



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Diritto allo studio



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NextGenerationEU

COMPETITION ANNOUNCEMENT FOR ADMISSION TO THE ACCOMMODATION SERVICE FOR STUDENTS ENROLLED AT THE UNIVERSITY OF BERGAMO IN ACADEMIC YEAR 2023/2024

NOTE: THIS ANNOUNCEMENT IS TRANSLATED INTO ENGLISH PURELY FOR INFORMATIONAL PURPOSES. TO APPLY, AND FOR ANY DISPUTES OR LEGAL PURPOSES, ONLY THE ITALIAN VERSION IS VALID.

This competition is announced in compliance with the provisions of Italian Legislative Decree 68/2012, Lombardy Regional Law no. 33 of 13/12/2004, Italian Ministerial Decree 1320 of 17/12/2021, and Regional Government Decree no. XII/468 of 19/06/2023 on the operational means and minimum financing guaranteed for assigning benefits through competitions for the 2023/2024 academic year. Competition benefits are provided with financing from the European Union – Next Generation EU (NRRP), the Ministry for Universities and Research, and the Lombardy Region.

The Accommodation Service is granted for the first time in each course level (three-year bachelor's degree, graduate course, five-year master's degree, PhD, postgraduate course) with the following duration:

| Course | Period of benefits |
|---|---|
| Students enrolled full or part time in the following courses: <ul style="list-style-type: none"> • Three-year bachelor's degree • Five-year master's degree | Legal duration of the course + one semester (counting the years starting from the year of first absolute enrolment, see the Glossary) |
| | Legal duration of the course + three semesters for students with handicaps pursuant to Article 3, c. 1, of Italian Law no. 104 of 5 February 1992, or with invalidity equal to or greater than 66% (counting the years starting from the year of first absolute enrolment, see the Glossary) |
| Students enrolled full or part time in graduate courses | Legal duration of the course + one semester (counting the years starting from the year of first enrolment in a graduate course) |
| | Legal duration of the course + three semesters for students with disabilities and/or invalidity greater than or equal to 66% (counting the years starting from the year of first enrolment in a graduate course) |
| Students enrolled in postgraduate and PhD courses (implemented with Italian Ministerial Decree 3 July 1998, no. 210, Article 4), | Legal duration of the course |

This competition is open to students participating in the ERASMUS MUNDUS Programme, as the University of Bergamo is the administrative headquarters of the course they are enrolled in. For these students, there is NO exemption from payment of the all-inclusive fee.

Glossary

Recipient (benef): A student who meets the merit and income requirements, thus winning the scholarship

CFU: University credits. Partial exams and out of study plan exams do not contribute to the count of credits.

Suitable non-recipient (idon): A student who meets the merit and income requirements but does not win the scholarship due to a lack of funds

First absolute enrolment: Any enrolment in any undergraduate course (even different from the one attended in the 2023/2024 academic year) in any Italian or foreign university, independent of the outcome of the prior educational path (halting studies, transfer, graduation, etc.)

Bonus credits: Number of credits that the student may use in addition to those effectively earned to meet the minimum merit requirements of the announcement (see Point 3.1.3)

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1. TIMES AND MEANS OF THE OFFER

Assignment **from 25 SEPTEMBER 2023 to 31 JULY 2024** of a minimum of **200 accommodation spots** divided thus:

- 91 at the hall of residence on Via Garibaldi 3/F – Bergamo
- 15 at the hall of residence on Via Caboto, 12 – Bergamo
- 48 at the hall of residence on Via Verdi, 72 – Dalmine
- 46 at the 'Seminario Vescovile' hall of residence on Via Arena, 11 (entrance on Viale delle Mura, 80) – Bergamo

The following are given priority in the assignment:

- students with handicaps, pursuant to Article 3, c. 1, of Italian Law no. 104 of 5 February 1992, or with invalidity equal to or greater than 66%
- students confirmed to be present in the hall in the previous academic year and meeting the merit requirements in Point 2.2 below.

Accommodation for new foreign students not pertaining to the European Union will be reserved in accordance with regional provisions from the Lombardy Region General Director of Education, Instruction and Labour Decree no. 21650 of 13 November 2002.

The minimum number of places announced are distributed thus:

- **33** reserved for **new EU students** (with deferred entrance according to the educational system for students enrolled in PhD courses);
- **17** reserved for **new extra-EU foreign students**;
- **150** reserved for students enrolled in **year two or later** of the three-year bachelor's course, graduate course, five-year master's course, and PhD courses.

2. REQUIREMENTS FOR PARTICIPATION IN THE COMPETITION

2.1. DISTANCE REQUIREMENT

Italian students, students from European Union countries, and foreign students referred to in Italian Presidential Decree no. 394 of 31 August 1999, implementing Italian Legislative Decree no. 286 of 25 July 1998 may participate in the competition. **Students must be starting to enrol or intending to enrol in courses opened by the University of Bergamo for the 2023/2024 academic year and must reside more than 30 km from the municipality where the courses are held, with a travel time on public transport greater than 60 minutes.**

The distance is calculated based on the hours of travel on public transport from the municipality of residence to the municipality where the courses are held using the application on the Lombardy Region website at the following address:

['Muoversi in Lombardia'](#)

calculating the travel time with an expected start time of 7:00 a.m. and, for students at the Bergamo campus, including an additional 15 min to reach the campus from Bergamo Station.

Note: The checks will be made based on the data present in the application at the time the rankings are published.

2.2. MERIT REQUIREMENTS AND ACADEMIC REGULARITY

Applicants who meet the distance requirement **must be enrolled for the first time**:

- in a regular three-year bachelor's degree, graduate course, or five-year master's degree;
- in an additional year (or two for students with handicaps pursuant to Article 3, c. 1, of Italian Law no. 104 of 5 February 1992, or with an invalidity equal to or greater than 66%) beyond the year envisaged by the respective educational system, having finished the regular course of studies for the three-year bachelor's degree, graduate course, or five-year master's degree;
- a PhD course.

To ultimately join the rankings, applicants must be regularly enrolled for the 2023/2024 academic year upon entering the facility as of

25 SEPTEMBER 2023

except for students enrolled in the **first year of a graduate course** (for whom the enrolment term is understood to concern **pre-enrolment**), and to hold the merit and income requirements specified below.

Note: For enrolment in **PhD courses** and postgraduate courses, refer to the University of Bergamo educational system.

For the purposes of the merit requirement, only the successful completion of the exams in the plan of studies with the CFU and definitive mark is considered. For integrated areas/courses consisting of multiple modules, the tests into which they are organized and any marks not officially recorded in the student's course of studies (on-line record book) will not be considered.



In implementation of Article 6, clause 8 of Italian Prime Ministerial Decree of 9 April 2001, excess credits (in **number** or outside the plan of studies), that is, those not useful for the degree, are not valid for the purposes of the merit requirement. Partial exams not recorded in the university record book or those relating to the final or assimilated exam will not be considered either.

For part-time students, the merit requirement is equal to half of what is indicated below.

2.2.1. Students enrolled for the first time in the first year of three-year bachelor's and five-year master's degrees

Students enrolled for the first time in the 2023/2024 academic year in the first year of three-year bachelor's and five-year master's degrees must:

- have obtained a **secondary school leaving exam mark of at least 70/100** (for foreign students, this will be derived from the 'declaration of local value' produced by the Student Secretary upon enrolment);
- be regularly enrolled on the date of entry to the facility;
- pass the test to access the courses of study without the obligation for further instruction – **BY 30 SEPTEMBER 2024** – (see Point 6 – Costs);
- **earn 35 CFU (also using the bonus) by 10 August 2024.**

2.2.2. Students enrolled for the first time in the first year of a graduate course

Students enrolled for the first time in the 2023/2024 academic year in the first year of a graduate course must:

- be regularly enrolled or pre-enrolled on the date of entry to the facility, with the recognition of at least **150 CFU by 10 August 2023, if not already in possession of the three-year bachelor's degree**;
- **earn a three-year bachelor's degree by the last session of the 2022/2023 academic year**;
- break the reservation by formalizing enrolment in the graduate course, subsequently earning **20 CFU** or 23 CFU for limited enrolment courses **by 10 August 2024.**

2.2.3. Students enrolled in year two or later of three-year bachelor's degrees, five-year master's degrees, and graduate courses

Students who are starting enrolment in the 2023/2024 academic year for year two or later in three-year bachelor's degrees, graduate courses, or five-year master's degrees must have earned the number of CFU specified in the following table **by 10 August 2023**:

TABLE OF MERIT FOR FULL-TIME STUDENTS

| Courses of study | Year | | | | | <i>Last semester (enrolled in the first year outside the prescribed time)</i> |
|--|------|----|-----|-----|--|---|
| | 2 | 3 | 4 | 5 | | |
| <i>Free-access courses</i> | | | | | | |
| Three-year bachelor's degree (L2) | 35 | 80 | == | == | | 135 |
| Five-year master's degree (LM5) | 35 | 80 | 135 | 190 | | 245 |
| Graduate course (LM) | 30 | == | == | == | | 80 |
| <i>Course with limited enrolment (139–270 Primary Education Sciences)</i> | | | | | | |
| Three-year bachelor's degree (L2) | 35 | 88 | == | == | | 148 |
| Five-year master's degree (LM5) | 35 | 88 | 148 | 209 | | 269 |
| Graduate course (LM) | 34 | == | == | == | | 88 |
| Important: The number of CFU necessary to access the rankings for the scholarship is calculated based on the CFU for each academic year completed, starting from the year of first enrolment in any course of the same level of studies , including academic years in which the student repeated an enrolment year for any reason. | | | | | | |

TABLE OF MERIT FOR PART-TIME STUDENTS

| Year | 1.2 | 2.1 | 2.2 | 3.1 | 3.2 | 4.1 | 4.2 | 5.1 | 5.2 | <i>Last semester (enrolled in the first year outside the prescribed time)</i> |
|---|------|-----|-----|-----|-----|-----|-----|-----|-----|---|
| <i>Free-access courses</i> | | | | | | | | | | |
| Three-year bachelor's degree (L2) | 17.5 | 35 | 55 | 80 | 107 | | | | | 135 |
| Five-year master's degree (LM5) | 17.5 | 35 | 55 | 80 | 107 | 135 | 162 | 190 | 217 | 245 |
| Graduate course (LM) | 15 | 30 | 55 | | | | | | | 80 |
| <i>Course with limited enrolment (139–270 Primary Education Sciences)</i> | | | | | | | | | | |
| Three-year bachelor's degree (L2) | 17.5 | 35 | 60 | 88 | 115 | | | | | 140 |

| | | | | | | | | | | |
|---------------------------------|------|----|----|----|-----|-----|-----|-----|-----|-----|
| Five-year master's degree (LM5) | 17.5 | 35 | 60 | 88 | 115 | 148 | 178 | 209 | 239 | 269 |
| Graduate course (LM) | 17 | 34 | 61 | | | | | | | 88 |

IMPORTANT

- Students who sat exams as part of programmes for international mobility in the previous academic year, for which the university had still not made the conversion by 10 August 2023, must state the conventional date of 10 August 2023 and indicate **'ERASMUS EXAMS'** next to the name of the exam in the online application. These students must self-certify the 'conversion' mentioned above with the Diritto allo studio Service before the definitive rankings are published.
- The university may exercise its right to consider as valid the results of final **INTERNSHIP** tests carried out on the basis of university teaching after 10 August 2023, provided the result of these tests is **obtained by 31 October 2023**.
- For students with handicaps, pursuant to Article 3, c. 1, of Italian Law no. 104 of 5 February 1992, or with invalidity equal to or greater than 66%, individualized merit requirements may be defined depending on the type of handicap. The merit requirements will be established by the Committee for Learning Disabilities and Special Needs based on the opinion of the instructor assigned to the integration, relying on the indications in Article 14, clause 6 of Italian Prime Ministerial Decree of 9 April 2001.

Only following the definitive assignment may the related **certifications** be issued pursuant to Article 15 of Italian Law 183/2011. **Certifications will be issued after seven days following the date the receipt of the request form is confirmed.**

BONUS CREDITS

Students who enrol in year two or later of three-year bachelor's and five-year master's courses may use, in addition to the effectively earned CFU, **a credit bonus** to cover any differences between the minimum number of required CFU and those effectively earned. The sum of the bonus differs depending on the year of enrolment in which the student decides to use it. In particular:

- **5 CFU**, if used for the first time to obtain benefits for the second year (second part of the first year for students enrolled part time);
- **12 CFU**, if used for the first time to obtain benefits for the third year;
- **15 CFU**, if used for the first time to obtain benefits for year four or later.

Accrual, activation, and means of using the bonus

- **The bonus may be activated only once and cannot be accrued:** If the bonus is used, it may not be increased and only the residual may be used in later years;
- The bonus accrues only during the three-year bachelor's and five-year master's degrees (up to the third year);
- For students enrolled in the first years of three-year bachelor's or five-year master's courses, the bonus may be used to maintain the first instalment and for the balance of the scholarship (confirmation of merit);
- Any unused bonus increased by 15 CFU or the residual amount of the activated bonus not used in the three-year bachelor's degree may be used by students registered in graduate courses **starting in year two of enrolment** (second part of the first year for students enrolled part time);
- In the online application, students from other Italian universities must declare that they have never used the bonus, or indicate the amount of bonus used in previous academic years.

2.2.4. PhD Courses

| COURSE | RIGHT TO PARTICIPATE |
|--|---------------------------|
| PhD courses (excluding recipients (<i>benef</i>) of scholarships pursuant to Italian Ministerial Decree 30.04.99, no. 224 and research grants pursuant to Italian Law 27/12/1997, no. 449) | Be admitted to the course |

2.3. REASONS FOR EXCLUSION

In the 2023/2024 academic year, students must not hold a degree of a level equal to or higher than the course of studies for which the accommodation is being requested that year.

Also excluded from the rankings for accommodation are students who, in the 2023/2024 academic year:

- are renewing their enrolment after halting their studies;
- change departments or undergraduate courses, repeating enrolment in a year already attended;
- change university campuses, repeating enrolment in a year already attended;
- received more than one sanction in the period of hospitality pertaining to the 2022/2023 academic year;
- have not confirmed the application to participate in this announcement, or confirmed it and then requested its release without subsequently confirming it.

Should the student have to repeat a year of study, **even following renewal of the enrolment after halting the studies**, the number of CFU necessary to access the rankings for the Accommodation Service will be calculated in reference to the CFU envisaged for each year completed, starting from the year of **first enrolment in a course of the same level of studies**, including the academic years for which the student must repeat a year of enrolment.

3. ECONOMIC REQUIREMENTS TO REQUEST THE SCHOLARSHIP

Students who, in addition to meeting the merit and distance requirements, also hold the economic requirements as specified below, have the right to request the scholarship and join the rankings of the Accommodation Service with **priority** over applicants with a higher income.

The following are required to benefit from the scholarship and priority in assigning the accommodation:

1. a University Equivalent Economic Status Index (**ISEEU**) **not higher than €24,335.11**;
2. an Equivalent Property Status Index (**ISPE**) given by the property status divided by the equivalence scale **not higher than €52,902.43**. The ISPE will be calculated by the university based on data provided by INPS (Italian social security service).

Proof of the economic situation established above for the purposes of this announcement must be provided by presenting an ISEE or 'ISEEU parificato' signed **by 5 September in the 2023 calendar year** (deadline for submitting the application for participation in this announcement).

Before submitting a request for ISEE certification, please see the relative [Guide prepared by the Tax Office](#).

Students whose family unit has a gross income for the purposes of the ISEEU lower than €9,000.00 may be asked to show additional documentation regarding their means of support.

Family unit

The family unit is defined according to Italian Prime Ministerial Decree no. 159/2013 **with reference to the date the application is submitted**.

Independent student

If the student is a family unit in itself, the student may be considered independent only if the two conditions below are met, as provided for in current legislation (Italian Prime Ministerial Decree no. 159 of 5 December 2013 – Article 8, clause 2):

- residence outside the housing unit of the immediate family for at least two years before the date the application is submitted, in housing not owned by a member of the immediate family;
- at least two years of legally declared income from occupation as an employee or the like, for no less than **€9,000.00**.

If **both** of the above-mentioned conditions are not met – and duly documented – the property and economic situation of the immediate family will be considered.

Students enrolled in PhD courses

Pursuant to Article 8, clause 4 of Italian Prime Ministerial Decree 159/2013, students enrolled in PhD courses may present an ISEE as an independent student, even if the above-mentioned requirements are not met. The student's family unit consists exclusively of the applicant, spouse, children under the age of 18, and adult children, according to the rules of the ordinary composition of the family unit.

An exception is nevertheless made for the possibility for the applicant to constitute a family unit according to the ordinary rules (including other people present in the family status).

Political refugees

Students who have been recognized with political refugee status only need an ISEE certificate relating to any income/property in Italy, but must send a copy of the political refugee status by means of a ticket to the Diritto allo studio Service.

3.1. Students with income earned in Italy

The economic situation is determined on the basis of the University Equivalent Economic Status Index (ISEEU) referred to in Italian Prime Ministerial Decree no. 159/2013 and later amendments. The ISEE certificate is issued to the applicant directly by INPS. Students may request it independently through the INPS office or through a tax assistance centre authorized by INPS.

The request must refer to '**Assisted services for the right to university study**'. For students enrolled in PhD courses, the statement *ISEE for PHD courses* is also acceptable.

ISEEs with OMISSIONS/DIFFERENCES will not be accepted for the purposes of assistance until they are complete, which must occur strictly by the entry date; otherwise the student will be excluded from the rankings.

The data contained in the ISEE certificate will be acquired by the university directly from INPS. To facilitate this operation, **the student must submit the request using the means indicated above, by the date this competition announcement expires.**

Current ISEE

Pursuant to Article 9 of Italian Prime Ministerial Decree 159/2013, a current ISEE may be requested when a valid ordinary ISEE is already held but a change occurs in the employment status or there is an interruption in social security, assistance, and benefits occurs that does not fall within the total income (declared for tax purposes) for one or more members of the family unit; or when there is a decrease in the overall income capacity of the family greater than 25%.

Students who intend to present a current ISEE certificate must submit it personally by means of a ticket sent to the Diritto allo Studio Service.

3.2. Students with income earned abroad

Based on Italian Presidential Decree no. 394 of 31 August 1999, the economic and property situation of the family unit for foreign students or Italian students residing abroad, or Italian residents with a family unit and income produced abroad must be certified with the appropriate documentation issued by the relevant authorities in the country where the income is produced and **must be translated into Italian by the Italian diplomatic authorities in that territory**.

For income and property earned or held abroad in countries outside the eurozone, the valuation will be made based on the average exchange rate in 2022.

In countries where it is particularly difficult to obtain certification confirmed by the local Italian embassy, the certificate may be issued by the relevant diplomatic representative or foreign consulate in Italy and legalized by the Prefecture pursuant to Article 33 of Presidential Decree no. 445 of 28 December 2000.

For foreign students from the following **'Particularly poor and developing countries'**, as defined in Ministry for Universities and Research Decree no. 115 of 28 February 2023:

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 economic situation is assessed based on a certificate from the Italian delegation in the country of origin stating that the student does not belong to a family with a notoriously high income and elevated social level. This certificate may also be issued by the foreign university of enrolment supported by agreements or conventions with this university or on behalf of Italian entities qualified to provide a guarantee of economic coverage pursuant to current regulations in matters of enrolling foreign students in Italian universities. In the latter case, the certifying body must commit to return the scholarship on behalf of the student if it is revoked.

The student must nevertheless declare any income and property held in Italy by the family unit on the basis of Italian Legislative Decree no. 109 of 31 March 1999 as amended by Italian Legislative Decree no. 130 of 3 May 2000.

To assess the family economic/property situation and issue the **'ISEEU parificato'** certificate, all students with income earned abroad must submit the following original documentation translated by the Italian consulate in the country of origin to the **MCL CAF - tax assistance centre on Via Jacopo Palma Il Vecchio, 85 - Bergamo by the deadline of this announcement:**

- updated certificate of the current composition of the foreign family unit;
- income of each family member for calendar year 2022; the document must clearly state that the incomes refer to calendar year 2022. If one or more members of the family unit 18 years of age or older did not earn income in 2022, the student must present a declaration to that effect;
- buildings owned by the family as of 31 December 2022 for use as housing with an indication of the floor area (assessed at €500.00/m²); the document must be issued by the relevant authorities. If no such buildings were owned in 2022, a certificate attesting to the absence of buildings owned by each family member 18 years of age or older must be produced;
- a certificate of the property owned by members of the family unit as of 31 December 2022 (**current accounts**, stocks, dividends, shareholdings, fractions of net property of any companies owned, etc.);

and also:

- any documentation relating to income and property (e.g. current accounts) produced in Italy;
- any declaration relating to the amounts of scholarships received in calendar year 2022;
- matriculation number, only for students enrolled in the University of Bergamo;

- tax ID (students who still do not have it must send it to the tax assistance centre as soon as they have it).

IMPORTANT

To obtain the 'ISEEU PARIFICATO', students with income earned abroad must contact the

MCL CAF tax assistance centre on Jacopo Palma Il Vecchio, 85 – Bergamo

using **one** of the following means:

- sending an e-mail to unibg.mclbg@gmail.com attaching all the needed documents

OR

- by requesting an appointment by calling **+39 035225453**

When making the request, please specify whether you also intend to apply for the Accommodation Service in order to receive the ISEEU by the deadline to submit the online application.

4. RANKING PROCEDURES

Six rankings will be produced: three (new EU students – new extra-EU students – later years) for students assigned to the halls of residence in Bergamo (Via Garibaldi, Via Caboto, and Seminario Vescovile) and three (new EU students – new extra-EU students – later years) for students assigned to the hall of residence on Via Verdi in Dalmine.

The rankings are produced following the **general criteria** specified below:

- for each ranking, priority is given to students with handicaps recognized pursuant to Article 3, clause 1 of Italian Law no. 104 of 5 February 1992, or with an invalidity equal to or greater than 66%;
- students who were **already hosted in the previous academic year** will then be ranked if they meet the merit requirements. Confirmation of the place will also be applied to those enrolled in the first year of a graduate course;
- following this, students who meet the economic requirements following the income or merit scores specified below will be ranked;
- **students meeting the merit requirements whose economic and property situation exceeds the limits in this announcement** will be ranked following the students who meet both the merit and economic requirements.

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

The ranking score is calculated on the basis of the Equivalent Economic Status Index (ISEE) for the family unit, compared to the limit of **€24,335.11**, for a maximum of 1000 points assigned using the following formula:

$$\left\{ 1 - \frac{\text{Student ISEE}}{\mathbf{€24,335.11}} \right\} \times 1000$$

The ranking is determined by the general ranking criteria of the assigned score, listed in decreasing order. For equal scores, students enrolled in higher-level courses prevail. In the event of further parity, the mark for the degree prevails, followed by the youngest age.

4.2. STUDENTS ENROLLED IN YEAR TWO OR LATER OF ALL COURSES OF STUDY

The ranking is determined by the general ranking criteria of the assigned score, listed in decreasing order. The total score is calculated based on the sum of the score relating to the number of CFU earned by **10 August 2023** and the score determined by the average mark on the exams. A total of 1000 possible points are distributed thus: 600 based on the number of earned CFU and 400 based on the average score of exams passed.

For equal merit scores, students who have not used the bonus rank higher, followed by students with higher income scores. For further parity, students enrolled in a later year of the course, followed by younger students.

Note: If a student pre-enrolled in a graduate course does not graduate from the three-year bachelor's degree but enrolls in the first year outside the prescribed time, the student will be inserted in the rankings as being enrolled in the first year outside the prescribed time.

Means of calculating the merit score

- The score relating to the **CFU** earned by 10 August 2023 is calculated using the following formula, which considers an expected average of 60 CFU for each year in the course (30 CFU for those enrolled part time):

Full time (e.g. referring to the 2nd year):

$$\text{(student CFU - minimum CFU)} \times \frac{600}{\text{(maximum CFU - minimum CFU)}}$$

Part time (e.g. referring to the second enrolment in the first year):

$$\{ \text{(student CFU - minimum CFU)} \times \frac{300}{\text{(30 - minimum CFU)}} \} \times 2$$

If the bonus is used, the score relating to CFU is equal to zero.

- The score related to the **average** mark on the exams is calculated using the following formula:

$$\text{(average student mark - 18)} \times \frac{400}{\text{(30 - 18)}}$$

5. CRITERIA FOR ASSIGNING POSITIONS

The student must be regularly enrolled – or pre-enrolled for the cases in the introduction – at the University of Bergamo on the date the place is occupied.

The places will be assigned following the criteria below:

- housing places at the **hall on Via Verdi in Dalmine** will be assigned to students enrolled in courses at the **School of Engineering** and PhD students in engineering. Only if all positions for the hall in Dalmine have been ranked will remaining places be assigned to students in the rankings for the halls in Bergamo according to the criteria below;
- housing places at the **hall on Via Caboto in Bergamo** will be assigned only to female students;
- housing places at the **Seminario Vescovile** will be assigned first to students enrolled in courses at the **Humanities Centre**;
- having assigned the places reserved for new students (see Point 1), any remaining places will be assigned to students enrolled in later years according to the merit rankings;
- any other available places will be assigned to new students, first to those belonging to the EU;
- accommodation in double rooms will be assigned to students of the same sex.

Recipients (*benef*) may express a preference which is non-binding. The Service reserves the (incontestable) right to assign accommodation in different facilities based on actual availability, following the order of priority indicated in the previous section.

IMPORTANT

Upon **graduation**, students must leave their place in the hall within seven days.

6. ACCOMMODATION COSTS

With regard to regional regulations implemented by Italian Prime Ministerial Decree 30/4/97, which establishes a close correlation between the effective cost of the services and its cost to users, the following monthly rates are fixed relative to the income bands listed below:

| BAND | ISEE/'ISEEU parificato' | |
|------|-------------------------|---------------|
| 1 | From €0.00 | to €12,167.56 |
| 2 | From €12.167.57 | to €16,223.41 |
| 3 | From €16.223.42 | to €24,335.11 |

COSTS

| | Bergamo Sites (Garibaldi and Seminario) | Dalmine and Caboto Sites |
|---|---|----------------------------------|
| BAND | MONTHLY RATE | MONTHLY RATE |
| ISEE WITHIN THE LIMIT FOR THE SCHOLARSHIP | €259.80 | €259.80 |
| OUT OF RANGE | €320.00 | €290.00 double €320.00 single |

- **recipients (*benef*) or students accepted for the scholarship who have passed any obligation for further instruction will not be asked to pay the costs.** The housing cost is covered by the scholarship, from which the Service will retain the amount of €2,598.00 as fixed by Regional Government Decree no. XII/468 of 19/06/2023;
- **for students enrolled in the first year of the three-year bachelor's degree or five-year master's course suspended until the obligation for further instruction has been passed**, the service will be provided for a fee (to be paid by the 15th of each month) according to the reduced rate, save reimbursement upon receiving the scholarship;
- **recipients (*benef*) or students accepted for the scholarship** for the last semester (**OUTSIDE THE PRESCRIBED TIME**) who earn the degree by 30 November 2023 must pay the costs for the months of hospitality according to the out-of-range rate. For those who earn their degree after 30 November 2023, the period of hospitality covered by the scholarship ends on 29 February 2024. Guests may decide to prolong their stay until they earn their degree (but not beyond 31 July 2024) by paying the monthly fee at a reduced rate.
- **part-time students** (Italian Prime Ministerial Decree 9/4/01, Article 2-2), the service will be charged according to the reduced rate, without retaining anything from the possible scholarship;
- **for students accepted for the scholarship**, the cost must be paid at the reduced rate only if there are not sufficient funds to dispense the scholarship itself.

IMPORTANT

New students that do not meet the minimum merit requirement for this announcement by **30 November 2024** (or do not pass any obligation for further instruction by 30 September 2024), **must return** any amounts received in the form of money or services according to the applicable band.

Payment of costs must be made to the University of Bergamo in three instalments according to the **following calendar**:

- 3/10 of the amount by the date of entry;
- 4/10 of the amount by 15/01/2024;
- 3/10 of the amount by 15/05/2024.

6.1. DEPOSIT

Before entering the facility, **ALL** students must pay the University of Bergamo a **deposit equal to €300.00**. The deposit will be returned at the end of the stay after the state of the room and furnishings has been checked.

For students already hosted in the previous academic year, the deposit already paid will be considered, with a request for any supplements due to damage or maintenance.

7. HOSPITALITY CONDITIONS

- Students must respect the Hall of Residence Regulations, which will be presented to them before entering the facility. Students housed in any facility **will elect**, by simple majority, a representative by **30 November 2023**, who will work with the Diritto allo studio Service to apply and ensure respect for the regulations.
- The period of hospitality runs from **25 September 2023 to 31 July 2024, 10:00 am**.
- The assignment is agreed for the 2023/2024 academic year in the above-mentioned period and will nevertheless end within seven days of graduation, interruption of studies, or transfer to another university.
- The university reserves the right to remove students from the halls of residence if they do not respect the regulations they have signed, save further application of sanctions set out in the scholarship announcement.
- By 10:00 am on the last day of the stay – **31/07/2024** – the students must free the rooms and wardrobes of their personal effects and have the Diritto allo studio Service check the state of the furniture, walls, and systems in the room, which must be left in a normal state of cleanliness. This is a prerequisite for reimbursement of the deposit referred to in the point above, which will be retained if damage to the facilities or furniture is found, save possible charges for greater costs in relation to the damage.
- Students winning the competition, **except for PhD students**, must occupy the place by **31 October 2023**, residing there continuously; otherwise they will lose their right to accommodation. The Diritto allo studio Service must be informed of any delays in occupying the place, and the Service will assess the reasons for the delay.

7.1. DESCRIPTION OF THE HALLS OF RESIDENCE

- The **Hall of Residence in Bergamo – Via Caboto 12** is organized into two flats with double rooms and a common bathroom for every one or two rooms. Students are responsible for the relative management. The hall has three cooking areas, washing machines, and a dryer.

The university provides guests with a common printer located in one of the two flats that guests may use for academic needs.

The university is responsible for:

- providing electricity, water, and gas;
- system maintenance (emergency maintenance following a notification);
- bed linens (weekly);
- textile laundering at the end of the stay;
- extraordinary cleaning of the entire facility when it is closed and at Easter;
- garden maintenance;
- television tax;
- wireless Internet connection;
- printer cartridges (on request and in reasonable quantities).

- The **Hall of Residence in Bergamo – Via Garibaldi 3/F** consists of single rooms with a bathroom and Wi-Fi. The University provides concierge service in the morning and nighttime availability in case of emergency, daily cleaning of common areas, maintenance, and weekly changes of bed linens. Guests must clean their own rooms and bathrooms. There is a laundry/ironing room in the hall. The university provides guests with a common printer that guests may use for academic needs (cartridges are provided by the Diritto allo studio Service on request and in reasonable quantities).

Evening food service is also provided from Monday to Friday with the same means and costs as at other university canteens. Alternatively, guests may also use a common kitchen to prepare meals.

- The **Hall of Residence in Bergamo - Seminario Vescovile** consists of single rooms with a bathroom and Wi-Fi. The University provides concierge service in the morning and nighttime availability in case of emergency, daily cleaning of common areas, maintenance, and weekly changes of bed linens. Guests must clean their own rooms and bathrooms. There is a laundry/ironing room in the hall. The university provides guests with a common printer that guests may use for academic needs (cartridges are provided by the Diritto allo studio Service on request and in reasonable quantities).

A common kitchen is also available for meal preparation.

- The **Hall of Residence in Dalmine - Via Verdi 72** consists of double rooms with a bathroom and Wi-Fi. The University provides concierge service in the morning and nighttime availability in case of emergency, cleaning of common areas, maintenance, and weekly changes of bed linens. Guests are responsible for cleaning their rooms and bathroom. There is a laundry/ironing room in the hall. The university provides guests with a common printer that guests may use for academic needs (cartridges are provided by the Diritto allo studio Service on request and in reasonable quantities).

Evening food service is also provided from Monday to Friday with the same means and costs as at other university canteens. Alternatively, guests may also use a kitchen to prepare meals.

The Diritto allo studio Service will periodically check the cleanliness of the rooms and the state of the systems and reserves the right, if the students do not do it themselves, to have specialized companies clean the rooms and sanitize the bathrooms, charging the related costs to the guests in the room in question.

For any other information relating to the use of the halls of residence, see the related regulations published at www.unibg.it > Services > Accommodations.

8. TERMS AND MEANS OF SUBMITTING THE APPLICATION

IMPORTANT

**THE APPLICATION FOR PROVISIONS AND SERVICES MAY BE SUBMITTED ONLY ONLINE AT
[ACCOMMODATIONS > APPLICATION BY 12:00 NOON ON](#)**

05 SEPTEMBER 2023

The application for all benefits is submitted by the student, reserving the right to **self-certification** pursuant to Italian Presidential Decree 445 of 28/12/2000.

The application is considered to be finalized and complete only after receipt of the summary sheet that will be sent at the end of the application procedure via email to the institutional address, if already assigned, or to the one indicated during registration.

After confirmation, the application may be modified by the student only through the function '**reopen application**', which must be requested by the student and authorized by the Service. Once release of the application has been requested and authorized, the application will be considered as **never submitted**. It is therefore the student's responsibility to confirm it again by the deadline of the competition announcement, even if no modification is made.

The Diritto allo studio Service will complete the application with ISEE data drawn from the INPS database through the existing application agreement with the social security institute. Data relating to the 'ISEEU parificato' will be transmitted by the tax assistance centre working with the university.

Note that for the purposes of this announcement, the ISEE/U is valid only if submitted by 05 September 2023.

The Service has the right to request suitable evidence to supplement the application.

A failure to present a document within the prescribed term or submission of an irregular document will lead to the exclusion of the student from the competition.

Students are held to notify the Diritto allo studio Service in writing **by 30 November 2023** of any event regarding the request for accommodation, which was or will be verified following submission of the application: receipt of another scholarship or economic support (with the exclusion of fiduciary or unsecured loans), transfer to another university, impossibility of pursuing the studies, withdrawal from enrolment, change in marital or economic status, graduation, etc.

9. PUBLICATION OF RANKINGS AND POSSIBLE APPEALS

Students will be notified of the rankings and means of accessing the halls of residence by

18 SEPTEMBER 2023

through publication on the web page [ACCOMMODATIONS > RANKINGS](#)

9.1. TERMS AND MEANS OF SUBMITTING REQUESTS FOR REVIEWS

Any requests to review the rankings must be submitted in writing through a ticket addressed to the Diritto allo studio Service **within 10 days following publication** of the rankings. The appeal must relate to any incorrect evaluations by the relevant Service and must be supported by appropriate documentation justifying the claimant's reasons.

The interested party will be notified of the result of the application via a ticket.

Further **appeals** regarding the Service's definitive decision must be presented to the relevant bodies within the terms provided by current regulations.

10. INCOMPATIBILITY – FORFEITURE – REVOCATION

10.1 INCOMPATIBILITY

The accommodation place **may not be combined** with free places in colleges, halls of residence, or boarding houses not managed by the university. In these cases, the student has the right to opt for one or the other.

10.2 FORFEITURE AND REVOCATION

The right to housing is **forfeited** when:

- the student travels to a foreign university as part of an international exchange programme;
- the student is subject to disciplinary sanctions greater than written censure due to infractions with respect to the university;
- the student does not submit the original documentation or other clarification requested to confirm the veracity of the self-certifications to the Diritto allo studio Service within the indicated time;
- the student does not correct any omissions/differences noted in the ISEE certificate presented to obtain the benefits in this announcement by the date of entry;
- the student submits an application to halt studies or transfers to another university during the 2023/2024 academic year. This provision does not apply for students enrolled in the first year of three-year bachelor's courses, graduate courses, or five-year master's degrees when the merit requirement in Points 2.2.1 and 2.2.2 is met by the student before halting the studies or transferring;
- the university confirms the untruthfulness of the information declared by the student in a self-certification such that the merit requirement in Point 2.2 of this announcement is not met.

The housing place is **revoked** in the cases referred to in the Hall of Residence Regulations.

11. VERIFYING THE ECONOMIC SITUATION

To verify the economic situation, the university exercises the rights provided for in legal provisions, particularly Article 10 of Italian Legislative Decree no. 68/2012 and Article 11, clause 6 of Italian Prime Ministerial Decree 159/2013.

In accordance with the ISEE database managed by INPS, Agenzia delle Entrate (tax agency) – Lombardy Regional Direction – Ministry of Finance, as well as the Financial Police, the university will make a substantial check of the veracity of the self-certifications produced by students benefitting from

monetary support or services assigned through competitions, relying on current regulations and particularly Article 71 of Presidential Decree 445/2000.

In carrying out these checks, the university may request suitable documentation to demonstrate the completeness and truthfulness of the declared information pursuant to Article 4, clause 10 of Italian Prime Ministerial Decree of 9 April 2001.

In the event of untruthful declarations, the sanctions in Article 10, clause 3 of Italian Legislative Decree no. 68/2012, Articles 75 and 76 of Presidential Decree no. 445/2000 will be applied, along with – in the event of omissions relating to the economic situation – Article 38, clause 3 of Italian Legislative Decree 78/2010.

Disciplinary sanctions and criminal standards – should the fact constitute a crime – may nevertheless be applied.

For any other information or clarification, interested parties may contact the secretary of the Diritto allo studio Service at Via dei Caniana, 2 - Bergamo.

12. AGREEMENT TO CREATE A 'UNIQUE DATABASE' LIMITED TO RECIPIENTS (BENEF) OF THE SCHOLARSHIP

The information may be consulted and/or provided by other entities for the Diritto allo studio Service to monitor if, for the same academic year, the student requested and obtained double benefits and for the further purposes of monitoring and control by the Diritto allo studio Service.

13. PROCEDURE MANAGER

Pursuant to Italian Law 241/1990, Elena Gotti, the Diritto allo studio Service manager is nominated as manager of the administrative procedure.

14. INFORMATION ON THE USE AND PROCESSING OF PERSONAL DATA AND THE APPLICANT'S RIGHTS (Italian Legislative Decree no. 196 of 30 June 2003 and European Regulation 679/2016)

The university guarantees processing of personal data deriving from participation in the announcement with the understanding that the data will be processed in accordance with Italian Legislative Decree no. 196 of 30 June 2003 and EU Regulation 2016/679. The university hereby informs you that any personal data acquired will be processed in accordance with current regulations and used for the purposes of managing the procedure, producing the rankings, determining and dispensing funds and, in general, managing mobility. This information may be transmitted only to public administrations (e.g. Ministry of Finance and Financial Police) directly interested in the students' economic situation.

The personal data protection manager is Michele Gorga, email: dpo@unibg.it

The data controller is the Rector pro tempore of the University of Bergamo.

Interested parties may contact the latter for any requests regarding processing of their personal data.

A video surveillance system is active in common areas at the halls of residence on Via Garibaldi 3/F, Seminario Vescovile – Bergamo, and Via Verdi 72 – Dalmine to guarantee safety and accessibility for guests. Access is controlled via personal smart cards.

Before submitting the application for assignment of the announced benefits, the candidate must declare to have fully read and seen the above-mentioned information pursuant to Article 13 of the regulation and agree to the processing of the personal data provided.

THE RECTOR
(Sergio Cavalieri)