



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Diritto allo studio



Finanziato
dall'Unione europea
NextGenerationEU

COMPETITION CALL FOR THE ASSIGNMENT OF UNIVERSITY SCHOLARSHIPS, INTERNATIONAL MOBILITY GRANTS, DEGREE PRIZES AND SPECIAL GRANTS FOR 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 competition call for the assignment of university scholarships, international mobility grants and Master's degree prizes is open to students enrolled at the University of Bergamo in a.y. 2022/2023, possessing the specific merit and economic status requirements.

The assignment of ["Contributi straordinari"](#) is governed by the requirements and procedure stated in the Guidelines issued in the D.R. Rep. no. 148/2021, record no. 15298/I/003 of 10/03/2021.

The benefit of the scholarship 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 courses 	Legal duration of the degree course + one more semester (counting years starting from the first enrolment, see Glossary)
	Disabled students with disability of 66% or more: 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, 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)
	Disabled students with disability of 66% or more: legal duration of the degree course + 3 more semesters (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	Legal duration of the degree course

no. 210, art. 4, of 03/07/1998)	
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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: 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. 2021/2022) of the same course level for which the student is enrolled in a.y. 2021/2022, 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 provided for by the Competition Call.

Benefits

The benefits include:

- scholarship;
- free [catering service](#) at the university canteens (one daily meal) excluding cafeterias;
- exemption from the payment of the all-inclusive fee.

All-inclusive fee exemption

Scholarship holders are required to pay the regional tax in the amount specified in the payment notice downloadable from the students' Sportello Internet (regional tax and stamp duty for a total of € 156,00). The refunding of the paid amount is included in the scholarship amount.

For eligible and beneficiary students for a.y. 2022/2023 scholarship, who are enrolled beyond prescribed time and submit ISEEU Parificato, after the publishing of the Final definitive scholarship ranking in May, will be issued a payment notice, which is half of the due all-inclusive fee.

For the students enrolled to the first year of a Bachelor degree, Master's degree or Single-cycle Master's degree, submitting ISEEU Parificato, who will not confirm the merit requirements stated below at paragraph 3.1., will be issued the payment notice of the due all-inclusive fee.

For any further information about the amount of the due all-inclusive fee and other exemptions (e.g.: suspension for maternity leave, disability, etc.), please refer to the [Tasse e agevolazioni](#) webpage.

The scholarship is exempt from Income Tax, as provided for in Circular no. 109/E of 6th April 1995 of the Ministry of Finance.

The scholarship may be combined with grants for study abroad (see section 5).

Scholarship holders will receive a Single Certification that must be produced at the time of the new ISEE Certification. The amounts of university fees paid per fiscal year will be communicated by the University to the IRS for the preparation of the pre-filled 730 Form.

Table of contents

1. Number of scholarships	p. 04
2. General conditions for participation in the competition	p. 05
2.1. Non-eligibility reasons	p. 05
3. Requirements for inclusion in the rankings	p. 06
3.1. Merit requirements	p. 06
3.1.1. Students enrolled for the first time in the first year of Bachelor and single-cycle Master's degree courses	p. 06
3.1.2. Students enrolled for the first time in the first year of Master's degree courses	p. 06
3.1.3. Students enrolled in years following the first of Bachelor, single-cycle and Master's degree courses	p. 07
3.1.4. PhD courses	p. 08
3.2. Requirements concerning the economic status	p. 09
3.2.1. Students with income produced in Italy	p. 10
3.2.2. Students with income produced abroad	p. 10
4. Total amount of scholarships	p. 11
4.1. Income brackets	p. 12
4.2. Geographical origin	p. 12
4.2.1. Documentation to be recognised as Long-distance students	p. 12
4.3. Total amount of scholarships	p. 14
4.4. Scholarship amount increases, pursuant to D.M. 1320/2021	p. 15
4.4.1. Female students enrolled in Engineering School's degree courses	p. 15
4.4.2. Students with disability	p. 16
4.4.3. Students enrolled at more degree courses simultaneously	p. 16
4.5. Catering service	p. 16
4.5.1. Monetisation of catering service	p. 16
5. Additions to scholarships	p. 17
5.1. International mobility and internships in foreign Countries	p. 17
5.2. Degree prize	p. 17
6. Procedures for rankings	p. 18
6.1. Students enrolled in the first year of all degree courses	p. 18
6.2. Students enrolled in years following the first of all degree courses	p. 18
7. Terms and conditions for applications submission	p. 19
8. Publication of rankings and appeals	p. 19
8.1. Terms and conditions for appealing	p. 20
9. Assignment and methods of payment of scholarships, international mobility grants and degree prizes	p. 20
9.1. Students enrolled in the first year of Bachelor and single-cycle Master's degree courses	p. 20
9.2. Students enrolled in the first year of Master's degree courses	p. 21
9.3. Students enrolled in years following the first of all degree courses	p. 21
9.4. Students enrolled in PhD courses	p. 21
9.5. Additions to international mobility grants	p. 22
9.6. Degree prize	p. 22
10. Incompatibility – Loss – Revocation	p. 22
10.1. Incompatibility	p. 22
10.2. Loss and Revocation	p. 22
11. Transfers and shifts to another Department	p. 23
12. Verification of economic status	p. 23
13. Agreement for the creation of a "single database" limited to scholarship holders	p. 24
14. Person in charge of the procedure	p. 24
15. 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)	p. 24

1. NUMBER OF SCHOLARSHIPS

The number of scholarships granted is **900** of which:

304 for students enrolled in the first year of all degree courses provided for by PMD 9th April 2001, art. 3 (freshmen, both of Bachelor and Master's, single-cycle Master's degree courses and students enrolled in the first year of PhD or Specialisation courses);

596 for students enrolled in years following the first of all degree courses provided for by PMD 9th April 2001, art. 3.

Students with a disability acknowledgement as per Law 05th February 1992, no. 104, art. 3, paragraph 1, or with disability of 66% or more, will be entitled to the scholarship even beyond the abovementioned number.

The scholarships, divided proportionally on the basis of the students enrolled in the previous a.y. both in the ratio between freshmen and following years and in relation to the percentage value of the single departments in the following years, are divided as follows:

Freshmen: 304 scholarships (including the first years of Bachelor, Master's, single-cycle Master's degree courses, PhD and Specialisation courses);

Following years: 596 scholarships for students enrolled in years following the first of all degree courses activated following to the entry into force of Law 270/2004 and divided as follows:

DEPARTMENT/SCHOOL OF:

Management, economics and quantitative methods (i.e. of the Departments of Economics and Management being constituted)	130
Law	48
Engineering	90
Foreign languages, literatures and cultures	90
Human and social sciences	165
Letters, Philosophy, Communication	70
PHD COURSES (years following the first)	3

INTERNATIONAL MOBILITY

- **50 scholarships** of maximum € 600.00 per month each, for a stay of maximum 10 months, as well as € 100.00 each for travel expenses within Europe and € 500.00 each outside Europe.

IMPORTANT: from the amount of the international mobility grant is deducted the amount of any other contributions granted with the funds of the European Union, following bilateral agreements, including non-EU ones, and with funds made available by public or private institutions – see section 5.1).

The criteria for identifying scholarship holders are specified in sections 5.1. and 6 below.

The contributions are proportionally divided as follows:

Freshmen	17
Management and Economics	8
Law	2
Engineering	7

Foreign languages, literatures and cultures	6
Human and social sciences	5
Letters, Philosophy, Communication	4
PhD courses	1

NB: The number of scholarships and additions for international mobility, internships and internships abroad may be increased on the basis of the additional funds that may be allocated by the Lombardy Region and the Ministry of Education, University and Research and any remaining funds from the previous year's decisions. Any contributions not granted to any department will be allocated to eligible students from other departments according to their merit score.

2. GENERAL CONDITIONS FOR PARTICIPATION IN THE COMPETITION

The competition is open to Italian students, students from EU Countries, foreign students as per Presidential Decree no. 394 of 31st August 1999, implementing Legislative Decree no. 286 of 25th July 1998, **who enrol or intend to enrol in courses activated by the University of Bergamo in a. y. 2022/2023.**

In order to be included in the rankings, students must complete their enrolment by and no later than **13th October 2022**, with the exception of those enrolled in the **first year of a Master's Degree, Specialisation or PhD course**, for which the deadline of 13th October 2022 must be understood as related to **pre-enrolment**.

IMPORTANT: the position of applying students pre-enrolled in a Master's degree course who do not obtain a Bachelor degree in the last session of a.y. 2021/2022 (March/April 2023) will be automatically changed with their inclusion in the "beyond prescribed time" position in case these students enrol in the first year beyond prescribed time.

The persons identified above must be enrolled for the first time:

- in a regular year of Bachelor, Master's, single-cycle Master's degree course;
- in a further year (or two, if the student is acknowledged with a handicap according to Law 05th February 1992, no. 104, art. 3, paragraph 1, or with a disability of 66% or more) in addition to that provided for in the relevant educational system, once the regular course of study for a Bachelor, Master's, single-cycle Master's degree course has been completed;
- in a PhD (if not holding a scholarship as per Ministerial Decree no. 224/1999 or research grant as per Law 27/12/1997, no. 449) or Specialisation course.

2.1. 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 the scholarship is requested for a.y. 2022/2023;
- receive for the same year of course a scholarship granted by other public or private bodies.

The ranking for the assignment of scholarships **is 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 their university career the student had to repeat the same year of course **even if having renewed their enrolment after having withdrawn from studies**, the number of credits required to access the scholarship 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 they had to repeat their enrolment to the same year.

3. REQUIREMENTS FOR INCLUSION IN THE RANKINGS

In order to be eligible for a Scholarship, students must have at the same time the merit requirements, a regular academic career and the income requirements specified below. No Scholarships will be assigned for the sole merit or income requirements.

3.1. MERIT REQUIREMENTS

Only passing the exams included in the study plan, completed with the achievement of the credits and the final mark, will be considered for the purposes of meeting the merit requirement; in the case of integrated areas/courses consisting of several modules, it will not be possible to take into account the tests in which they are divided and any marks not officially registered in the student's career (online transcript of records).



According to art. 6, paragraph 8, of the D.P.C.M. April 9, 2001, surplus credits (**in excess** or outside the study plan), i.e. those not useful for obtaining the degree, are not valid for the merit requirements.

For part-time students the merit requirements must be half as high as specified below.

3.1.1. Students enrolled for the first time in the first year of Bachelor and single-cycle Master's degree courses

Students enrolled for the first time in a.y. 2022/2023 in the first year of Bachelor and single-cycle Master's degree courses must:

- have obtained a **high school diploma mark of at least 70/100** (for students with a foreign school-leaving certificate, this will be deduced from the "Dichiarazione di valore in loco" produced for the Students Office at the time of enrolment);
- be regularly enrolled by 13th October 2022;
- successfully pass the test for accessing degree courses without additional education obligations – **OFA by 30th September 2023**;
- **obtain 35 credits (even using bonus credits) by 10th August 2023**. The achievement of the abovementioned requirement by 30th November 2023 will give the right to 50% of the amount of the scholarship for its holders and to a 50% exemption from the all-inclusive fee.



For the purposes of meeting the first-year merit requirements, any CFU obtained through exams in excess or partial exams not registered on the transcript of records will not be considered.

3.1.2. Students enrolled for the first time in the first year of Master's degree courses

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

- be regularly enrolled or pre-enrolled by 13th October 2023 with at least **150 credits obtained by 10th August 2022, if not already holding a Bachelor degree**;
- **obtain the Bachelor degree within the last session of a.y. 2021/2022**;
- complete the enrolment in the Master's degree, subsequently obtaining **20 CFU**, or 23 CFU for programmed access courses, **by 10th August 2023**. The achievement of the abovementioned requirement by 30th November 2023 will entitle beneficiary students to 50% of the amount of the scholarship and to a 50% exemption from the all-inclusive fee.



For the purposes of meeting the first-year merit requirements, any CFU obtained through exams in excess or partial exams not registered on the transcript of records will not be considered.

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

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

FULL-TIME STUDENTS MERIT TABLE

Degree courses	Course year				
	2 nd	3 rd	4 th	5 th	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
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 in any degree course of the same level of study , also including the academic years in which the student has repeated, for whatever reason, the same year of enrolment.					

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 must self-certify to the *Servizio per il Diritto allo Studio* the above-mentioned "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.
- 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 Prime Ministerial Decree 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 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 may not be accumulated:** if the bonus is used it may 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 gained and unused bonus 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.

3.1.4. 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

3.2. REQUIREMENTS CONCERNING THE ECONOMIC STATUS

Equivalent economic status indicator – ISP/ EQUIVALENCE SCALE

Students applying for the benefits of Diritto allo studio must have:

- An equivalent economic status indicator – **ISEE** – **not exceeding 24,335.11 €**;
- A university equivalent economic status indicator – **ISPE** – given by the assets (ISP) divided by the equivalence scale, **not exceeding 52,902.43 €**. The University on the basis of the data provided by INPS will make the calculation of ISPE.

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 4th October 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 with a family unit whose gross income for ISEEU purposes is lower than € 9,000.00 may be required to provide additional documents regarding their means of subsistence.

Family unit

The family unit is defined as per 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 from the original one, 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 abovementioned conditions – duly documented – are not met, the financial and economic status of the family of origin will be taken into account.

Independent students meeting the aforementioned requirements, who have taken an accommodation upon payment (for rental) can be considered as Long-distance, by submitting the Service Diritto allo studio the relevant documents, as stated in paragraph 4.2.1.

Students enrolled in PhD courses

Pursuant to art. 8, paragraph 4, of Prime Ministerial Decree 159/2013, students enrolled in a PhD course may present an ISEE as independent students, even in the absence of the above requirements. The applicant themselves, their spouse, their children under the age of 18 and their adult children, according to the rules of ordinary composition of the unit exclusively forms the family unit of the student.

In any case, the applicant may constitute the family unit according to the ordinary rules (i.e. including any other people 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 must send a copy of the political refugee status certification by Ticket to *Servizio per il Diritto allo Studio*.

3.2.1. 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 certificate is issued to the applicant directly by INPS (Italian National Social Security Institute); the student may request it autonomously through the INPS Desk or through 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 compulsorily occur within 31st December 2022, otherwise the student will lose their benefits.

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.

Please note that, for the purposes of this call, ISEE is only valid if signed in the solar year 2022 by 4th October 2022.

3.2.2. 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 international students or Italian students residing abroad must be certified with appropriate documents 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 D.P.R. no. 445 of 28th December 2000.

For international 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 must in any case declare the income and assets held, if any, by their 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 present **to the CAF CISL in Via Carnovali 88/A, Bergamo, within the deadline of this call** the following original documents translated by the Italian consular authorities in the country of origin as specified above:

- certification of composition of the foreign family unit;
- income for the solar year 2021 of each member of the family; the document must clearly state that the income refers to the solar year 2021. If during 2021 one or more members of the family **aged 18 years 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 years or over;
- certification of the assets owned by the members of the family on 31st December 2021 (**current accounts**, securities, dividends, shareholdings, fractions of the net assets of any companies owned, etc.).

Furthermore:

- relevant documents to any income and assets owned and produced in Italy (i.e. current accounts);
- C.U. related to any scholarships received in 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).

NB: the income and asset situation of the applicants will be evaluated according to the laws in force about ISEE determination, with specific reference to the instructions written in the implementation regulations of DPCM 159/2013.

IMPORTANT

For obtaining ISEEU PARIFICATO, students with an income produced abroad must contact

CAF CISL in Via Carnovali 88/A - Bergamo

choosing one among 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)

OR

- SCHEDULING AN APPOINTMENT, CALLING +39 035 324 152

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

4. TOTAL AMOUNT OF SCHOLARSHIPS

The total amount of the scholarship is differentiated both on the basis of the ISEE bracket and of the different geographical origin of the student.

4.1. INCOME BRACKETS

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

4.2. GEOGRAPHICAL ORIGIN

- **On-site student (S):** if residing in one of the following towns:
 - For the students enrolled at courses held in **Bergamo**: Bergamo, Albano Sant'Alessandro, Albino, Almè, Alzano Lombardo, Azzano San Paolo, Curno, Dalmine, Gorle, Grassobbio, Lallio, Mozzo, Nembro, Orio al Serio, Osio Sopra, Paladina, Pedrengo, Ponteranica, Ponte San Pietro, Pradalunga, Ranica, Scanzorosciate, Seriate, Sorisole, Stezzano, Torre Boldone, Torre de' Roveri, Treviolo, Valbrembo, Villa d'Almè, Villa di Serio.
 - For the students enrolled at courses held in **Dalmine**: Dalmine, Bergamo, Curno, Lallio, Mozzo, Osio Sopra, Ponte San Pietro, Stezzano, Treviolo, Valbrembo.
- **Commuting student (P):** if residing in a town not listed above and not meeting the requirements necessary to be considered long-distance;
- **Long-distance student (F):** if residing in a place **more than 30 km away** from the town where courses are held, with a travel time, using public services, of **more than 60 minutes**, and for this reason **taking accommodation against payment in the town where courses are held or in neighbouring towns**, using University Residences, public residential facilities or other accommodation of private citizens or bodies **for a period of not less than 10 months. If this requirement is not met, the student is considered a commuter or on-site, if residing in one of the towns listed above.**
- **Independent long-distance student (F):** if meeting the requirements expected to be considered independent (paragraph 3.2.) and taking accommodation upon documentable payment in the same town of the attended degree course.

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.

4.2.1. Documentation to be recognised as long distance students

The long-distance student status will be recognised to students proving to have taken accommodation upon payment in a building **in the same town of the attended degree course, or in the towns listed above as "on site"** (with the exception of independent students, who will have to submit the documents related to the accommodation in the same town of the attended degree course).

University residences guests will be automatically considered as such, namely long-distance students living in the University residential buildings.

Students who want to get the scholarship amount planned for the long-distance students using other housing facilities, both public and private, must prove to have taken accommodation upon payment in a **building in the same town of the attended degree course, or in the towns listed above as "on**

site” for at least 10 ongoing months (5 for students beyond prescribed time) in the timespan between September 2022 and August 2023.

Students involved must then send via Ticket to Servizio Diritto allo Studio, **compulsorily by 18th November 2022**, the following papers:

TYPE	PAPERS REQUIRED
Students renting for the first time a flat/bed from private citizens	<ol style="list-style-type: none"> 1. Copy of the rental contract, which must meet the duration and location requirements listed above, and where the student is shown as tenant; 2. Copy of the receipt of registration of the contract to Italian Revenue Agency (Agenzia delle Entrate)
Renewal of a rental contract already submitted and accepted in former years	<ol style="list-style-type: none"> 1. Copy of the new receipt of registration of the contract
Sublease contracts	<ol style="list-style-type: none"> 1. Copy of the sublease contract of a real estate, meeting the duration and location requirements listed above, where the student is shown as subtenant; 2. Copy of the receipt of registration of the sublease contract to Italian Revenue Agency (Agenzia delle Entrate); 3. Copy of the original rental contract, stipulated between the subtenant and the landlord, indicating the consent of the owner of the property to sublease or, as an alternative, declaration of sublease authorisation by the owner together with a copy of a valid identity document of the owner
Transfer of contracts	<ol style="list-style-type: none"> 1. Copy of the original rental contract, stipulated by the landlord and the transferring tenant (meeting the duration and location requirements listed above); 2. Copy of the receipt of registration of the rental contract to Italian Revenue Agency (Agenzia delle Entrate); 3. Copy of the query of the rental contract at the Italian Revenue Agency (Agenzia delle Entrate) providing the tax code of the incoming student and the date of entry
Students guests of public or private housing facilities , not owned by University	<ol style="list-style-type: none"> 1. A copy of a valid tax certificate for the payment of the rent – with an indication of the abovementioned 10 months timespan and the town where the housing facility is located
Independent students (par. 3.2.)	<ol style="list-style-type: none"> 1. Copy of a rental contract for a real estate located in the town where the attended degree course is held, meeting the duration requirements listed above, where the student is stated as tenant and the landlord is not part of the original family unit; 2. Copy of the receipt of registration of the rental contract to Italian Revenue Agency (Agenzia delle Entrate)
Students participating in an international mobility programme (to be considered long distance during the period of presence at the University of Bergamo)	<ol style="list-style-type: none"> 1. By 18th November 2022: copy of a rental contract or declaration of hospitality abroad, where is written the name of the student and the duration of the hospitality; 2. When returning in Bergamo: copy of a rental contract where the student is stated as tenant, meeting the location requirements listed above, even for a timespan of less than 10 months, as long as the total duration of the contract abroad and in Italy equals to a minimum of 10 ongoing months. <p>However, for the purposes of the scholarship, during the months spent on a mobility programme, students will be</p>

Students who have already submitted papers for the previous a.y. , which is still valid without any variations	considered commuters. 1. When applying for scholarship online, selecting the option <i>"I confirm the rental contract provided in the preceding academic year is valid"</i> will be enough. NB: the documents must meet the duration requirements of September 2022 to August 2023. In case of an expiring contract, please refer to the entry regarding renewal.
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Students providing an ISEEU Parificato certificate must provide the aforementioned documents, but are considered long-distance if they take accommodation in **any town in Italy**, even if it's not the same town as the attended degree course seat or a town considered on site. **Without these documents, these students will be considered COMMUTERS.**

NB: Any alterations in the rental contract/certificates provided to Servizio Diritto allo Studio in order to enjoy the long-distance status must be immediately conveyed to the Service via Ticket.

4.3. TOTAL AMOUNTS OF SCHOLARSHIPS

The amount of scholarships, **including the reimbursement of the regional tax for Diritto allo Studio**, is defined as follows:

On-site students (S)

- **€ 2,415.00** + one free daily meal for a total amount of **€ 3,127.00** if included in the 1st income bracket (*this amount is considering the 15% increase expected for students, whose ISEE level is lower than 50% of the maximum reference threshold, as pursuant to D.M. 1320/2021, art. 3, par. 3*)
- **€ 2,007.00** + one free daily meal for a total amount of **€ 2,719.00** if included in the 2nd income bracket
- **€ 1,220.00** + one free daily meal for a total amount of **€ 1,932.00** if included in the 3rd income bracket

Commuting students (P)

- **€ 3,427.00** + one free daily meal for a total of **€ 4,139.00** if included in the 1st income bracket (*this amount is considering the 15% increase expected for students, whose ISEE level is lower than 50% of the maximum reference threshold, as pursuant to D.M. 1320/2021, art. 3, par. 3*)
- **€ 2,887.00** + one free daily meal for a total amount of **€ 3,599.00** if included in the 2nd income bracket
- **€ 2,121.00** + one free daily meal for a total amount of **€ 2,833.00** if included in the 3rd income bracket

Long distance students (F)

a) *guests at the University's accommodation facilities:* if the institution is able to provide accommodation and catering services for free, the amount of the scholarships is determined as follows:

- **€ 3,967.00** + accommodation and one free daily meal for a total amount of **€ 7,082.00** if included in the 1st income bracket (*this amount is considering the 15% increase expected for students, whose ISEE level is lower than 50% of the maximum reference threshold, as pursuant to D.M. 1320/2021, art. 3, par. 3*)
- **€ 3,043.00** + accommodation and one free daily meal for a total amount of **€ 6,158.00** if included in the 2nd income bracket
- **€ 1,914.00** + accommodation and one free daily meal for a total amount of **€ 5,029.00** if included in the 3rd income bracket

b) *long distance students using other public or private accommodation facilities:*

- **€ 6,370.00** + one free daily meal for a total amount of **€ 7,082.00** if included in the 1st income bracket (*this amount is considering the 15% increase expected for students, whose ISEE level is lower than 50% of the maximum reference threshold, as pursuant to D.M. 1320/2021, art. 3, par. 3*)
- **€ 5,446.00** + one free daily meal for a total amount of **€ 6,158.00** if included in the 2nd income bracket
- **€ 4,317.00** + one free daily meal for a total amount of **€ 5,029.00** if included in the 3rd income bracket.

All the amounts above, as well as the related free services are **halved** for students benefitting from the scholarship for the year following the last of the regular course (**BEYOND PRESCRIBED TIME**), considering the year of enrolment, and for **part-time students**.

The regional tax reimbursement for the Diritto allo Studio (€ 140.00) will be subtracted from the amount specified above for students who have been exempted from the payment of the regional tax at the enrolment at a.y. 2022/2023, according to Legislative Decree 68/2012, art. 9, paragraph 2.

4.4. SCHOLARSHIP AMOUNT INCREASES, PURSUANT TO D.M. 1320/2021

4.4.1. FEMALE STUDENTS ENROLLED IN ENGINEERING SCHOOL'S DEGREE COURSES

According to D.M. 1320 of 17/12/2021, art. 3, par. 5, female students enrolled in Engineering School's Bachelor or Master's degree courses are entitled to a 20% higher scholarship amount.

This increase cannot be combined with the 15% increase provided to students of the 1st income bracket.

Hence, the amounts are defined as follows:

Female, on-site students enrolled in an Engineering School's degree course (S)

- **€ 2,550.80** + one free daily meal for a total amount of **€ 3,262.80** if included in the 1st or 2nd income bracket
- **€ 1,606.40** + one free daily meal for a total amount of **€ 2,318.00** if included in the 3rd income bracket

Female, commuting students enrolled in an Engineering School's degree course (P)

- **€ 3,606.80** + one free daily meal for a total amount of **€ 4,318.80** if included in the 1st or 2nd income bracket
- **€ 2,687.60** + one free daily meal for a total amount of **€ 3,399.60** if included in the 3rd income bracket

Female, long distance students enrolled in an Engineering School's degree course (F)

a) *guests at the University's accommodation facilities:* if the institution is able to provide accommodation and catering services for free, the amount of the scholarships is determined as follows:

- **€ 4,274.60** + accommodation and one free daily meal for a total amount of **€ 7,389.60** if included in the 1st or 2nd income bracket
- **€ 2,919.80** + accommodation and one free daily meal for a total amount of **€ 6,034.80** if included in the 3rd income bracket

b) *female, long distance students using other public or private accommodation facilities:*

- **€ 6,677.60** + one free daily meal for a total amount of **€ 7,389.60** if included in the 1st or 2nd income bracket
- **€ 5,322.00** + one free daily meal for a total amount of **€ 6,034.00** if included in the 3rd income bracket.

All the amounts above, as well as the related free services are **halved** for students benefitting from the scholarship for the year following the last of the regular course (**BEYOND PRESCRIBED TIME**), considering the year of enrolment, and for **part-time students**.

4.4.2. STUDENTS WITH DISABILITY

If a student with a disability acknowledgement as per **Law 05th February 1992, no. 104, art. 3, paragraph 1, or with disability of 66% or more**, is beneficiary, the yearly amount of scholarship can be increased up to 40% more of the assigned amount.

Involved students must select this increase among the benefits when applying for scholarship, and explain the own necessities by writing a Ticket to Servizio Diritto allo Studio by 15th January 2023.

This increase can be converted in special equipment and differentiated teaching material, the assignment of a guide, or study helper, or interpreter, or any further tools suitable for overcoming special, individual hurdles, and which can ease the access to both teaching and study activities.

4.4.3. STUDENTS ENROLLED AT MORE DEGREE COURSES SIMULTANEOUSLY

As an implementation of D.M. 1320/2021, art. 6, par. 3, as per the current laws, students simultaneously enrolled at more degree courses can receive and keep the scholarship, increased up to 20%, if they meet and maintain the expected merit requirements for the whole duration of the courses.

The increase application must be submitted by involved students at the end of the degree course.

In order to benefit from the supplementation, students must have enrolled to more degree courses for all of the academic years they have got the scholarship.

The aforementioned increase will not be assigned if the student does not meet the requirements for the scholarship, they have associated the increase to.

4.5. CATERING SERVICE

Scholarship **beneficiary** students are entitled to one free daily meal to enjoy at university canteens from **1st January to 31st December 2023** (excluding days when canteens are closed for holidays).

Scholarship **beneficiary** students enrolled at the first year of Bachelor or Single-cycle Master's degrees **who do not have passed their additional education obligations (OFA)**, can enjoy one daily meal, by paying the minimum fee for students in the 1st income bracket from 1st January 2023 until they have passed their OFA, which is to be reported to Servizio Diritto allo studio via Ticket. Then they will be entitled to a free daily meal until 31st December 2023.

Students **enrolled in years following the first and eligible** for the assignment of a scholarship, meeting the merit and income requirements, will be entitled to a daily free meal from 1st January to 31st December 2023 at the University canteens.

Students enrolled in the **first year** of all degree courses, who are **eligible** but not beneficiary, will be entitled to a daily meal by paying the minimum fee for students in the first bracket from 1st January 2023. After the certification of merit to *Servizio per il Diritto allo Studio*, they will be entitled to a free daily meal until 31st December 2023.

In case of **mistakes in the assignment of the fees due**, students are required to immediately report the issue to the offices of the *Servizio per il Diritto allo Studio*.

There will be no reimbursement for amounts of less than €30.00, as per Law no. 289/2002, art. 25.

4.5.1. Monetisation of catering service

Beneficiary or eligible students who do not use the catering service are **not entitled to any reimbursement** except for any periods of study spent abroad certified by the International Programme Office and/or Internship Office.

In case of disability or food disorders (documented by N.H.S. Specialists), which do not allow access or use of the catering service, **the monetisation of the canteen service must be requested when applying online**. The relative documents are to be sent by Ticket to the *Servizio per il Diritto allo Studio* within the final deadline of **15/01/2023**.

Students with celiac disease should refer to the [Servizio Ristorazione](#) page.

5. ADDITIONS TO SCHOLARSHIPS

5.1. INTERNATIONAL MOBILITY AND INTERNSHIPS IN FOREIGN COUNTRIES

Beneficiary or eligible students for a.y. 2022/2023 scholarship may compete for the assignment of an additional amount for international mobility and internships in foreign countries in relation to the agreements promoted by the University of Bergamo.

The maximum contribution is **€ 600.00** per month for each month of stay abroad, up to a maximum of ten months.

IMPORTANT

The amount of any other contributions granted by the Ministerial and European Union funds, following bilateral agreements including non-EU ones and with funds made available by public or private bodies, is deducted from the amount of the addition for international mobility.

Students are also entitled to a reimbursement for travel expenses for an amount (up to **€ 100.00** for European countries and up to **€ 500.00** for non-European countries) and to **the monetisation of the catering service** for the period of stay abroad. These rights are extended, at the request of the concerned person, to graduates of the University of Bergamo involved in mobility, internship or traineeship projects promoted by the University provided that they have graduated no more than one year after the start of the activity and have resulted eligible for the achievement of the scholarship in the last year of study.

Following the verification with the Ufficio Programmi Internazionali, the beneficiary students will be asked to produce a copy of the travel documentation suitable for proving the expense incurred.

All the above amounts are **halved** for students receiving the scholarship for the year following the last of the regular course, considering the year of enrolment (first year beyond prescribed time).

THE REQUEST, WHICH IS NOT BINDING, MUST BE SUBMITTED BY THE DEADLINE OF THIS CALL EVEN IF THE CONFIRMATION OF THE INCLUSION IN THE EXCHANGE PROGRAMME IS PENDING.

The addition to the scholarship is awarded on the basis of the income and merit ranking drawn up in accordance with paragraph 6 below.

The actual grant payment will be linked to the verification, certified by the International Programmes Office and/or the Internship Office, of the actual participation in the exchange programme and its duration. This verification will take place in **October 2023**, the end of the 2022/2023 exchange programme.

The remaining funds, resulting from the allocation of grants for periods of less than ten months, will be used to provide further contributions to eligible students, distributing them according to the criteria used in the previous subdivision.



This grant is allowed to eligible students only once for each degree course attended.

5.2. DEGREE PRIZE

As an implementation of D.M. 1320/2021, art. 2, par. 3, beneficiary students for the academic year 2022/2023 scholarship enrolled at Bachelor, Master's and Single-cycle Master's degree courses, in case they graduate **in the same academic year within the normal duration of the degree course**, they

will benefit from an additional amount, which equals to half of the scholarship, net of the deductions for accommodation in a University residence and canteen services.

This additional amount will be automatically assigned to entitled students once the degree sessions for a.y. 2022/2023 are over, in accordance with available funds.

6. PROCEDURES FOR RANKINGS

Rankings are formed according to the following criteria:

6.1. 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:

$$\left\{ 1 - \frac{\text{student ISEE}}{24,335.11} \right\} \times 1,000$$

The order of ranking is determined, in descending order, according 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.

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

The order of ranking is determined, 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.

Students with disability of 66% or more, if in the eligibility ranking, are entitled to the scholarship, even exceeding the number of scholarships previously announced.

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):

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

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

7. TERMS AND CONDITIONS FOR APPLICATIONS SUBMISSION

IMPORTANT

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

4th OCTOBER 2022

Students participating in an **international mobility programme in academic year 2022/2023** must apply for additions at the same time as applying for a scholarship.

This application will be considered completed and finalised only after the signing and sending by Ticket to the Servizio Diritto allo Studio, no later than **7th December 2022**, of the summary form that will be sent by email at the end of the compiling process.

The delivery methods are specified at the bottom of the same summary form.

The *Servizio per il 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 ISEEU PARIFICATO will be transmitted by the CAF identified by the University.

Please remember that, for the purposes of this call, the ISEE/U is only valid if submitted by 4th October 2022.

The Service may request, in addition to the application, appropriate supporting documents. 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.

Students are required to notify *Servizio per il Diritto allo Studio* in writing, by 30th November 2022, any event concerning the scholarship that has occurred or will occur after the submission of the application: obtaining another scholarship or economic aid (with the exclusion of fiduciary or honour loans), transfer to another University, impossibility to pursue the studies, withdrawal of the enrolment, change in the student's marital and economic status, achievement of the degree, etc.

8. PUBLICATIONS OF RANKINGS AND APPEALS

Rankings will **only** be communicated to the concerned persons through a publication at the webpage [Borse di Studio > Graduatoria](#), accessing with one's own credentials, by:

- 10th November 2022 - Provisional Scholarship Ranking;
- 31st December 2022 - Final Scholarship Ranking;
- 31st May 2023 - Final Integrated Scholarship Ranking.

at the section "ESITI" of this competition call by:

- 15th January 2023 – Provisional International Mobility Grant Ranking;
- 30th June 2024 – Graduation Prize beneficiary students.

8.1. TERMS AND CONDITIONS FOR APPEALING

Any request for review of the rankings must be submitted in writing by Ticket addressed to the *Servizio per il Diritto allo Studio* **no later than 15 days after the publication of the rankings**. Requests submitted after the Final and Final Integrated Scholarship Rankings can only add new elements, **unavailable for previous rankings**.

The application must concern any incorrect evaluations by the competent Service and must be accompanied by appropriate documents to justify the applicant's reasons.

The outcome of the applications will be notified to the concerned persons by email or Ticket and will have possible effects on the following ranking.

Further **appeals** against the final decision must be submitted to the competent bodies within the time limits provided for by the current legislation.

9. ASSIGNMENT AND METHODS OF PAYMENT OF SCHOLARSHIPS, INTERNATIONAL MOBILITY GRANTS AND DEGREE PRIZES

In relation to the entry into force of Legislative Decree 6th December 2011 art. 12 paragraph 2) the payment of scholarships to students will be made exclusively by **bank transfer**.

Without a different notice by students, the payment will be made on the bank account linked to the Student Card.

In the absence of the Card issued by the University, students must notify University an IBAN linked to a bank account opened in their name, or in joint names including theirs, by filling in the specific field "Dati Rimborsi" in the student's Sportello Internet.

N.B.: If the student does NOT provide the Servizio per il Diritto allo Studio with the payment details by 31st December 2023, they will lose the benefit of the scholarship for a.y. 2022/2023.

Scholarships and mobility grants will be awarded up to the number established by this call. In case of shortage of beneficiary students in some rankings, the remaining scholarships or grants will be assigned to students placed in other rankings, according to the merit requirement, until the number of scholarships and grants established by the call itself is completed.

9.1. STUDENTS ENROLLED IN THE FIRST YEAR OF BACHELOR AND SINGLE-CYCLE MASTER'S DEGREE COURSES

For **BENEFICIARY students in both the provisional and final ranking**, the first instalment of the scholarship will be paid for an amount equal to **50% of the assigned scholarship by 31st December 2022**. From January 2023, the first instalment will also be paid to students who have become beneficiaries only with the final ranking.

The first instalment will be primarily made of the corresponding amount of scholarship benefits (free access to canteens from 1st January to 31st December 2023 and a free bed for a.y. 2022/2023, in case the involved student is the winner of a bed in a Residence of the University of Bergamo).

The second instalment of the scholarship will be paid, subject to the availability of regional funds, **from June 2023 only after the achievement and subsequent self-certification to the Service of a minimum level of merit**, also with the use of a bonus of 5 credits, **of 35 credits (17.5 credits for part-time students)**, provided that they have been achieved by **10th August 2023**.

The achievement of the above 35 credits (17.5 credits for part-time students) **by 30th November 2023 and the subsequent self-certification to the Service** will only entitle to a 50% exemption from the all-inclusive fee and, if beneficiaries, to 50% of the amount of the scholarship.



For the purposes of this competition call, neither exams in excess nor partial exams not recorded on the Transcript of records will be considered.

UNTIL THE STUDENT PASSES THE O.F.A., TO BE REPORTED IN WRITING TO *SERVIZIO PER IL DIRITTO ALLO STUDIO*, NO INSTALMENT OF THE SCHOLARSHIP WILL BE PAID OR FREE ACCOMMODATION AND CANTEEN SERVICES WILL BE PROVIDED.

Students with OFA passing registered after the publishing of the final ranking will receive the scholarship in one instalment after having achieved the merit requirement.

9.2. STUDENTS ENROLLED IN THE FIRST YEAR OF MASTER'S DEGREE COURSES

For **BENEFICIARY students in both the provisional and final ranking**, the first instalment of the scholarship will be paid, for an amount equal to **50% of the assigned scholarship, by 31st December 2022**. From January 2023, the first instalment will also be paid to students who have become beneficiaries only with the final ranking.

The first instalment will be primarily made of the corresponding amount of scholarship benefits (free access to canteens from 1st January to 31st December 2023 and a free bed for a.y. 2022/2023, in case the involved student is the winner of a bed in a Residence of the University of Bergamo).

The second instalment of the scholarship will be paid, subject to the availability of regional funds, **from June 2023 to the achievement and subsequent self-certification to the Service of a minimum level of merit of 20 credits (10 credits for part-time students)**, provided that they have been achieved by **10th August 2023**.

The achievement of the above 20 credits (10 credits for part-time students), **by 30th November 2023 and the subsequent self-certification to the Service** will only entitle to a 50% exemption from the all-inclusive fee and, if beneficiaries, to 50% of the amount of the scholarship.



For the purposes of this competition call, neither exams in excess nor partial exams not recorded on the Transcript of records will be considered.

Eligible students becoming beneficiaries in the integrated ranking published in May 2022, at the end of the last graduation session of a.y. 2021/2022, will receive the scholarship in one instalment starting from June, provided that they have achieved the merit requirement.

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

For **BENEFICIARY students in both the provisional and final ranking**, the first instalment of the scholarship will be paid, for an amount equal to **50% of the assigned scholarship, by 31st December 2022**. From January 2023, the first instalment will also be paid to students who have become beneficiaries only with the final ranking.

The first instalment will be primarily made of the corresponding amount of scholarship benefits (free access to canteens from 1st January to 31st December 2023 and a free bed for a.y. 2022/2023, in case the involved student is the winner of a bed in a Residence of the University of Bergamo).

The second instalment of the scholarship will be paid from **June 2023**, subject to the availability of regional funds.

In case of withdrawal from studies the scholarship instalments not paid will not be settled.

N.B. Scholarship holders enrolled in the first year out of course the scholarship itself will be paid in June 2023 in one instalment, equal to 50% of the whole amount, after verifying that they are still enrolled, at the end of the last graduation session for a.y. 2021/2022 (April 2023).

9.4. STUDENTS ENROLLED IN PHD COURSES

For **BENEFICIARY students in both the provisional and final ranking**, the first instalment of the scholarship will be paid, for an equal to **50% of the assigned scholarship, by 31st December 2022**.

From January 2023, the first instalment will also be paid to students who have become beneficiaries only with the final ranking.

The first instalment will be primarily made of the corresponding amount of scholarship benefits (free access to canteens from 1st January to 31st December 2023 and a free bed for a.y. 2022/2023, in case the involved student is the winner of a bed in a Residence of the University of Bergamo).

The second instalment of the scholarship will be paid, after verifying that they are still enrolled, from **June 2023**, subject to the availability of regional funds.

9.5. ADDITIONS TO INTERNATIONAL MOBILITY GRANTS

The ranking for "International mobility" will only be final at the end of the exchange programme for a.y. 2022/2023 (October 2023).

The payment of the additional grant will be made by December 2023.

The addition and reimbursement of travel expenses for eligible students will be paid, according to the abovementioned ranking, until the number of grants established by the call is completed, after the University International Programmes Office will have verified the fulfilment of the obligations deriving from the participation in the mobility programme and the amount of further grants, if any, awarded by other bodies or institutions.

9.6. DEGREE PRIZE (SECTION 5.2. OF THIS CALL)

The payment of the degree prizes will be made in June 2024.

10. INCOMPATIBILITY - LOSS - REVOCATION

10.1. INCOMPATIBILITY

The scholarship **is not compatible** with similar forms of financial aid awarded by the University with own funds or by other public or private bodies, with scholarships for foreign students awarded by the Ministry of Foreign Affairs, with free places in boarding schools or residences not managed by the University; in these cases, the student has the right to opt for using one or the other benefit.

The scholarship is instead compatible with the addition of international mobility as per section 5.1. of this call.

Furthermore, the scholarship is compatible with grants awarded by other Italian or foreign institutions aimed at completing, with periods of stay abroad, the training or research activity of scholarship holders or at awarding graduation theses and not addressing a curricular study path aimed at achieving an academic degree.

10.2. LOSS AND REVOCATION

The right to the scholarship **is lost** if:

- The student incurs disciplinary sanctions higher than written censorship, for infractions committed against the University;
- The student does not submit to *Servizio per il 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 by 31st December 2022;
- 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 sections 3.1.1. and 3.1.2. 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/income requirement provided for in sections 3.1. and 3.2. of this announcement.

The scholarship is revoked:

- for students enrolled in the first year of Bachelor and single-cycle Master's degree courses with the exception of specialisation and PhD courses who have not achieved at least 35 credits (17.5 for part-time students) by 30th November 2022, even using the bonus;
- for students enrolled in the first year of Master's degree courses who have not achieved at least 20 credits (10 credits for part-time students).

In case of revocation, the sums obtained and the amount corresponding to the value of the services actually enjoyed equivalent to the scholarship in cash must be returned, even by instalments agreements.

The provisions concerning the revocation of the scholarship and the payment of the second instalment do not apply to disabled students with a disability acknowledgement as per Law 05th February 1992, no. 104, art. 3, paragraph 1, or with disability of 66% or more.

For the students who submitted an ISEEU Parificato, the loss and revocation of eligibility will entail the obligation to pay university fees in the amount established for the income bracket to which the student actually belongs.

11. TRANSFERS AND SHIFTS TO ANOTHER DEPARTMENT

In case of transfer to another University, after the beginning of the academic year, the application for a scholarship, **on written request of the concerned person**, will be forwarded to the Institution/University where the student has requested the transfer and therefore the student will lose the benefit granted to them by the University of Bergamo, with the obligation to repay any instalments received.

The student who has transferred from another University to the University of Bergamo after the beginning of the academic year, must request *Servizio per il Diritto allo Studio* of the original University to transmit the application automatically, provided that it is submitted within the terms set out in the competition call. The regularisation of the transfer must be completed **by 30th November 2022**, before the publication of the final ranking.

12. 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, Italian Revenue Agency - 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 2021, 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.

13. 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 *Servizio per il Diritto allo Studio*.

14. PERSON IN CHARGE OF THE PROCEDURE

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

15. 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.

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)