provided for each **completed** academic year, starting from the very first year of enrolment for all study levels, including any academic years repeated by the student for any reason.

### PART TIME STUDENTS

Course year	1.2	2.1	2.2	3.1	3.2	4.1	4.2	5.1	5.2	Last Term
<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

### 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 2016 must indicate the conventional date of the 10th of August 2016 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 the 10<sup>th</sup> of August 2016, provided that the outcome of the same evidence is acquired before the 31<sup>st</sup> of October 2016.

- 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> of April 2001.

## 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 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** 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 comes to:
- ⇒ **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 30.04.99, 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 ISEE/U), D.P.C.M. n° 159/2013 and following integrations.

The ISEE/U 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”***.

University will obtain the information about the ISEE/U Declaration directly by the INPS. **Students must apply for the ISEE/U Declaration, as above, by the deadline of the scholarship competition.**

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

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

- An **ISEE** – income on the 31/12/2014 plus 20% of property divided by the scale of equivalence - **not more than € 23.000,00**
- An **ISP** – obtained by property on the 31/12/2015 **divided by the scale of equivalence** - **not more than € 50.000,00**

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

**ISEE NOT MORE THAN € 32.200,00  
ISP/SCALE OF EQUIVALENCE NOT MORE THAN € 70.000,00**

### **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 the 31<sup>st</sup> of 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 2015.

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



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

For foreign students coming from "developing countries", according to the Ministry of Education, University and Research (MIUR) Decree no. 689 of the 16<sup>th</sup> of September 2015, herein indicated: Afganistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambogia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kenya, 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, Tajikistan, 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 the 31<sup>st</sup> of March 1999, no. 109, and amended by legislative decree of the 3<sup>rd</sup> of 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 documentation translated by the Italian consular authorities in the country of origin as previously stated:

- Certification of household composition;
- Income for the calendar year 2015 for every family member;
- Residential building belonging to the family with an indication of square metres (the valuation is 500,00 € for mq);
- Personal estate (expressed in stocks, dividends, shares, fractions of net property from any companies owned, etc);

Students also need I.S.E.E. certification for eventual income and property possessed and produced in Italy.

### **IMPORTANT**

**Foreign students with residence abroad who enrol on English Language Courses, must contact the Student Aid Service – exclusively at [dirittoallostudio@unibg.it](mailto:dirittoallostudio@unibg.it) – to obtain instructions on the issue of *ISEEU parificato* certification.**

**NB:** 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. AMOUNT OF GRANT

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

### 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
<b>INTERNATIONAL MOBILITY ONLY</b>	from <b>€ 23.000,01</b>	to <b>€ 32.200,00</b>

### Geographic origins:

- **Local student (S):** Resident in a city that allows daily travel to the site of the course, using public transport, **in less than/or an hour.**
- **Commuter student (P):** Resident in a city that allows daily travel to the site of the course, using public transport, **in over an hour.**
- **Long distance student (F):** Resident **over 30 km away from the city where the courses are held, with a journey time, using public transport, of over 60 minutes** and who therefore rent **paid accommodation** in the city where the **course is held or in nearby cities**, 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.

Foreign students with families resident abroad are also considered long distance students if, in Italy, they do NOT become residents in the city 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.

By "paid" means the existence of a properly registered rental contract made out to the student or, for students living in public or private structures, the existence of a valid fiscal certificate showing payment of the rent (with the above mentioned 10 month period shown) for accommodation used in the city where the university course is held or surrounding cities. The rental contract or fiscal certificate must be produced **strictly** before the **30<sup>th</sup> of November 2016**, 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 city of residence to the city 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. The verification will be done on the above website on the date of publication of the definitive ranking.

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

#### **Local students (S):**

- € 1.954,00 + a daily free meal for a total of € 2.646,00 if under income bracket 1
- € 1.503,00 + a daily free meal for a total of € 2.195,00 if under income bracket 2
- € 1.188,00 + a daily free meal for a total of € 1.880,00 if under income bracket 3

#### **Commuter students (P):**

- € 2.155,00 + a daily free meal for a total of € 2.847,00 if under income bracket 1
- € 1.702,00 + a daily free meal for a total of € 2.394,00 if under income bracket 2
- € 1.384,00 + a daily free meal for a total of € 2.076,00 if under income bracket 3

#### **Long distance students (F):**

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

- € 2.106,00 + accommodation and a daily free meal for a total of € 5.139,00 if under income bracket 1
- € 1.535,00 + accommodation and a daily free meal for a total of € 4.568,00 if under income bracket 2
- € 987,00 + accommodation and a daily free meal for a total of € 4.020,00 if under income bracket 3

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

- € 4.447,00 + a daily free meal for a total of € 5.139,00 if under income bracket 1
- € 3.876,00 + a daily free meal for a total of € 4.568,00 if under income bracket 2
- € 3.328,00 + a daily free meal for a total of € 4.020,00 if under income bracket 3

All the amounts listed above are halved, as well as the relative free services, for PART-TIME students and for students who benefit for the first year beyond the prescribed time (*FUORI CORSO*), with reference to the year of registration.

#### **Canteen**

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 1<sup>st</sup> of January to the 31<sup>st</sup> of December 2017, at the University canteens.

**First-year students** who are **eligible** but do not receive benefits, will be entitled to a daily meal with payment of the minimum rate for students in the 1<sup>st</sup> bracket from the 1<sup>st</sup> of January, following the self-certification of the merit at the Student Aid Service they will be entitled to a free daily meal to the 31<sup>st</sup> of December 2017.

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.**

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## 5. INTEGRATION OF GRANTS

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### **a) Disabled students**

If the beneficiary belongs to the categories under art. 2 of the law of the 30<sup>th</sup> 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 € 2.746,00 per local student, € 3.908,00 per commuter student and € 7.157,00 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 and Stage abroad**

Students assigned grants for the AY 2016/17, eligible students who were not awarded a grant (including students enrolled in PhD course) and students with an **ISEE** result beyond the third bracket, but not exceeding € **32.200,00** and an **ISP/Scale of equivalence** not exceeding € **70.000,00** can compete for the allocation of International Mobility Contribution and Stage abroad 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 done after the proof of participation in the Exchange Programme and its duration certified by the International office and/or Stage office. This verification will happen in **October 2017**, the end of the 2016/17 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 the contribution in their last year of studies.

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

### **c) 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 AY 2016/17 were enrolled in the final year of a master's or five year master degree and who graduated in a number of years equal to the legal duration of the course from their first registration;
- in AY 2016/17 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 AY 2016/17.**

**d) 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.

**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 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 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 CFU achieved before the **10<sup>th</sup> August 2016** 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.

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 score

a) The score relative to the CFU achieved before the **10<sup>th</sup> of August 2016** 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*):

$$(\text{Student's CFU} - \text{minimum CFU}) \times \frac{600}{(60 - \text{minimum CFU})}$$

Part time (*example refers to second enrolment in 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:

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

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## 7. TERMS AND CONDITIONS FOR SUBMISSION OF APPLICATION

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

**30<sup>th</sup> September 2016**

Students who will participate in an **International Mobility programme in the academic year 2016/17** can apply for the integration at the same time as the grant.

### **IMPORTANT**

**THE APPLICATION FOR GRANTS AND SERVICES MUST BE SUBMITTED**

**ONLINE ONLY, AT THE WEB PAGE [www.unibg.it/isu](http://www.unibg.it/isu)**

**APPLICATION WILL ONLY BE COMPLETE AFTER THE DELIVERY, TO STUDENT AID SERVICE (via dei Caniana, 2 – 24127 Bergamo), NO LATER THAN THE 9<sup>th</sup> OF DECEMBER 2016, OF THE SUMMARY SHEET THAT WILL BE SENT VIA MAIL AT THE END OF THE APPLICATION PROCEDURE.**

The Student Aid Service will complete the application with the information about the ISEE/U Declaration obtained directly from the INPS reports. Students must apply for the ISEE Declaration for "***Prestazioni agevolate per il diritto allo studio universitario***" by the INPS website or by a CAF (Centre for Fiscal Assistance) affiliated with the INPS **by the deadline of the competition.**

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 the 30<sup>th</sup> of November 2016** 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, being unable to continue studies, withdrawal of enrolment, change in the student's civil and economic status, graduation, etc.

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## 8. PUBLICATION OF THE PROVISIONAL RANKINGS AND POSSIBLE APPEALS

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The provisional rankings will be published by the **7<sup>th</sup> of November 2016** only online on:

[www.unibg.it/isu](http://www.unibg.it/isu) > "Consulta le graduatorie"

Applicants can access by using student log-in details.

Any appeals against the provisional ranking must be presented to the Student Aid Service 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 by the **31<sup>st</sup> of December 2016**.

This may undergo variations, at the end of the special exam session of the AY 2015/16 – April 2017, 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 (TAR) within the deadline required by law.

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

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In compliance with the implementation of Legislative Decree of 6 December 2011, article 12, paragraph 2) payment of grants to students will be **by bank transfers** as follows:

- a) Primarily by credit transfer to the Enjoy Card;
- b) **only if the student has not the Enjoy Card**: by credit transfer to another bank account in student's name and communicated to the Student Aid Service by the specific form ([www.unibg.it/isu](http://www.unibg.it/isu) > Moduli).

**N.B.:** If the students without the Enjoy Card do not communicate to the Student Aid Service their IBAN Code by the 31<sup>st</sup> of December 2017, they will lose the scholarship AY 2016/17.

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 **€ 700,00 in cash or services** (meals and accommodation), **by the 31st of December 2016.**

- The second instalment of the grant will be awarded, depending on the availability of funds, **from June 2017, with the achievement and subsequent self-certification at the Student Aid Service of a minimum requirement of 35 CFU (17,5 for part time students)**, also using 5 bonus (2,5 for part-time students) by the **10<sup>th</sup> of August 2017.**

The achievement of the aforementioned **35 CFU (17,5 for part time students) by the 30<sup>th</sup> of September 2017 and the consequent self-certification at the Student Aid Service** 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 STUDENT AID SERVICE 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 **€ 700,00 in cash or services** (meals and accommodation), **by the 31<sup>st</sup> of December 2016.**

- The second instalment of the grant will be awarded, depending on the availability of funds, **from June 2017, with the achievement and subsequent self-certification at the Student Aid Service of a minimum requirement of 20 CFU (10 for part time students)** provided this is met **by the 10<sup>th</sup> of August 2017.**

The achievement of the aforementioned **20 CFU (10 for part time students) by the 30<sup>th</sup> of September 2017 and the consequent self-certification at the Student Aid Service** 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 AY 2015/16, will receive their grant in a single instalment in 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 30<sup>th</sup> of September 2017, have not achieved at least **35 CFU (17,5 CFU for part time students)**, including the use of bonus;

b) From students enrolled in the first year of a Master degree who, by the 30<sup>th</sup> of September 2017 have not achieved at least **20 CFU (10 CFU 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, also with payment agreements if necessary.**

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 **€ 700,00** in cash or services (meals and accommodation), will be paid TO BENEFICIARIES by the **31<sup>st</sup> of December 2016**.

The second instalment of the grant will be paid from **June 2017** subject to the availability of regional funds.

If the student withdraw from the studies, no instalment of scholarship will be paid.

**N.B.:** Students who have been allocated grants for the **first year beyond the prescribed time** (FUORI CORSO) 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 AY 2015/16 (April 2017).

- **PhD students:**

The first instalment of the grant, amounting to **€ 700,00** in cash or services, will be paid to BENEFICIARIES by the **31<sup>st</sup> of December 2016**.

The second instalment of the grant, once continued enrolment has been verified, will be paid from **June 2017** subject to the availability of regional funds.

### **International Mobility Grant**

The "International Mobility" ranking will only be definitive once the exchange programme for the AY 2016/17 (October 2017) 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 competition notice, subject to confirmation, by the International office and/or Stage office, of the 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 competition notice)**

The payment of graduation prizes will occur in March 2018.

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## **10. INCOMPATIBILITY – FORFEITURE – REVOCATION**

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### **Incompatibility**

The Grant cannot be used in conjunction with similar forms of financial assistance supplied by the University 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.

However the grant is compatible with the integration of international mobility as referred to in point 5 B) of this competition notice.

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 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;
3. Does not meet the academic requirements, self-certified at the Student Aid Service, on the part of the students enrolled in the first year.

### **The grant is revoked:**

The grant is revoked if after specific verifications, it is proved the lack of financial requirements. In that case, even when the responsibility of the incorrect ISEE/U certification lies with the CAF, **the student must pay back any amounts received**, subject to the provisions of law mentioned in paragraph 12) where it is recognised as an offence.

**The termination of eligibility will cause the obligation to pay university fees according to the income bracket.**

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## **11. TRANSFER AND CHANGE OF DEPARTMENT**

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In the case of transfer to another University after the beginning of the academic year, **upon written request of the interested party**, the grant application will be submitted to the 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 the automatic transmission of the grant application from the University of origin to the University of Bergamo, provided it is made within the deadline of the competition notice. The transfer must be completed **by the 30<sup>th</sup> of November 2016**, before the publication of the definitive ranking.

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## **12. VERIFICATION OF ECONOMIC STATUS (Prime Ministerial Decree 445/2000, art. 71)**

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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 grants 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 the 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 the 25th November 1994, no. 33) disciplinary sanctions will also be 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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### **13. INFORMATION ON THE USE OF PERSONAL DATA AND ON THE RIGHTS OF THE DECLARANT (Law of the 30<sup>th</sup> June 2003 n. 196)**

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The personal and financial data acquired:

- 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 only 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 Fiscal Police, for the required checks;
- d) it is used to provide payment through the University Treasury.

The applicants can at any time verify their data 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 will have effect on the ranking only if made before the **30<sup>th</sup> November 2016**.

The data controller is the Manager of the Student Aid Service of the University of Bergamo.