



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Diritto allo studio



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NextGenerationEU

**COMPETITION CALL FOR THE ASSIGNMENT OF ACCOMMODATION SERVICES TO STUDENTS
ENROLLED AT THE UNIVERSITY OF BERGAMO IN A.Y. 2022/2023**

This competition call is announced in accordance with the provisions of Legislative Decree no. 68/2012, of Lombardy Region law no. 33 of 13/12/2004, of Ministerial Decree no. 1320 of 17/12/2021; and of regional government resolution no. XI/6633 of 04/07/2022 concerning the operating procedures and the minimum funding for the awarding of the competition benefits, guaranteed for a.y. 2022/2023. The competition benefits are provided with the public funding of European Union – Next Generation EU (PNRR), of Ministry of Universities and Research and of Lombardy Region.

The accommodation service is granted for the achievement, for the first time, of each of the course degrees (Bachelor degree, Master's degree, Single-cycle Master's degree, PhD and Specialisation degree) with the following duration:

Degree course	Duration of the benefits
Full-time or part-time students enrolled at: <ul style="list-style-type: none"> • Bachelor degree • Master's degree or Single-cycle Master's degree degree courses	Legal duration of the degree course + one more semester (counting years starting from the first enrolment, see Glossary)
	Legal duration of the degree course + 3 more semesters, for students with a disability acknowledgement as per Law 05 th February 1992, no. 104, art. 3, paragraph 1, or with disability of 66% or more (counting years starting from the first enrolment, see Glossary)
Full-time or part-time students enrolled at Master's degree courses	Legal duration of the degree course + one more semester (counting years starting from the first enrolment at a Master's degree course)
	Legal duration of the degree course + 3 more semesters, for disabled students with disability of 66% or more (counting years starting from the first enrolment at a Master's degree course)
Students enrolled at PhD and Specialisation degree courses (as ruled in Ministerial Decree no. 210, art. 4, of 03/07/1998)	Legal duration of the degree course

This competition call is open to students taking part in the ERASMUS MUNDUS Programme, provided that the University of Bergamo is the administrative seat of the course in which they are enrolled. These students are NOT exempted from the payment of the all-inclusive fee.

Glossary

Beneficiary student: the student who, possessing the relevant merit and income requirements, is winner of the scholarship

CFU: University Credits

Eligible non-beneficiary student: the student who, although possessing the relevant merit and income requirements, is not winner of the scholarship due to lack of funds

First enrolment: any enrolment to any degree course (also different from the one attended in a.y. 2022/2023) of the same course level for which the student is enrolled in a.y. 2022/2023, in any Italian or foreign university, independently of the outcome of such career (withdrawal from studies, transfer, graduation, etc.)

Bonus Credits: number of credits that the student may use in addition to those actually obtained for the achievement of the minimum merit requirements established by the Competition Call (see point 3.1.3.)

Table of contents

1. Timing and conditions of the offer	p. 04
2. General conditions for participation in the competition	p. 04
2.1. Distance requirement	p. 04
2.2. Merit requirements and regular academic duration	p. 04
2.2.1. Students enrolled for the first time in the first year of Bachelor and single-cycle Master's degree courses	p. 05
2.2.2. Students enrolled for the first time in the first year of Master's degree courses	p. 05
2.2.3. Students enrolled in years following the first of Bachelor, single-cycle and Master's degree courses	p. 05
2.2.4. PhD courses	p. 07
2.3. Non-eligibility reasons	p. 07
3. Requirements concerning the economic status of students applying for scholarship	p. 08
3.1. Students with income produced in Italy	p. 09
3.2. Students with income produced abroad	p. 09
4. Procedures for rankings	p. 10
4.1. Students enrolled in the first year of all degree courses	p. 11
4.2. Students enrolled in years following the first of all degree courses	p. 11
5. Places assignment criteria	p. 12
6. Accommodation fees	p. 12
6.1. Deposit	p. 13
7. Terms for hospitality	p. 13
7.1. Description of Residences	p. 14
8. Terms and conditions for applications submission	p. 14
9. Publication of rankings and lodging of appeals	p. 15
9.1. Terms and conditions for lodging appeals	p. 15
10. Incompatibility – Loss – Revocation	p. 15
10.1. Incompatibility	p. 15
10.2. Loss and Revocation	p. 15
11. Verification of economic status	p. 16
12. Agreement for the creation of a "single database" limited to Scholarship holders	p. 16
13. Person in charge of the procedure	p. 16
14. Information on the use and processing of personal data and the right of the Declarant (ex Legislative Decree no. 196/2003 and European Regulation 679/2016)	p. 16

1. TIMING AND CONDITIONS OF THE OFFER

The assignment, **from 26th SEPTEMBER 2022 to 31st JULY 2023**, of a minimum number of **152 accommodation places** is divided as follows:

- 90 at the Residence of via Garibaldi, 3/F, Bergamo
- 16 at the Residence of Via Caboto, 12, Bergamo
- 46 at the Residence of via Verdi, 72, Dalmine

During the academic year, an additional 46 places in single room with bathroom may become available at the residence in via Arena, 11 (Seminario Vescovile) – Bergamo. In this case, Servizio Diritto allo studio will proceed to scroll through the ranking of students to be assigned to the Bergamo Residences.

Priority will be given in the assignment to:

- Students with a disability acknowledgement as per Law 05th February 1992, no. 104, art. 3, paragraph 1, or with disability of 66% or more
- The students already guests of the residence in the previous a.y. and possessing the merit requirement provided for at point 2.2. below.

The accommodation will be reserved for international, non-EU freshmen in compliance with the regional provisions of the Decree of the Director General of Education, Training and Labour of the Lombardy Region dated 13th November 2002, no. 21650.

The minimum places assigned are divided as follows:

- **34** reserved for EU freshmen (with deferred entry, according to the educational system, for those enrolled in PhD courses);
- **17** reserved for foreign, **non-EU freshmen**;
- **101** for students enrolled in **the years following the first** of Bachelor degree, Master's degree, single-cycle degree and PhD degree courses.

2. REQUIREMENTS FOR PARTICIPATION IN THE COMPETITION

2.1. DISTANCE REQUIREMENT

The competition is open to Italian students, students of EU countries, international students as per Presidential Decree of 31st August 1999, no. 394, implementing Legislative Decree of 25th July 1998, no. 286, **who enrol or intend to enrol in the courses held by the University of Bergamo in a.y. 2021/2022, and residing in a place more than 30 km away from the town where the courses are held, with a travel time of more than 60 minutes using public transport services.**

The calculation of the distance is made on the basis of public transport timetables, from the municipality of residence to the municipality where courses are held, using the application available on the Lombardy Region website at the following address:

["Muoversi in Lombardia"](#)

Calculating the time with an expected departure at 7.00 a.m. and considering, for students who attend the Bergamo locations, an additional 15' to reach the University from the Bergamo Station stop.

N.B. the checks will be carried out on the basis of the data available in the application at the time of publication of the ranking.

2.2. MERIT REQUIREMENTS AND REGULAR ACADEMIC DURATION

Students who apply and meet the distance requirement **must be enrolled for the first time**:

- at a regular year of a bachelor degree, master's degree, single-cycle master's degree;

- at an additional (or two, in case of students with a disability acknowledgement as per Law 05th February 1992, no. 104, art. 3, paragraph 1, or with disability of 66% or more) year past the usual respective degree course, once concluded the expected duration of the Bachelor degree, Master's degree, Single-cycle Master's degree;
- at a PhD.

In order to enter profitably the ranking list, applicants must be regularly enrolled at the 2022/2023 academic year at the date of entrance in the Residence, which is expected for:

26TH SEPTEMBER 2022

in via Garibaldi, via Caboto Residences in Bergamo, and in Via Verdi Residence in Dalmine

except for students enrolled at **the first year of Master's degree**, for whom the deadline of the enrolment concerns the **pre-enrolment**, and have both the merit and income requirements described below.

NB: regarding **PhDs** and Specialisation courses enrolments, the University of Bergamo didactic regulations will be taken into account.

As a merit requirement will be considered only the passing of the exams included in the study plan, whose conclusion is determined by the attainment of CFU and final mark; hence, in case of integrated courses, made of more than one part, any intermediate examination and its potential mark not officially registered on the student's record (libretto online) will not be considered.



As a realization of art. 6, paragraph 8, of D.P.C.M. of 9th April 2001, surplus credits (**in excess** or out of the study plan), namely those credits not contributing to the achievement of the degree, are not valid to the total count of the merit.

Part-time students will be asked to achieve half of the merit requirements stated below.

2.2.1. Students enrolled for the first time at the first year of a Bachelor degree and a Single-cycle Master's degree

Students enrolled for the first time at the a.y. 2022/2023 at the first year of a Bachelor degree and a Single-cycle degree must:

- have obtained a high school final grade not less than 70/100 (in the case of international students, it will be deduced by the "Dichiarazione di valore in loco", handed to Students' Office when enrolling;
- be regularly enrolled at the date of entrance in the Residence;
- pass the placement test without additional educational obligations – **OFA BY 30TH SEPTEMBER 2023** (see art. 6 – Accommodation fees);
- **obtain 35 CFU (if necessary, with the aid of bonus credits), by 10th August 2023.**

2.2.2. Students enrolled for the first time at the first year of a Master's degree

Students enrolled for the first time at the a.y. 2022/2023 at the first year of a Master's degree must:

- be regularly enrolled or pre-enrolled at the date of entrance in the Residence, having at least **150 CFU by 10th August 2022** acknowledged, or the Bachelor degree;
- **obtain the Bachelor degree by the last session of 2021/2022 a.y.;**
- lift the reservations, by finalising the enrolment at the Master's degree and obtaining **by 10th August 2023 20 CFU** or 23 CFU if enrolled at a programmed access course.

2.2.3. Students enrolled in years following the first of Bachelor, Master's and Single-cycle Master's degree courses

Students who in 2022/2023 a.y. will enrol in years following the first of Bachelor, Master's and Single-cycle Master's degree must have obtained for each course year, by 10th August 2022, the amount of CFU specified in the following table:

FULL-TIME STUDENTS MERIT TABLE

Degree courses	Course year				
	2°	3°	4°	5°	Last semester
<i>Free access courses</i>					
Bachelor degree (L2)	35	80	==	==	135
Single-cycle Master's degree (LM5)	35	80	135	190	245
Master's degree (LM)	30	==	==	==	80
<i>Programmed access course (139-270 Scienze della Formazione Primaria)</i>					
Bachelor degree (L2)	35	88	==	==	148
Single-cycle Master's degree (LM5)	35	88	148	209	269
Master's degree (LM)	34	==	==	==	88
<p>Important: The number of credits required to access the scholarship ranking is calculated with reference to the credits provided for by each academic year elapsed, starting from the year of first enrolment for each level of study, also including the academic years in which the student has repeated, for whatever reason, the same year of enrolment.</p>					

PART-TIME STUDENTS MERIT TABLE

Course years	1.2	2.1	2.2	3.1	3.2	4.1	4.2	5.1	5.2	Last semester
<i>Part-time free access courses</i>										
Bachelor degree (L2)	17.5	35	55	80	107					135
Single-cycle Master's degree (LM5)	17.5	35	55	80	107	135	162	190	217	245
Master's degree (LM)	15	30	55							80
<i>Part-time programmed access course (139-270 Scienze della Formazione Primaria)</i>										
Bachelor degree (L2)	17.5	35	60	88	115					140
Single-cycle Master's degree (LM5)	17.5	35	60	88	115	148	178	209	239	269
Master's degree (LM)	17	34	61							88

IMPORTANT

- Students who, in the previous academic year, took exams within international mobility programmes which the University has not yet converted by 10th August 2022, must indicate in the online application the conventional date of 10th August 2022 and the wording "**ERASMUS EXAMS**", next to the name of the exam. These students will have to self-certify to the *Servizio Diritto allo Studio* the aforementioned "conversion" before the publication of the final ranking.
- The University may avail itself of the right to validate the results of the final **INTERNSHIP** tests, taken on the basis of the university teaching system, after 10th August 2022, provided that the outcome of these tests is **acquired by 31st October 2022**.

- For students with a disability acknowledgement as per Law 05th February 1992, no. 104, art. 3, paragraph 1, or with disability of 66% or more, specific merit requirements may be defined on the basis of the type of disability. Merit requirements will be established by the Commission for disability issues and learning disabilities, after hearing the teacher responsible for integration, who will also make reference to the provisions as per art. 14, paragraph 6 of D.P.C.M. 9th April 2001.

Only after the final assignment will the relevant **certifications** be issued according to the current regulations – art. 15 of Law 183/2011. **The certifications will be issued 7 days after the date of confirmation of receipt of the application form.**

BONUS CREDITS

Students who enrol in the years following the first of Bachelor, Master's, and single-cycle Master's degree courses may use, in addition to the credits actually obtained, a **bonus of credits** to fill any gaps between the minimum number of credits required and the one actually achieved. The total bonus is differentiated based on the year of enrolment in which the student decides to use it. In particular:

- **5 CREDITS**, if used for the first time to achieve the bonus for the second year (second part of the first year for part-time students);
- **12 CREDITS**, if used for the first time to achieve the bonus for the third year;
- **15 CREDITS**, if used for the first time to achieve the bonus for the years following the third.

Gaining, activation and procedures to use the bonus

- **the bonus may only be activated once and cannot be accumulated:** if the bonus is used it will not increase and in the following years only the residual amount may be used;
- the bonus may only be gained during the Bachelor degree and the single-cycle Master's degree course (until the third year);
- for students enrolled in the first year of Bachelor degree and single-cycle Master's degree courses, the bonus may be used for the first instalment and for the balance of the scholarship (merit confirmation);
- the bonus gained and not used of 15 credits or the residual amount of the bonus activated and not used in the Bachelor degree course may be used by students enrolled in a Master's degree course, **starting from the 2nd year of enrolment** (second part of the first year for part-time students);
- in the online application, students from other Italian universities must state that they never used the bonus, or specify the amount of the bonus used in the previous academic years.

2.2.4. PhD courses

COURSE	PARTICIPATION REQUIREMENT
PhD courses (excluding scholarship holders as per Ministerial Decree 30.04.99, no. 224 and Doctoral grants as per Law 27/12/1997, no. 449)	To be admitted to the course

2.3. NON-ELIGIBILITY REASONS

In a.y. 2022/2023, students must not hold a qualification of equal or higher level than the degree course for which accommodation is requested for a.y. 2022/2023.

The ranking for the assignment of accommodation places is also not including students who in a.y. 2022-2023:

- renew their enrolment after having withdrawn from studies;
- transfer to a different department or degree course repeating their enrolment in a year they already attended;
- change university campus repeating their enrolment in a year they already attended.

In case during his university career the student had to repeat the same year of course **even if having renewed his enrolment after having withdrawn from studies**, the number of credits required to access the accommodation service ranking is calculated with reference to the credits provided for by each year elapsed, starting from the year of **first enrolment**, also including the academic years in which he had to repeat his enrolment to the same year.

3. REQUIREMENTS CONCERNING THE ECONOMIC STATUS OF THE SCHOLARSHIP APPLICANTS

Students who, besides meeting the merit and distance requirements, do also have both the economic requirements described below, can apply for scholarship and get a **priority** position in the Accommodation Services ranking list as compared to applicants with a higher income.

In order to benefit from the scholarship and the priority in the assignation of an accommodation, the following conditions are required:

1. an equivalent economic status indicator – **ISEE – not higher than 24,335.11 €**;
2. a university equivalent economic status indicator – **ISPE** – given by the assets (ISP) divided by the equivalence scale, **not exceeding 52,902.43 €**. The calculation of ISPE will be made by the University on the basis of the data provided by INPS.

The actual meeting of the requirements related to the economic status defined above for the current call must be proved by providing an ISEE or ISEEU Parificato certificate approved **during the solar year 2022 and by 5th September 2022** (deadline for the submission of applications to this competition call).

Before applying for an ISEE certificate, it is recommended to consult the relevant [Guide written by Tax Office \(Ufficio Tasse\)](#).

Students in a family unit, whose gross income according to ISEEU is lower than € 9,000.00, may be asked for additional papers about their subsistence.

Family unit

The family unit is defined under D.P.C.M. no. 159/2013 **with reference to the date of submission of the application**.

Independent student

In the case of students who constitute a separate family unit, they may only be considered independent when the two conditions listed below are met, as provided for by the current regulations (D.P.C.M. 5th December 2013, no. 159 – art. 8, paragraph 2):

- residence outside the home unit of the family of origin, for at least two years since the date of submission of the application, in accommodation not owned by one of its members;
- income from employment or similar, declared for tax purposes for at least two years, not lower than **€ 9,000.00**.

In case **both** of the above-mentioned conditions – duly documented – are not met, the financial and economic situation of the family of origin will be taken into account.

Students enrolled in PhD courses

Under art. 8, paragraph 4, of D.P.C.M. 159/2013, students enrolled in a PhD course may present an ISEE as independent students, even in the absence of the above requirements. The family unit of the student is exclusively formed by the applicant himself, his spouse, his children under the age of 18 and his adult children, according to the rules of ordinary composition of the unit.

In any case, the applicant may constitute the family unit according to the ordinary rules (i.e. including any other persons present in the family status).

Political refugees

Students who have been granted a political refugee status will only have to provide an ISEE certification related to their income/assets in Italy, if any, but will have to send a copy of the political refugee status certification by Ticket to the *Diritto allo Studio*.

3.1. Students with income produced in Italy

The economic status is identified on the basis of the University Equivalent Economic Status Indicator (ISEE), as per D.P.C.M. no. 159/2013 and subsequent amendments and additions.

The ISEE declaration is issued to the applicant directly by INPS (Italian National Social Security Institute); the student may request it autonomously through the INPS Desk or using a CAF (government office for tax assistance and information) that has an agreement with INPS.

The request must refer to "**Prestazioni agevolate per il diritto allo studio universitario**"; for students enrolled in PhD courses the term "*ISEE per i corsi di dottorato*" will also be allowed.

I.S.E.E. certifications with OMISSIONS/DISCREPANCIES will not be accepted for the purposes of granting benefits until they have been completed, which must occur compulsorily within the date of entrance; otherwise the student will be excluded from the ranking list.

The data contained in the ISEE certifications will be acquired directly by the University through INPS. In order to allow the carrying out of this operation, **the student must submit the application, following the procedures specified above, within the deadline of this competition call.**

Current ISEE

According to art. 9 of D.P.C.M. 159/2013, the current ISEE can be requested when, even if the student already has a valid ordinary ISEE, there is a change in the work situation or an interruption of social security, welfare and indemnity treatments not included in the total income (declared for IRPEF purposes) for one or more members of the family unit; or, when there is a decrease of more than 25% in the overall income capacity of the family unit.

Students who intend to submit a current ISEE certificate must personally submit the certificate by a [ticket](#) addressed to Servizio Diritto allo studio.

3.2. Students with income produced abroad

According to D.P.R. 31st August 1999, no. 394 the economic status and assets of the family unit for foreign students or Italian students residing abroad must be certified with appropriate documentation issued by the competent authorities of the Country in which the income is produced and **must be translated into Italian by the Italian diplomatic authorities having jurisdiction on the territory.**

For income and assets produced or held abroad in Countries outside the Eurozone the evaluation will be based on the average exchange rate of 2021.

In those countries where there are particular difficulties issuing the certification certified by the local Italian Embassy, the same may be issued by the competent foreign diplomatic or consular representation in Italy and legalised by the Prefectures under art. 33 of Presidential Decree no. 445 of 28th December 2000.

For foreign students coming from the following "**particularly poor and developing Countries**" as per Mur Decree no. 344 of 8th April 2022:

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, 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, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia.

The evaluation of the economic status is carried out on the basis of a certification of the Italian representation in the country of origin certifying that the student does not belong to a family of notoriously high income and high social status. Such certification may also be issued by the student's

foreign University having agreements or conventions with our University or by Italian bodies authorised to provide guarantees for financial coverage as set out in the current provisions on the enrolment of foreign students in Italian universities. In the latter case the certifying body must undertake to return the scholarship on behalf of the student in case of revocation of the same.

The student is in any case obliged to declare the income and assets held, if any, by his family unit based on Legislative Decree 31st March 1999, no. 109, as amended by Legislative Decree 3rd May 2000, no. 130.

All students with income produced abroad, for the evaluation of their family economic status/assets and the issuing of the **ISEEU Parificato** must submit, **within the deadline of this call**, the following original documents translated by the Italian consular authorities in the country of origin **to the CAF CISL, located in Via Carnovali 88/A - Bergamo**, as specified above:

- certification of composition of the foreign family unit;
- income for the calendar year 2021 of each member of the family; the document must clearly state that the income refers to the calendar year 2021. If during 2021 one or more members of the family aged 18 or over did not earn any income, the student must submit a declaration accordingly;
- buildings owned by the family on 31st December 2021 for residential use with an indication of the square metres (valued at €500.00 per square metre); the document must be issued by the relevant public authority. If no buildings are reported in 2021, a certificate must be produced proving the absence of buildings owned for each member aged 18 or over;
- certification of the assets owned by the members of the family on 31st December 2021 (expressed in securities, dividends, shareholdings, fractions of the net assets of any companies owned, etc.);

as well as:

- potential documentation regarding income and assets (such as current accounts) in Italy;
- potential C.U. related to scholarship amounts already received during the solar year 2021;
- student number, only for students already enrolled at University of Bergamo;
- fiscal code (students who haven't received it yet, will provide it to CAF later, as soon as they will be assigned one).

IMPORTANT

To receive the ISEEU Parificato certificate, students with income produced abroad must contact

CAF CISL - via Carnovali 88/A - Bergamo

via one of the following channels:

- SIGNING IN THE PORTAL AVAILABLE AND OPENING A TICKET AT THE LINK

[HTTP://SERVIZI.CAFCISLLOMBARDIA.IT/HELP/3086425405](http://servizi.cafcisl Lombardia.it/help/3086425405) (PLEASE SELECT "UNIVERSITÀ DI BERGAMO" IN THE RELEVANT FIELD)

- SCHEDULING AN APPOINTMENT, CALLING +39 035 324 152

It is recommended to specify, when applying, if it is intention to apply for an Accommodation, as well, in order to receive ISEEU within the deadline of the online applications.

4. PROCEDURES FOR RANKINGS

6 ranking lists will be processed: 3 (EU freshmen, Non-EU Freshmen – Non-Freshmen) for the students being assigned to Residences in Bergamo (via Garibaldi and via Caboto), and 3 (EU freshmen, Non-EU Freshmen – Non-Freshmen) for the students being assigned to via Verdi Residence in Dalmine.

Ranking lists are processed according to the following **general criteria**:

- in each ranking list, priority will be given to students with a disability certificate, according to art. 3, paragraph 1, of Decree 5th February 1992, no. 104, or with **disability of 66% or more**;
- then, students who **already benefitted from an accommodation in a University Residence the previous academic year** will get their position in the ranking list, if meeting the merit requirement.

The confirmation of the accommodation will be applied to students enrolled at the first year of Master's degree, as well:

- subsequently students meeting requirements related to the economic status will get their position, according to the income or merit score as specified below;
- **students meeting merit requirements, whose economic and asset status will cross the threshold stated in this competition call**, will be ranked after the students meeting both merit and income requirements.

4.1. STUDENTS ENROLLED IN THE FIRST YEAR OF ALL DEGREE COURSES

the ranking is calculated on the basis of the corrected ISEE equivalent economic status indicator of the family unit compared to the limit of € **€ 24.335,11**; for a maximum of 1,000 points assigned with the following formula:

$$\left\{ 1 - \frac{\text{Student ISEE}}{\mathbf{€ 24.335,11}} \right\} \times 1,000$$

The order of ranking is determined by the general criteria for the formation of the ranking lists, and, in descending order, with respect to the score given. In case of a tie, the student enrolled at the highest course level will prevail; in case of a further tie, the mark for the qualification and then the lower age will prevail.

4.2. STUDENTS ENROLLED IN YEARS FOLLOWING THE FIRST OF ALL DEGREE COURSES

The order of ranking is determined by the general criteria for the formation of the ranking lists, and, in descending order, by the overall score resulting from the sum of the score related to the number of **credits** obtained by **10th August 2022** and of the score determined by the average marks of the exams. The overall points given are 1,000 divided as follows: 600 based on the number of credits obtained and 400 based on the average marks of the exams passed.

In case of a tie in the merit score, the student who has not used the bonus and thus the student with the highest income score is first in the ranking. In case of a further tie, the student enrolled in the highest year of course and then the youngest student will prevail.

N.B. If a student pre-enrolled in a Master's degree does not graduate from a Bachelor degree in time, but enrolls in the first year beyond prescribed time, they will be automatically included in the ranking as enrolled in the first year beyond prescribed time.

Methods for calculating the merit score

- The score related to the **credits** obtained by 10th August 2022 is calculated according to the following formula, that assumes an average number of 60 credits for each course year (30 credits for part-time students):

Full time (for ex. referred to 2nd year):

$(\text{student credits} - \text{minimum no. of credits}) \times \frac{600}{(60 - \text{minimum no. of credits})}$

Part time (for ex. referred to 2nd enrolment in 1st year):

$\{ (\text{student credits} - \text{minimum no. of credits}) \times \frac{300}{(30 - \text{minimum no. of credits})} \} \times 2$

In case of use of the bonus the score related to the credits will be 0.

- The score related to the **average** marks of the exams passed is calculated according to the following formula:

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

5. PLACES ASSIGNMENT CRITERIA

Students will have to be regularly enrolled, or pre-enrolled in the cases specified in the introduction, to the University of Bergamo at the time of assignment of the place.

Places will be assigned according to the following criteria:

- accommodation at **via Verdi Residence in Dalmine** will be assigned to students enrolled at **Engineering** courses and PhD students of the Engineering field courses. Only if all the students of via Verdi ranking lists will be assigned a place, and are still available places, these can be assigned to students of the Bergamo Residences ranking lists, following the criteria specified below;
- accommodation at **Caboto Residence in Bergamo** will be assigned exclusively to female students;
- once the reserved places for freshmen are over (see point 1), places will be assigned to students enrolled in the following years, according to the merit ranking;
- any further available places will be assigned to freshmen, assigning them first to EU students;
- in case of accommodation in twin rooms, the same will be assigned to same-sex students.

The assignment of the places will be made by considering the preferences of the students, which are however not binding; the places will be assigned with the final incontestable decision of the office on the basis of the real availability, and according to the priority criteria stated in the paragraph above.

IMPORTANT

Upon **graduation**, the student must leave the place occupied at the residence within 7 days.

6. ACCOMMODATION FEES

In relation to the regional provisions implementing D.P.C.M. 30/4/97, that establish a close correlation between the actual cost of the Services and its pricing to users, the following monthly fees are set, compared to the following income brackets:

BRACKET	ISEE/equalised ISEEU VALUE	
1 st	From € 0.00	to € 12,167.56
2 nd	From € 12,167.57	to € 16,223.41
3 rd	From € 16,223.42	to € 24,335.11

FEES

	Bergamo residences	Dalmine residence
BRACKET	MONTHLY FEE	MONTHLY FEE
1 st	€ 110.00	€ 110.00
2 nd	€ 135.00	€ 135.00
3 rd	€ 160.00	€ 160.00
OUT OF BRACKET	€ 200.00	€ 180.00 double € 200.00 single

- **Students, who are beneficiary or eligible for scholarship, have passed their OFA and are not enrolled beyond the prescribed time, are not required to pay accommodation fees.** It will be

covered by the scholarship, from which Servizio Diritto allo Studio will withhold the amount of €2,403.00, as stated in the Regional government resolution no. XI/6633 of 04/07/2022;

- **Students enrolled in the first year of Bachelor and single-cycle Master's degree courses, pending the passing of OFA exams**, will be entitled to a fee-based service according to the bracket to which they belong, unless the service is refunded if they are awarded a scholarship;
- **Students enrolled in the first year beyond prescribed time in a.y. 2022/2023** will have to pay monthly the accommodation service at the out-of-bracket price, unless the service is refunded if they maintain their enrolment to a.y. 2022/2023;
- **For part-time students** (D.P.C.M. 9/4/01, art. 2-2) the Service's fee will be set according to the bracket to which they belong, without deductions from the scholarship they may have been awarded;
- **Students eligible for the scholarship** will be required to pay the fee, according to their income bracket, only in case there are no sufficient funds to grant them the scholarship itself.

IMPORTANT

Freshmen not passing the minimum merit requirement expected by **30th November 2023** (or not passing any potential assigned OFA - additional educational obligations - by 30th September 2023), **will have to return** all the scholarship and benefits received, according to the relevant income bracket.

The payment of the rent must be made to the University of Bergamo in three instalments in advance specifying according to the **following timetable**:

- by the time of entry, for an amount of 3/10;
- by 31/01/2022, for an amount of 4/10;
- by 31/05/2022, for an amount of 3/10.

6.1. DEPOSIT

Before entering the residence, **ALL** students will have to lodge a **deposit of € 300.00** to the University of Bergamo. The deposit will be returned at the end of the period of stay, after checking the conditions of the room and furniture.

For students already guests in the previous a.y. the deposit already lodged will be taken into account, requesting an addition for any damage or maintenance at their expense.

7. TERMS FOR HOSPITALITY

- Students will be required to comply with the Residence Regulations, that will be submitted to them before entering the facility. The Guests of each facility **will appoint by 30th November 2022**, by a simple majority of the residents, a Representative who will collaborate with the *Servizio Diritto allo Studio* in the application of and compliance with the Regulation itself.
- The period of hospitality will be effective from **26th September 2022 to 31st July 2023, 11:00 a.m.**
- The assignment is granted for the academic year 2022/2023 in the period specified above and will in any case cease upon graduation, termination of studies or transfer to another university.
- The University reserves the right to expel from the Residences those Students who do not comply with the regulations signed by them, without prejudice to the further application of the sanctions provided for in the call for scholarships.
- By 11:00 a.m. on the last day of their stay - **31st July 2023** - students must clear the rooms and wardrobes of their personal belongings and have the person in charge of the *Servizio Diritto allo Studio* check the condition of furniture, wall structures and systems in their room, which must be left in normal conditions of cleanliness; this is a prerequisite to obtain reimbursement of the deposit referred to in the previous point, that will be retained in case of damage to the structures or furniture, without prejudice to any further charges in relation to the emerging damage.
- The winning student, **with the exception of PhD students**, will have to occupy the bed by **31st October 2022**, residing there continuously, failing which they will lose the right to accommodation. For any delay in taking possession of the place, the *Servizio Diritto allo Studio* must be previously informed in order to evaluate the reasons given.

7.1. DESCRIPTION OF RESIDENCES

- The **Residence in via Caboto no. 12, Bergamo** consists of two apartments with twin rooms and a shared bathroom between one or two rooms and their management will be students' responsibility. The Residence is equipped with three kitchen areas, washing machines and a dryer.

The University is making available for the guests a shared printer in one of the two flats, which can be used for study-related necessities.

The University will be responsible for:

- electricity, water and gas supply;
- systems maintenance (extraordinary on request);
- bed linen supply (weekly);
- washing of textile furniture at the end of the stay;
- extraordinary cleaning of the whole structure at closing time and at Easter;
- garden maintenance;
- TV fee;
- wireless Internet connection;
- printer ink-cartridges (on request, and in reasonable quantities).

- The **Residence in via Garibaldi no. 3/F, Bergamo**, with single rooms with bathroom and wi-fi network, guarantees concierge service in the morning and night-time availability in case of emergencies, daily cleaning of common areas, maintenance and weekly supply of bed linens. The cleaning of the room and bathroom is guest's responsibility. At the residence there is also a laundry/ironing room. The University also provides guests with a shared printer, which is at students' disposal for study-related necessities (Servizio Diritto allo Studio is in charge of ink-cartridges supplying, upon request, and in reasonable quantities).

The evening catering service is also guaranteed from Monday to Friday with the same methods and costs as those available at the other university canteens. Alternatively, users may use a kitchen room for the preparation of meals.

- The **Residence in via Verdi no. 72, Dalmine**, with double rooms with bathroom and wi-fi network, guarantees concierge service in the morning and night-time availability in case of emergencies, daily cleaning of common areas, maintenance and weekly supply of bed linens. The cleaning of the room and bathroom is guest's responsibility. At the residence there is also a laundry/ironing room. The University also provides guests with a shared printer, which is at students' disposal for study-related necessities (Servizio Diritto allo Studio is in charge of ink-cartridges supplying, upon request, and in reasonable quantities).

The evening catering service is also provided from Monday to Friday with the same methods and costs as those available at the other university canteens. Alternatively, users may use a kitchen room for the preparation of meals.

The *Servizio Diritto allo Studio* will periodically check the hygienic conditions of the rooms and the condition of the systems and reserves the right, if the students do not do so directly, to have the rooms cleaned and the bathrooms sanitised by a specialised company, charging the relative costs to the guests of the room concerned.

For any further information concerning the use of Residences, please refer to the relevant Rules, published at the webpage www.unibg.it > Servizi > Alloggi.

8. TERMS AND CONDITIONS FOR APPLICATIONS SUBMISSION

IMPORTANT

THE APPLICATION FOR BENEFITS AND SERVICES MUST ONLY BE SUBMITTED ONLINE AT THE WEBPAGE [ALLOGGI > DOMANDA](#) NO LATER THAN 12.00 P.M. (MIDDAY) ON

05th SEPTEMBER 2022

The *Servizio Diritto allo Studio* will complete the application with the ISEE data taken from the INPS database through the application cooperation process in place with the Social Security Institute; the data related to the ISEE PARIFICATO will be transmitted by the CAF identified by the University.

Please note that for the purposes of this call the ISEE/U is only valid if submitted by 05th September 2022.

The Service has the right to request, in addition to the application, appropriate supporting documentation.

Failure to submit a document within the prescribed deadline or the submission of an irregular document will result in the exclusion of the student from this competition.

By 30th November 2022, students must refer to the competent Body (*Servizio Diritto allo Studio*) any event concerning the request for accommodation occurring or having occurred after the application submission: achievement of another scholarship or financial aid (with the exclusion of fiduciary or honour loans), transfer to another university, impossibility to continue studies, withdrawal of enrolment, change in the student's marital and economic status, graduation, etc.

9. PUBLICATION OF RANKINGS AND LODGING OF APPEALS

Rankings and procedures for accessing the residences will be communicated to the applicants by

16th SEPTEMBER 2022

Through the publication on the webpage [ALLOGGI > GRADUATORIA](#)

9.1. TERMS AND CONDITIONS FOR LODGING APPEALS

Any request for review of the rankings must be submitted by writing a Ticket addressed to *Diritto allo Studio* **no later than 10 days after the publication** of the rankings. The application must concern any incorrect evaluations by the competent Service and must be accompanied by appropriate documentation to justify the applicant's reasons.

The outcome of the applications will be notified to the involved parties by Ticket.

Further **appeals** against the final decision of the Service must be submitted to the competent bodies (TAR - Council of State) within the terms provided for by the current legislation.

10. INCOMPATIBILITY - LOSS - REVOCATION

10.1. INCOMPATIBILITY

The accommodation place **is not compatible** with free places in boarding schools or residences not managed by the University; in this case the student has the right to opt for using one or the other benefit.

10.2. LOSS AND REVOCATION

The right to the accommodation place **is lost** if:

- The student goes to a foreign university as part of an international exchange programme;
- The student incurs disciplinary sanctions higher than written censorship, for infractions committed against the University;
- The student does not submit to the *Servizio Diritto allo Studio*, within the specified time limits, any original documentation required to check the truthfulness of the self-certifications produced;
- The student does not rectify any omissions and/or differences reported in the ISEE certificate, composed to enjoy the benefits stated in this competition call, within the date of entrance;
- The student withdraws from studies or transfers to another university during the academic year 2022/2023. This provision does not apply in the case of students enrolled in the first year of

Bachelor, Master's or Single-cycle master's degree courses, if the merit requirement stated in points 2.2.1. and 2.2.2. it is obtained by the student prior to the renouncement of studies or transfer;

- The University verifies the untruthfulness of the data declared by the student in self-certification so as to invalidate the merit requirement provided for in point 2.2. of this announcement.

11. VERIFICATION OF ECONOMIC STATUS

In order to verify the economic status, the University avails itself of the powers provided for by the current regulations, in particular art. 10 of Legislative Decree no. 68/2012 and D.P.C.M. 159/2013 ART. 11 paragraph 6 and subsequent amendments and additions.

The University, in agreement with the ISEE Database managed by INPS, IRS - Lombardy Regional Council - Ministry of Finance, as well as with the Financial Police, provides for the substantive control of the truthfulness of the self-certifications produced by students who are beneficiaries of financial aid or the provision of services awarded by competition, according to the current regulations and in particular to art. 71 of Presidential Decree 445/2000.

Under checking, University can ask the student documentation proving the completeness and truthfulness of the data declared according to D.P.C.M. 9th April 2001, art. 4, paragraph 10.

In case of verification of untruthful declarations, the sanctions established by the art. 10, paragraph 3 of Legislative Decree 68/2012 and the additional sanction pursuant to art. 38, paragraph 3, D.L. 78/2010 will be applied. This applies without prejudice to the adoption of disciplinary sanctions and the denunciation to the judicial authorities in the case of a criminal offence.

For any further information or clarification, the concerned persons should only contact the *Servizio Diritto allo Studio* in Via dei Caniana no. 2, Bergamo.

12. AGREEMENT FOR THE CREATION OF A "SINGLE DATABASE" LIMITED TO SCHOLARSHIP HOLDERS

The data may be consulted and/or provided by/to other Bodies for the right of study in order to monitor whether for the same academic year the student has requested and obtained double benefits and for further purposes of monitoring and control of the institutions for *Diritto allo Studio*.

13. PERSON IN CHARGE OF THE PROCEDURE

In accordance with Law 241/1990, Dr. Elena Gotti, head of the *Servizio Diritto allo Studio*, is appointed in charge of the administrative procedure.

14. INFORMATION ON THE USE AND PROCESSING OF PERSONAL DATA AND THE RIGHTS OF THE DECLARANT (EX LEGISLATIVE DECREE NO. 196/2003 AND EUROPEAN REGULATION 679/2016)

The University guarantees the processing of personal data deriving from participation in the call for applications in the understanding that such processing will be carried out in compliance with Legislative Decree no. 196 of 30th June 2003 and EU Regulation 2016/679. The University informs that the personal data acquired will be processed in compliance with the current regulations and used for the purposes of managing the procedure, drawing up the ranking list, determining and granting funds and, in general, managing mobility; such data may only be communicated to public administrations (i.e. Ministry of Finance and Financial Police) directly interested in the economic position of the students.

The person in charge of personal data protection is lawyer Michele Gorga, e-mail: dpo@unibg.it

The Data Controller is the Rector pro-tempore of the University of Bergamo.

The concerned person may address to the latter any requests concerning the processing of their personal data.

At the Residences of via Garibaldi no. 3/F and Seminario Vescovile (if available) in Bergamo, and via Verdi no. 72, Dalmine there is a video surveillance service on the common areas and access control by means of a personal smart card, for the sole purpose of guaranteeing the security and accessibility of guests.

Prior to submitting the application for the awarding of the announced benefit, the applicant must declare that they have viewed and read all parts of the abovementioned information referred to in art. 13 of the Regulations and give their consent to the processing of the personal data, including special data, provided.

THE RECTOR
(Professor Sergio Cavalieri)