



## **Competition Notice for the allocation of University Scholarships, International Mobility Contribution and Degree Prizes for students enrolled in the University of Bergamo in the academic year 2017/2018**

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/6795 of the 30<sup>th</sup> of June 2017 concerning the operating procedures and minimum guaranteed funding for the AY 2017/18.

The competition notice for the allocation of University Scholarships, International Student Mobility Contribution and Master Graduation Prizes is open to students enrolled in the University of Bergamo in the AY 2017/18 who meet the educational and financial criteria specified in this competition notice.

For the first time the scholarships 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 wins scholarship

Eligible student: applicant in possession of financial and academic requirements who does 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 2017/18) in any University for the same study level of the AY 2017/18, irrespective of the results of this course of study (transfer, suspension of study, etc.)

CFU: credits

## Tax exemption

All students must pay the first instalment of fees: Regional Tax and virtual stamp for 156,00 €, as specified in the invoice available on Student Internet Profile - *Sportello Internet Studenti*. For students beneficiary or eligible for the scholarship in the AY 2017/18 further invoices relevant to the all-inclusive fee will not be issued. Further invoices will be issued later for first year students according to their financial status, if they do not achieve the CFU as follows:

- **first year students - Bachelor Degree and Five-Year Master Degree**: achievement of at least 35 CFU (17,5 for part-time courses) by the 10<sup>th</sup> of August 2018, even by using a bonus of 5 CFU (2,5 for part-time), proved by self-certification at the Student Aid Service. The achievement of the above CFU, proved by self-certification at the Student Aid Service by the 30<sup>th</sup> of September 2018, will only entitle the student to exemption from 50% of the all-inclusive fee;
- **first year students - Master's Degree**: achievement of at least 20 CFU by the 10<sup>th</sup> of August 2018 (10 CFU for part-time students). The achievement of the above CFU, proved by self-certification at the Student Aid Service by the 30<sup>th</sup> of September 2018, will only entitle the student to exemption from 50% of the all-inclusive fee;

Other cases of exemption (e.g. suspension for maternity leave, disability rating etc.), are stated in the relative regulations for the AY 2017/18 posted on [www.unibg.it/tassestudenti](http://www.unibg.it/tassestudenti)

University scholarships 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 scholarships 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 SCHOLARSHIPS

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The number of competitive scholarships are **900** allocated as follows:

**No. 307** scholarships 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. 593** scholarships 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 scholarships than stated above.

The scholarships, 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. 307** scholarships (including the first years of bachelor, master's, five- years master degree, PhD course and specialisation programmes);

**Subsequent years: No. 593** scholarships 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.	123
Law	No.	56
Engineering	No.	94
Foreign Languages, Literatures and Cultures	No.	101
Human and Social Sciences	No.	147
Letters, Philosophy, Communication	No.	67
PhD course (Subsequent years)	No.	5

### **International Mobility Contributions**

- **No. 60** contributions, each with a maximum value of € 550,00 a month, for a maximum stay of 10 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 contribution, 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 scholarships 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 merit score.

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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 2017/18.**

To be officially entered into the rankings, students must complete their **enrolment no later than the 16<sup>th</sup> of October 2017** except those enrolling in the **first year of master's degree** or PhD course for whom the deadline of **the 16<sup>th</sup> of October 2017** 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 last graduation session of the AY 2016/17 (April 2018) and they enrol in the first year beyond the prescribed time (*FUORI CORSO*), will be modified by the office.

**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 scholarship under ministerial decree no. 224/1999 or research assignment under L. 27/12/1997 no. 449) or a specialized programme.

**Students, in the AY 2017/18, must not:**

- Hold a qualification that is equivalent to or more advanced than the course for which the scholarship application is being made for the AY 2017/18;
- Benefit from a scholarship provided by public or private bodies for the same year of course.

**Students are excluded from the ranking for allocation of scholarships if in the AY 2017/18 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 on the basis of 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 rankings, applicants must be regularly **enrolled** for the AY 2017/18 **by the 16<sup>th</sup> of October 2017**, with the exception of those enrolled in the **first year of a master degree** for whom the deadline of the 16<sup>th</sup> of October 2017, refers to **pre-enrolment**, and must be in possession of the academic and financial requirements subsequently specified. For those enrolled **on PhD** 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 that subsequently indicated.

#### **1. Students enrolled for the first time, in AY 2017/18, 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 2018**;
- must **earn 35 CFU (also using the bonus) by the 10<sup>th</sup> of August 2018**. The achievement of the aforementioned CFU by the 30<sup>th</sup> of September 2018 will entitle the eligible students to exemption from 50% of the all-inclusive fee and, if a beneficiary, 50% of the amount of the scholarship.

#### **2. Students enrolled for the first time, in AY 2017/18, 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 2017**
- **graduate within the last graduation session of AY 2016/17**;
- complete enrolment and **earn 20 CFU** or 23 CFU for courses with set entrance exam **by the 10<sup>th</sup> of August 2018**, as better explained in the subsequent point 9).

#### **3. Students enrolled in AY 2017/18, in 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 2017**:

## 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 <b>master's degree courses (not five-year master degree courses)</b> is increased by a number of CFU equal to any awarded to the student upon enrolment, in excess of 180.					
<b>Important:</b> the number of CFU necessary to access the funding ranking is calculated, by considering the CFU provided for each <b>completed</b> 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 10<sup>th</sup> of August 2017 must indicate the conventional date of the 10<sup>th</sup> of August 2017 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 2017, provided that the outcome of the same evidence is acquired before the 31<sup>st</sup> of October 2017.
- 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 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 is estimated according to the Financial Conditions Equivalent Indicator (ISEE/U), 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 the correction.

University will obtain the information about the ISEE Declaration directly by the INPS. **Students must apply for the ISEE Declaration, as above, from the 16<sup>th</sup> of January 2017 and by the 2<sup>nd</sup> of October 2017.**

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

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

- An **ISEE** – income on the 31/12/2015 plus 20% of property divided by the scale of equivalence - **not more than € 23.000,00**
- An **ISP** – obtained by property on the 31/12/2016 **divided by the scale of equivalence** - **not more than € 50.000,00**

**ONLY APPLICATIONS FOR INTERNATIONAL MOBILITY CONTRIBUTIONS 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 2016.

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. 1455 of the 9<sup>th</sup> of June 2017, 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, by the deadline of this competition notice:

- Certification of household composition;
- Income for the calendar year 2016 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 ISEE 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 THE SCHOLARSHIPS

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The amount of the scholarship differs both according to the bracket corresponding to the ISEE/U 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>	<b>from € 23.000,01</b>	<b>to € 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 adjacent 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 (P).**

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 (P).** By “paid” means the existence of a properly registered rental contract signed by 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 months period shown) for accommodation used in the city where the university course is held or adjacent cities. The rental contract or fiscal certificate must be delivered **strictly** before the **30<sup>th</sup> of November 2017**, 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. In order to be considered Long Distance Students during the semester at the University of Bergamo, students who participate in an Exchange Program can present a rental contract of less of ten months.

**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 scholarships, including the repayment of Regional 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 scholarship 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 enrolment.

#### **CANTEEN**

Students, **enrolled for subsequent years, eligible for a scholarship**, 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 daily free meal from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December 2018, 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 2018, after the self-certification of the credits at the Student Aid Service they will be entitled to a daily free meal to the 31<sup>st</sup> of December 2018.

**Students benefiting from a scholarship who do not use the canteen** are not entitled to a reimbursement, with the exception of any periods of International Mobility (confirmed by International office) and disabilities or dietary disorders that prevent access or use of the catering service. Disabilities and dietary disorders must be well documented by a Specialist of the Italian National Health Service and the documentation must be delivered by the 15<sup>th</sup> of January 2018 to the Student Aid Service. **The reimbursement must be requested in the online application.** Students who suffer from celiac disease can access at the canteen as explained on [www.unibg.it/isu](http://www.unibg.it/isu) > *Servizio Ristorazione*.  
**No refund is provided for unused meals for eligible students who do not receive benefits.**

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## 5. INTEGRATION 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 scholarship 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 scholarship, 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 who were awarded a scholarship for the AY 2017/18, eligible students who were not awarded a scholarship (including students enrolled in PhD course) and students with an **ISEE** 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 Extra Contribution and Stage abroad relative to agreements proposed by the University of Bergamo.

**EVEN STUDENTS WHO ARE WAITING FOR THE CONFIRMATION OF THE PARTECIPATION IN THE EXCHANGE PROGRAM CAN SUBMIT THE REQUEST BY THE DEADLINE.**

The allocation of International Mobility Contributions 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 2018**, the end of the 2017/18 exchange programme.

The maximum contribution is equal to € **550,00** monthly for every month spent abroad, up to a maximum of **10 months**.

### **IMPORTANT**

**The amount of any other contributions granted by EU funds will be deducted from the contribution 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 10 months will be used to give further contributions for eligible students, distributing them according to the criteria used in the previous decision.

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 non-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 scholarship for the first year beyond the prescribed time (*FUORI CORSO*), with reference to the year of enrolment.

### **c) Graduation prize**

After having provided the scholarship to all eligible applicants and depending on the availability of funds, a last integration scholarship for an amount equal to € 1.000,00 will be assigned, **on request**, to beneficiary students who:

- in AY 2017/18 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 2017/18 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 2017/18.**

### **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.

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## **6. RANKING PROCEDURE**

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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 2017** 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 scholarship even in excess of the number of available scholarships.

**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 2017** 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*):

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

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

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**THE APPLICATION FOR SCHOLARSHIP 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:**

**2<sup>ND</sup> OCTOBER 2017**

Students who will participate in an **International Mobility programme in the AY 2017/18** can apply for the International Mobility Contribution at the same time as the scholarship.

Application will only be completed after the signing and the submission to the Student Aid Service (*Servizio Diritto allo Studio*) **by December 7<sup>th</sup>, 2017**, of the summary sheet that will be sent by email at the end of the application procedure.

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 the 2<sup>nd</sup> of October 2017.

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 2017** of any event concerning the scholarships 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), 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 RANKINGS AND APPEALS

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The rankings will be published only online on: [www.unibg.it/isu](http://www.unibg.it/isu) > *Consulta le graduatorie*

Applicants can access by using their username and password by the following date:

- **Provisional Scholarship Ranking:** by November 8<sup>th</sup> 2017
- **Definitive Scholarship Ranking:** by December 31<sup>st</sup> 2017
- **Last Definitive Ranking:** by May 31<sup>st</sup> 2018
- **Provisional International Mobility Contribution Ranking:** by December 31<sup>st</sup> 2017.

Any appeals against the provisional ranking must be presented to the Student Aid Service no later than 15 days after the publication of the 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.

The Last Definitive Ranking will be published at the end of the last graduation session of the AY 2016/17 – April 2018, in relation to additional checks that will be carried out and the definition of the position for eligible students pre-enrolled in Master's degrees. 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 SCHOLARSHIPS, INTERNATIONAL MOBILITY CONTRIBUTIONS AND GRADUATION PRIZES

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In compliance with the implementation of Legislative Decree of 6<sup>th</sup> December 2011, article 12, paragraph 2) the payment of scholarships to students will be made **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 2018, they will lose the scholarship AY 2017/18.

Scholarships 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 scholarships or contributions will be assigned to students well placed in another ranking, according to academic requirements, until the number of scholarships 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 scholarship will be paid TO BENEFICIARIES, amounting to € **700,00 in cash or services** (meals and accommodation), **by the 31<sup>st</sup> of December 2017**.
- The second instalment of the scholarship will be awarded, depending on the availability of funds, **from June 2018**, 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 2018**.

The achievement of the above **35 CFU (17,5 for part time students)** by the **30<sup>th</sup> of September 2018** and the consequent self-certification at the Student Aid Service will entitle the eligible students to exemption from 50% of the all-inclusive fee and if a beneficiary to 50% of the amount of the scholarship.

**UNTIL THE EXHAUSTION OF OFA, TO BE REPORTED IN WRITING TO THE STUDENT AID SERVICE BY THE STUDENT, NO INSTALMENT OF SCHOLARSHIPS OR SERVICES (FREE ACCOMMODATION AND CANTEEN) WILL BE SUPPLIED.**

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

- The first instalment of the scholarship will be paid TO BENEFICIARIES, amounting to € **700,00 in cash or services** (meals and accommodation), **by the 31<sup>st</sup> of December 2017**.
- The second instalment of the scholarship will be awarded, depending on the availability of funds, **from June 2018**, 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 2018**.

The achievement of the above **20 CFU (10 for part time students)** by the **30<sup>th</sup> of September 2018** and the consequent self-certification at the Student Aid Service will



entitle the eligible students to exemption from 50% of the all-inclusive fee and if a beneficiary to 50% of the amount of the scholarship.

**N.B.:** Eligible students who will become beneficiaries in the Last Definitive Ranking, published in May at the end of the last graduation session AY 2016/17, will receive their scholarship in a single instalment in June, provided they meet the academic requirements.

#### **The scholarship 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 2018, 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 2018 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 scholarship 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 scholarship and the payment of the second instalment.

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

The first instalment of the scholarship, amounting to **€ 700,00** in cash or services (meals and accommodation), will be paid TO BENEFICIARIES by the **31<sup>st</sup> of December 2017**.

The second instalment of the scholarship will be paid from **June 2018** 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 scholarship for the **first year beyond the prescribed time** (FUORI CORSO) will receive the scholarship in June in one instalment, equal to 50% of the amount, after verification of the continuation of enrolment, at the end of the last graduation session for the AY 2016/17 (April 2018).

- **PhD students:**

The first instalment of the scholarship, amounting to **€ 700,00** in cash or services, will be paid to BENEFICIARIES by the **31<sup>st</sup> of December 2017**.

The second instalment of the scholarship, once continued enrolment has been verified, will be paid from **June 2018** subject to the availability of regional funds.

#### **International Mobility Contribution**

The "International Mobility Contribution" ranking will only be definitive once the exchange programme for the AY 2017/18 (October 2018) finishes.

The Mobility Contribution and reimbursement of travel costs 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 2019.

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

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### **Incompatibility**

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

The scholarship 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 scholarship 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 scholarship is revoked:**

The scholarship 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 scholarship 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 scholarship 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 2017**, before the publication of the definitive ranking.

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## 12. 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 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

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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 2017**.

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