



COMPETITION ANNOUNCEMENT FOR THE ASSIGNMENT OF UNIVERSITY SCHOLARSHIPS, CONTRIBUTIONS FOR INTERNATIONAL MOBILITY, AND POSTGRADUATE GRANTS FOR STUDENTS ENROLLED AT THE UNIVERSITY OF BERGAMO

IN ACADEMIC YEAR 2024/2025

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/2745 of 15/07/2024 on the operational means and minimum financing for assigning benefits through competitions guaranteed for the 2024/2025 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 competition for the assignment of scholarships, contributions for international mobility, and postgraduate grants are aimed at students intending to enrol at the University of Bergamo in the 2024/2025 academic year who meet the merit and economic requirements specified in this announcement.

The scholarship benefit 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)
	Only for students with disability and/or invalidity equal to or greater than 66%: Legal duration of the course + three more semesters (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)

	<p>Only for students with disability and/or invalidity equal to or greater than 66%: Legal duration of the course + three more semesters (counting the years starting from the year of first enrolment in a graduate course)</p>
<p>Students enrolled in postgraduate and PhD courses (implemented with Italian Ministerial Decree 3 July 1998, no. 210, Article 4),</p>	<p>Legal duration of the course</p>

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.

Eligible non-recipient (idoneo): 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 2024/2025 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)

Benefits

The scholarship covers:

- monetary scholarship;
- free [food service](#) at the university canteens (one meal per day);
- exemption from payment of the all-inclusive fee.

Exemption from the all-inclusive fee

Students receiving scholarships are still required to pay the amount of regional tax indicated in the notice of payment downloadable from the Student Dashboard (regional tax and stamp duty for a total of € 156.00). Reimbursement of the amount paid is included in the amount of the scholarship.

For students **outside the prescribed time who present the 'ISEEU parificato'** and who are accepted for and receive the 2024/2025 scholarship following the publication of the integrated definitive rankings in May, **a notice for payment relating to 50% of the all-inclusive fee will be issued.**

For students enrolled in the first year of the three-year bachelor's degree, graduate course, or five-year master's course **who present the 'ISEEU parificato'** but do not meet the merit requirement in Point 3.1 below, **a notice for payment of the all-inclusive fee will be issued.**

For any information regarding the amount of the all-inclusive fee and other exemptions (e.g. suspension for maternity, disability, etc.), see the [Taxes and Benefits](#) page.

The scholarship is free of income tax as set out in the Ministry of Finance Circular no. 109/E of 6 April 1995. Scholarship recipients (benef) will receive a declaration that must be produced for new ISEE certifications. The university will send the amount of university taxes paid per fiscal year to the Agenzia delle Entrate (tax agency) to prepare Form 730.

The scholarship can be combined with contributions for study abroad (see Point 5).

Sommario

1.	NUMBER OF SCHOLARSHIPS.....	4
2.	GENERAL CONDITIONS FOR PARTICIPATION IN THE COMPETITION	5
2.1.	REASONS FOR EXCLUSION.....	6
3.	REQUIREMENTS FOR INSERTION IN THE RANKINGS.....	6
3.1.	MERIT REQUIREMENTS.....	6
3.1.1.	Students enrolled for the first time in the first year of three-year bachelor's and five-year master's degrees.....	6
3.1.2.	Students enrolled for the first time in the first year of a graduate course	7
3.1.3.	Students enrolled in year two or later of three-year bachelor's degrees, five-year master's degrees, and graduate courses	7
3.1.4.	PhD Courses	9
3.2.	ECONOMIC REQUIREMENTS	9
3.2.1.	Students with income earned in Italy	10
3.2.2.	Students with income earned abroad.....	11
4.	SCHOLARSHIP AMOUNT	12
4.1.	INCOME BRACKETS FOR CALCULATING THE SCHOLARSHIP AMOUNT	12
4.2.	GEOGRAPHICAL ORIGIN	12
4.2.1.	Documentation for recognition as long distance students with agreement.....	13
4.2.2.	Documentation for recognition as out-of-town students housed in the halls of residence ...	14
4.3.	AMOUNT OF THE SCHOLARSHIPS.....	15
4.4.	INCREASE IN THE SCHOLARSHIP AMOUNT PURSUANT TO ITALIAN MINISTERIAL DECREE 1320/2021.....	16
4.4.1.	FEMALE STUDENTS ENROLLED IN UNDERGRADUATE COURSES IN THE SCHOOL OF ENGINEERING.....	16
4.4.2.	STUDENTS WITH DISABILITIES OR INVALIDITY	16
4.4.3.	STUDENTS ENROLLED SIMULTANEOUSLY IN MULTIPLE COURSES OF STUDY	16
4.5.	FOOD SERVICE	17
4.5.1.	Monetary conversion of the food service.....	17
5.	SUPPLEMENTS TO THE SCHOLARSHIPS	17
5.1.	INTERNATIONAL MOBILITY AND INTERNSHIPS IN FOREIGN COUNTRIES.....	17
5.2.	POSTGRADUATE GRANT	18
6.	RANKING PROCEDURES.....	18
6.1.	STUDENTS ENROLLED IN THE FIRST YEAR OF ALL COURSES OF STUDY	19
6.2.	STUDENTS ENROLLED IN YEAR TWO OR LATER OF ALL COURSES OF STUDY	19
7.	TERMS AND MEANS OF SUBMITTING THE APPLICATION	20
8.	PUBLICATION OF RANKINGS AND POSSIBLE REQUESTS FOR REVIEWS	20
8.1.	TERMS AND MEANS OF SUBMITTING REQUESTS FOR REVIEWS.....	21
9.	ASSIGNMENT OF BENEFITS AND MEANS OF PAYMENT.....	21
9.1.	STUDENTS ENROLLED IN THE FIRST YEAR OF THREE-YEAR BACHELOR'S AND FIVE-YEAR MASTER'S DEGREES	21
9.2.	STUDENTS ENROLLED IN THE FIRST YEAR OF A GRADUATE COURSE	22

9.3.	STUDENTS ENROLLED IN YEAR TWO OR LATER OF ALL COURSES	23
9.4.	STUDENTS ENROLLED IN PHD COURSES.....	23
9.5.	SCHOLARSHIP SUPPLEMENT FOR INTERNATIONAL MOBILITY	23
9.6.	POSTGRADUATE GRANTS (POINT 5.2 OF THIS ANNOUNCEMENT)	23
10.	INCOMPATIBILITY – FORFEITURE – REVOCATION	23
10.1.	INCOMPATIBILITY.....	23
10.2.	FORFEITURE AND REVOCATION	24
11.	TRANSFERS AND DEPARTMENT CHANGES	24
12.	VERIFYING THE ECONOMIC SITUATION	24
13.	AGREEMENT TO CREATE A 'UNIQUE DATABASE' LIMITED TO RECIPIENTS (<i>BENEF</i>) OF THE SCHOLARSHIP	25
14.	PROCEDURE MANAGER.....	25
15.	INFORMATION ON THE USE AND PROCESSING OF PERSONAL DATA AND THE APPLICANT'S RIGHTS (pursuant to Italian Legislative Decree no. 196/2003 and European Regulation 679/2016)	25

1. NUMBER OF SCHOLARSHIPS

There are **900** scholarships open to competition, of which:

300 are for students enrolled in the first years of all courses of study (first-year students enrolled in the three-year bachelor's course, graduate course, five-year master's course, postgraduate or PhD course);

600 are for students enrolled in later years of all courses of study set out by Italian Prime Ministerial Decree of 9 April 2001, Article 3.

Students with recognized **handicaps, pursuant to Article 3, clause 1, of Italian Law no. 104 of 5 February 1992, or with invalidity equal to or greater than 66%** have the right to the scholarship even beyond the number indicated above.

The scholarships, distributed proportionally on the basis of students enrolled and of student who applied for scholarship in the previous academic year, both with respect to the ratio of first-year students to returning students and proportional to the percentage of individual departments in later years, are divided thus:

First-year students: 300 scholarships (including the first years of the three-year bachelor's degree, graduate degree, five-year master's course, PhD, and postgraduate course);

Returning students: 600 scholarships for students enrolled in year two or later in all courses activated following the effective date of Italian Law 270/2004, distributed thus:

DEPARTMENT/SCHOOL OF

Economics and Management	138
Law	30
Engineering	90
Foreign Languages, Literature, and Culture	95
Human and Social Sciences	172
Letters, Philosophy, Communication	73
PhD (year two or later)	2

INTERNATIONAL MOBILITY

- **40 scholarships** for a maximum monthly amount of €600.00 each, for a maximum stay of 10 months, in addition to €100.00 for travel expenses in Europe and €500.00 outside Europe.

IMPORTANT: The amount of the international mobility scholarship is reduced by any other contributions granted through European Union funds based on bilateral agreements, even non-EU agreements, and through funds provided by public or private subjects (see Point 5.1).

The criteria for identifying recipients (*benef*) are indicated in Point 5.1 below.

The contributions are distributed proportionally as follows:

First-year students	10
Economics and Management	8
Law	1
Engineering	7
Foreign Languages, Literature, and Culture	5
Human and Social Sciences	5
Letters, Philosophy, Communication	3
PhD	1

Note: The number of competitive scholarships and supplements for international mobility, internships, and apprenticeships **may be increased depending on additional allocations that may be assigned by the Lombardy Region and the Ministry of Universities and Research and dependent on any residuals from the previous year.** Any contributions not attributed to a department will be destined for suitable students in other departments according to the merit score.

2. GENERAL CONDITIONS FOR PARTICIPATION IN THE COMPETITION

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 2024/2025 academic year.**

To join the rankings, students must formalize their enrolment by **4 October 2024.**

Students enrolled in the **first year of a graduate course or PhD** must be **pre-enrolled** by 4 October 2024 and, **if submitting a scholarship application after earning an undergraduate degree**, must formalize their enrolment **by 31 December 2024.**

The above-mentioned deadlines are not applied to students who formalize their enrolment following **re-examination**. In such cases, the student must contact the Diritto allo studio Service and submit documentation attesting to the effective notification of re-examination, after which it will be possible to request admission to the scholarship rankings **by 30 November 2024.**

IMPORTANT: The position of applicants pre-enrolled in graduate courses who do not earn their three-year bachelor's degree in the last session of the 2023/2024 academic year (March/April 2025), will be modified as a matter of course with their insertion in the 'outside the prescribed time' position should they begin enrolment in the first year outside the prescribed time.

The above-mentioned subjects 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 recognized handicaps 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%) 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;

- in a PhD course (if not receiving a scholarship pursuant to Italian Ministerial Decree no. 224/1999 or a research grant pursuant to Italian Law 27/12/1997, no. 449) or postgraduate course.

2.1. REASONS FOR EXCLUSION

In the 2024/2025 academic year, students must not:

- hold a degree of a level equal to or higher than the course of studies for which the scholarship is being requested that year, whether earned in Italy or abroad;
- benefit from a scholarship covered by other public or private entities for that year.

Excluded from the scholarship rankings are students who, in the 2024/2025 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;
- do not finalize their enrolment for the 2024/2025 academic year by the deadlines in this competition announcement;
- have not confirmed the application to participate in this announcement; further information will be reported in the application instructions.

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 scholarship rankings will be calculated in reference to the CFU envisaged for each year completed, starting from the year of **first enrolment in any course of the same level of studies**, including the academic years for which the student must repeat a year of enrolment.

3. REQUIREMENTS FOR INSERTION IN THE RANKINGS

To be eligible for the scholarship, students must meet all three requirements indicated below: merit, academic regularity, and income. Scholarships assigned solely on the basis of merit requirements or solely on the basis of income are not envisaged in these funds.

3.1. MERIT REQUIREMENTS

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.

3.1.1. 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 2024/2025 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 students with a foreign degree, this will be derived from the 'declaration of local value' produced by the Student Secretary upon enrolment);
- be regularly enrolled by 4 October 2024, except for what is established in Article 2 above;
- pass the test to access the courses of study without the obligation for further instruction – **BY 30 SEPTEMBER 2025**;


- **earn 35 CFU (also using the bonus) by 10 August 2025.** Earning the above-mentioned credits by 30 November 2025 will guarantee the right to receive 50% of the scholarship amount and 50% exemption from the all-inclusive fee.

 Note that to meet the merit requirement for the first year, credits for extra exams, partial exams not listed in the university record book, or the final or assimilated exam will not be considered.

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

Students enrolled for the first time in the 2024/2025 academic year in the first year of a graduate course must:

- be regularly **pre-enrolled by 4 October 2024 and enrolled by 31 December 2024** if already holding the three-year bachelor's degree when the scholarship application is submitted;
- be regularly pre-enrolled by 4 October 2024 with the recognition of at least **150 CFU by 10 August 2024** and **formalize enrolment** in the graduate course by the deadlines set by Student Services, **if not already holding the three-year bachelor's degree** when the scholarship application is submitted;
- **earn a three-year bachelor's degree by the last session of the 2023/2024 academic year;**
- earn **20 CFU** (or 23 CFU for limited enrolment courses) **by 10 August 2025.** Earning the above-mentioned credits by 30 November 2025 will guarantee the right to receive 50% of the scholarship amount and 50% exemption from the all-inclusive fee.

 Note that to meet the merit requirement for the first year, credits for extra exams, partial exams not listed in the university record book, or the final or assimilated exam will not be considered.

3.1.3 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 2024/2025 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 2024:**

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	Last semester (enrolled in the first year outside the prescribe d time)
<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 2024, must state the conventional date of 10 August 2024, must self-certify the 'conversion' mentioned above with the Diritto allo studio Service before the definitive rankings are published. They will find the operational indications in the instructions that will be published later.
- 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 2024, provided the result of these tests is **obtained** by **31 October 2024**.
- For students with recognized handicaps, pursuant to Article 3, clause 1 of Italian Law no. 104/1992, 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 5 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. The self-certification methods will be reported in the instructions for completing the application.

3.1.4. 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

3.2. ECONOMIC REQUIREMENTS

Equivalent Economic Status Index and Property Status Index ISEE - ISP/EQUIVALENCE SCALE

Students requesting right to study benefits must have:

- a University Equivalent Economic Status Index (**ISEEU**) **not higher than € 26,306.25**;
- an Equivalent Property Status Index (**ISPE**) given by the property status divided by the equivalence scale **not higher than € 57,187.53**. 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 **in the 2024 calendar year before 4 October 2024** (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 separate family unit from the immediate family, 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.

Independent students meeting the requirements above who have taken paid accommodation (rental contract) may be considered 'out-of-town' if they present the documentation listed in Section 4.2.1 to the Service.

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.

3.2.1. 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 31/12/2024; otherwise the benefit will be forfeited.

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.

Note that for the purposes of this announcement, the ISEE is valid only if signed by 4 October in the 2024 calendar year.

3.2.2. 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 2023.

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 Italian 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. 440 of 13 February 2024:

Afghanistan, Angola, Bangladesh, Benin, 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 1998 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:**

- statement on the composition of the foreign family unit;
- income of each family member for calendar year 2023; the document must clearly state that the incomes refer to calendar year 2023. If one or more members of the family unit 18 years of age or older did not earn income in 2023, the student must present a declaration to that effect;
- buildings owned by the family as of 31 December 2023 for use as housing with an indication of the floor area; 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 2023 (**bank accounts**, stocks, dividends, shareholdings, fractions of net property of any companies owned, etc.);

and also:

- any documentation relating to income and property (e.g. bank accounts) produced in Italy;

- any declaration relating to the amounts of scholarships received in calendar year 2023;
- 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).

Note: The applicant's economic and property situation will be evaluated according to current regulations on determining the ISEE, with particular reference to the provisions of the regulation implemented with Italian Prime Ministerial Decree 159/2013.

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. SCHOLARSHIP AMOUNT

The scholarship amount is differentiated according to ISEE bracket and the student's geographical origin.

4.1. INCOME BRACKETS FOR CALCULATING THE SCHOLARSHIP AMOUNT

BRACKET	ISEE/'ISEEU parificato'	
1	From € 0.00	to € 13,153.13
2	From € 13.153.14	to € 17,537.50
3	From € 17.537.51	to € 26,306.25

4.2. GEOGRAPHICAL ORIGIN

- **Local student (S):** A student residing in the municipality where the course is held or in another municipality from which he can get to the municipality where the course is held with a travel time on public transport **of up to 60 minutes;**
- **Commuter student (P):** A student residing in a municipality from which he can get to the municipality where the course is held with a travel time on public transport **from 60 to 90 minutes;**
- **Long Distance student (F):** A student residing in a municipality from which he can get to the municipality where the course is held with a travel time on public transport **greater than 90 minutes**, who must therefore **reside in the university halls of residence for 10 months** or provides within the deadlines the documentation to prove the **paid accommodation**, as required in Section 4.2.1.
Students failing to meet these conditions are considered commuters or local students, if they reside in one of the above-mentioned municipalities.
- **Independent long-distance student (F):** A student meeting the requirements to be considered independent (Section 3.2) and provides within the deadlines the documentation to prove the **paid accommodation**, as required in Section 4.2.1.

For students benefitting from the scholarship for the last semester (**OUTSIDE THE PRESCRIBED TIME**), no changes to the status after 28 February 2025 or in the first five months of the contract/accommodation in the hall of residence, if prior, will be considered.

The distance to set the students status 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 provisional rankings are published.

4.2.1 Documentation for recognition as long distance students with agreement

Long distance status will be recognized for students that show they have taken paid accommodation in a **building located in the municipality where the course is held or in the municipalities that can grant the status of ‘local student’ for at least 10 continuous months (5 for students outside the prescribed time)** in the period between **September 2024 and August 2025**.

Independent students must present documentation relating to the building in the municipality where the course is held.

Students enrolled in the inter-university Master’s Degree course in **Philosophical Knowledge: Foundations, Methods, Applications**, can provide documentation relating to accommodation also in properties located in the Municipality of Pavia.

Interested students, both beneficiary and eligible non-recipient, must therefore upload in the appropriate section of the application the following documents, **strictly by 31 October 2024**:

TYPE	REQUIRED DOCUMENTATION
Students who let a flat/bed from private parties, even if they have already sent documentation for the previous academic year	1. copy of the rental contract that meets the duration and location requirements indicated above and lists the student as tenant ; 2. copy of the receipt for registration of the contract with the Agenzia delle Entrate
Renewal of the rental contract already submitted and accepted in previous years	1. copy of the new contract registration receipt ;
Subletting contracts	1. copy of the subletting contract for property that meets the duration and location requirements indicated above and lists the student as subtenant; 2. copy of the receipt for registration of the subletting contract with the Agenzia delle Entrate; 3. copy of the original rental contract between the subletter and property owner showing the owner’s consent to sublet the property or, alternatively, a statement authorizing subletting of the property, accompanied by a copy of a valid ID;
Transfer of contracts	1. copy of the original rental contract between the lessee and property owner (which should meet the duration and location requirements indicated above); 2. copy of the receipt for registration of the rental contract with the Agenzia delle Entrate; 3. copy of the rental contract query with the Agenzia delle Entrate that shows the tax ID of the subletting student and the date of transfer;

Students housed in public or private residential facilities (not belonging to the university)	1. copy of a legally valid certificate attesting to the rental payments, with an indication of the above-mentioned period of 10 months and the municipality where the building is located ;
Independent students (Sect. 3.2.)	1. copy of a rental contract for a building in the municipality where the course of studies is held that meets the duration requirements above and shows the student as tenant, and in which the lessor is not a member of the immediate family; 2. copy of the receipt for registration of the rental contract with the Agenzia delle Entrate;
Students participating in an international mobility programme for less than 10 months (so they are considered out-of-town in the period of attendance at the University of Bergamo)	1. by 31 October 2024 : copy of a rental contract or declaration of accommodation abroad showing the student's name and duration of the accommodation; 2. upon returning to Bergamo and by 20 April 2025 : copy of a rental contract listing the student as tenant that meets the location requirements indicated above, even for a duration of less than 10 months, provided that the total period abroad and the duration of the contract are equal to at least 10 continuous months . For mobility in the second semester , the rental contract of Bergamo must be uploaded by 31 October 2024 and the foreign contract by 20 April 2025 . In any event, for the purposes of the scholarship, the students are considered commuters for the months spent abroad.

Note: Any changes to the rental contract/certification sent to the Diritto allo studio Service to benefit from the out-of-town status must be promptly sent to the Service via a ticket.

If a student in the rankings for the accommodation service delivers the documentation required for long distance consideration with a contract, this implies the automatic rejection of any place in the halls of residence.

Students who provided a rental contract that started not later than 1 October 2024, and still wishes to maintain their place in the accommodation service rankings must forward a specific request to the Diritto allo studio Service.

4.2.2. Documentation for recognition as out-of-town students housed in the halls of residence

Students housed in the university halls of residence **for 10 months** will be considered **long distance students** housed in university accommodation facilities.

For stays **longer than five months**, students will be considered **long distance** students in the university halls of residence for the entire academic year.

For stays **less than five months**, students will be considered **commuters for the entire academic year**. They must pay the monthly rate for the months of accommodation unless they upload the suitable documentation to be considered 'long distance' with a rental contract, and **the sum of the contract and period of accommodation in the hall is equal to at least 10 months from September 2024 to August 2025**. Any documentation must be uploaded strictly **within 30 days after leaving the hall of residence**.

Students who will be housed in a hall for less than 10 months due to participation in **international mobility programmes** will be considered **long distance** students in the university halls of residence for the months spent in the hall, if they present the following **documentation**:

- for departures in the first semester, the student must upload a copy of a rental contract or declaration of accommodation **abroad** listing **the student's name and duration** of the accommodation by **31 October 2024**;
- for departures in the second semester, the student must send the Diritto allo studio Service a copy of a rental contract or declaration of accommodation **abroad** listing **the student's name and duration** of the accommodation as soon as possible and nevertheless by **20 April 2025**.

4.3. AMOUNT OF THE SCHOLARSHIPS

The amount of the scholarships, **including the reimbursement of the region right-to-study tax**, are determined thus:

Local students (S)

- **€ 2,545.00** + one free daily meal for a total of **€ 3,357.00** if falling in income bracket 1 (*amount considering an increase of 15% for students with an ISEE level lower than 50% of the maximum limit of reference, pursuant to Article 3, clause 3, Italian Ministerial Decree 1320/2021*)
- **€ 2,115.00** + one free daily meal for a total of **€ 2,927.00** if falling in income bracket 2
- **€ 1,286.00** + one free daily meal for a total of **€ 2,098.00** if falling in income bracket 3

Commuter students (P)

- **€ 3,905.00** + one free daily meal for a total of **€ 4,717.00** if falling in income bracket 1 (*amount considering an increase of 15% for students with an ISEE level lower than 50% of the maximum limit of reference, pursuant to Article 3, clause 3, Italian Ministerial Decree 1320/2021*)
- **€ 3,290.00** + one free daily meal for a total of **€ 4,102.00** if falling in income bracket 2
- **€ 2,417.00** + one free daily meal for a total of **€ 3,229.00** if falling in income bracket 3

Long distance students (F)

a) *housed in university accommodation facilities*: if the entity can ensure the accommodation service and free meals, the amount of the scholarships is determined thus:

- **€ 4,520.00** + housing and one free daily meal for a total of **€ 8,070.00** if falling in income bracket 1 (*amount considering an increase of 15% for students with an ISEE level lower than 50% of the maximum limit of reference, pursuant to Article 3, clause 3, Italian Ministerial Decree 1320/2021*)
- **€ 3,467.00** + housing and one free daily meal for a total of **€ 7,017.00** if falling in income bracket 2
- **€ 2,181.00** + housing and one free daily meal for a total of **€ 5,731.00** if falling in income bracket 3

b) *long distance students that use other public or private housing facilities*:

- **€ 7,258.00** + one free daily meal for a total of **€ 8,070.00** if falling in income bracket 1 (*amount considering an increase of 15% for students with an ISEE level lower than 50% of the maximum limit of reference, pursuant to Article 3, clause 3, Italian Ministerial Decree 1320/2021*)
- **€ 6,205.00** + one free daily meal for a total of **€ 7,017.00** if falling in income bracket 2
- **€ 4,919.00** + one free daily meal for a total of **€ 5,731.00** if falling in income bracket 3

All the amounts above are **halved**, as are the related free services, for students receiving the scholarship for the year following the last year of the regular course (**OUTSIDE THE PRESCRIBED TIME**), with reference to the year of enrolment for **part-time** students.

The regional right-to-study tax (€140.00) is deducted from the above-mentioned amount for students who are exempt from paying it when enrolling for the 2024/2025 academic year according to the provisions of Article 9, clause 2 of Italian Legislative Decree no. 68/2012.

4.4 INCREASE IN THE SCHOLARSHIP AMOUNT PURSUANT TO ITALIAN MINISTERIAL DECREE 1320/2021

4.4.1. FEMALE STUDENTS ENROLLED IN UNDERGRADUATE COURSES IN THE SCHOOL OF ENGINEERING

Pursuant to Article 3, clause 5 of Italian Ministerial Decree no. 1320 of 17/12/2021, the amount of the scholarship is increased by 20% for female students enrolled in undergraduate and graduate courses in the School of Engineering.

This increase cannot be combined with the 15% increase for students in the first income bracket.

The amounts are therefore defined thus:

Local female students (S) enrolled in undergraduate courses in the School of Engineering

- **€2,700.40** + one free daily meal for a total of **€3,512.40** if falling in income bracket 1 or 2
- **€1,705.60** + one free daily meal for a total of **€2,517.60** if falling in income bracket 3

Commuter female students (P) enrolled in undergraduate courses in the School of Engineering

- **€4,110.40** + one free daily meal for a total of **€4,922.40** if falling in income bracket 1 or 2
- **€3,062.80** + one free daily meal for a total of **€3,874.80** if falling in income bracket 3

Long distance female students (F) enrolled in undergraduate courses in the School of Engineering

a) *housed in university accommodation facilities*: if the entity can ensure the accommodation service and free meals, the amount of the scholarships is determined thus:

- **€4,870.40** + housing and one free daily meal for a total of **€ 8,420.40** if falling in income bracket 1 or 2
- **€3,327.20** + housing and one free daily meal for a total of **€6,877.20** if falling in income bracket 3

b) *long distance female students that use other public or private housing facilities*:

- **€7,608.40** + one free daily meal for a total of **€8,420.40** if falling in income bracket 1 or 2
- **€6,065.20** + one free daily meal for a total of **€6,877.20** if falling in income bracket 3

All the amounts above are **halved**, as are the related free services, for students receiving the scholarship for the year following the last year of the regular course (**OUTSIDE THE PRESCRIBED TIME**), with reference to the year of enrolment for **part-time** students.

4.4.2. STUDENTS WITH DISABILITIES OR INVALIDITY

If the recipient (*benef*) is a student with recognized handicap pursuant to **Article 3, clause 1 of Italian Law no. 104 of 5 February 1992, or has a recognized invalidity greater than or equal to 66%**, the annual monetary amount of the scholarship may be increased up to a maximum of 40% of the expected amount.

Interested students must **select the increase in question from among the requested services** when completing the online scholarship application, uploading the reasons for their choice in the appropriate section of the application **by 15/01/2025**.

This increase may be converted into the provision of specialized equipment and differentiated teaching material, the assignment of a helper, study assistant, or interpreter, or any other measure suitable for overcoming particular individual difficulties and which facilitates access to teaching activities and studies.

4.4.3. STUDENTS ENROLLED SIMULTANEOUSLY IN MULTIPLE COURSES OF STUDY

In implementation of Article 6, clause 3 of Italian Ministerial Decree no. 1320/2021, students enrolled simultaneously in multiple courses of study are allowed to obtain and maintain the scholarship, increased

by 20%, if they meet and maintain the merit requirements for the entire duration of the course and if permitted by current regulations.

The application for the increase is presented by the student to Diritto allo studio Service at the end of the course of studies.

To benefit from the supplement, the student must have finalized enrolment in more than one undergraduate course for all academic years for which the scholarship was received.

The above-mentioned increase will not be assigned if the student fails to meet the requirements for the scholarship with reference to the course of studies for which the student associated the increase.

4.5. FOOD SERVICE

Scholarship **recipients** (*benef*) have the right to one free meal per day, to be consumed at the university canteens **from 1 January to 31 December 2025** (excluding periods when the canteens are closed).

Scholarship **recipients** (*benef*) enrolled in the first year of the three-year bachelor's degree or five-year master's course **who have not met the obligation for further instruction** will be allowed one meal per day through payment of the minimum rate for students in bracket A starting on 1 January 2025 and until the obligation for further instruction is met, confirmation of which will be sent by the student in writing to the Diritto allo studio Service. Following this, they will be allowed one free meal per day until 31 December 2025.

Students who are **enrolled in year two or later**, are **eligible** for the scholarship, and meet the merit and economic requirements will be allowed one meal per day from 1 January to 31 December 2025.

Students enrolled in the **first year** of all courses of study who are **eligible** non-recipients (*idoneo*) will be allowed one meal per day through payment of the minimum rate for students in bracket A starting on 1 January 2025. Following the achievement of the credits required to confirm their first-year scholarship, the students will be allowed one free meal per day until 31 December 2025.

For **errors in attributing the expected rates**, students should immediately notify the Diritto allo studio Service of the issue.

No reimbursements will be made for amounts less than €30.00, pursuant to Article 25 of Italian Law no. 289/2002.

4.5.1. Monetary conversion of the food service

Students receiving or eligible for the scholarship that do not use the food service **have no right to reimbursement**, except for possible periods of study abroad verified with the International Programmes and/or Internship Offices. In order to have this monetization students will have to request the international mobility and internships in foreign countries supplement while applying for scholarship (Section 5.1.).

In the event of disabilities or food intolerances (documented by specialists with the National Health Service) that prevent access to or use of the food service, **monetization of the canteen service should be requested in the online application**. The related documentation must be uploaded in the appropriate section strictly by **15/01/2025**.

The monetary amount of the service for the entire year is equal to € 812.00.

For students with celiac disease, see the [Food Service](#) web page.

5. SUPPLEMENTS TO THE SCHOLARSHIPS

5.1. INTERNATIONAL MOBILITY AND INTERNSHIPS IN FOREIGN COUNTRIES

Students receiving or eligible for the scholarship for the 2024/2025 academic year may compete for the supplement for international mobility and internships in foreign countries relating to agreements promoted by the University of Bergamo.

The maximum contribution is equal to **€600.00** per month for each month spent abroad, up to a maximum of 10 months.

IMPORTANT

The amount of the supplement for international mobility is reduced by any other contributions granted through Ministerial and European Union funds based on bilateral agreements, even non-EU agreements, and through funds provided by public or private subjects.

Students also have the right to **reimbursement for travel expenses** (up to **€100.00** for EU countries and up to **€500.00** for extra-EU countries) and **monetary conversion of the food service** for the period spent abroad. These rights extend, upon application, to graduates from the University of Bergamo involved in mobility/apprenticeship/internship projects, provided that they graduated no more than a year before starting the activities and are eligible for the scholarship in the last year of studies.

Following verification with the International Programme Office, scholarship recipients (*benef*) will be asked to present a copy of the travel documentation showing the costs sustained.

All the amounts and months covered by the benefits mentioned above are **halved** for students receiving the scholarship for the year following the last year of the regular course, with reference to the year of enrolment (first year outside the prescribed time).

THE REQUEST, WHICH IS NON-BINDING, MUST BE SUBMITTED BY THE DEADLINE OF THIS ANNOUNCEMENT, EVEN IF WAITING FOR CONFIRMATION OF PARTICIPATION IN THE EXCHANGE PROGRAMME.

The scholarship supplement is assigned on the basis of the income and merit rankings in accordance with Section 6 below.

Distribution of the contribution is dependent on verification, certified by the International Programme Office and/or the Internship Office of the effective participation in the exchange programme and its duration. This check will occur in **October 2025**, i.e. the end of the 2024/2025 exchange programme.

Residual funds following the assignment of contributions for periods less than 10 months will be used for further contributions for eligible students, dividing the funds with the criteria used in the previous division.



The contribution in question is granted once to those who have the right to it for each course of study

5.2. POSTGRADUATE GRANT

In implementation of Article 2, clause 3 of Italian Ministerial Decree no. 1320/2021, recipients (*benef*) of the scholarship for the 2024/2025 academic year who are enrolled in three-year bachelor's degrees, graduate courses, and five-year master's degrees will benefit from a scholarship supplement equal to half of the expected amount, net of deductions for the accommodation service and food service, if they earn the degree **in the same academic year within the regular duration of the course**.

This supplement **will be assigned as a matter of course** to those with a right to it at the end of the exam sessions in the 2024/2025 academic year, provided there are sufficient resources. If there are not sufficient resources for all those entitled, a ranking will be drawn up giving priority to those who have obtained a master's or single-cycle master's degree, and based in the second instance on the degree grade.

The postgraduate grant is incompatible with the scholarship for enrolment outside the prescribed time of the academic year 2025/2026: in case of eligibility for 2025/2026 scholarship as student enrolled to the first year outside the prescribed time the student will not receive the postgraduate grant.

6. RANKING PROCEDURES

The rankings are produced following the general criteria specified below:

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

The ranking is made on the basis of the Equivalent Economic Status Index (ISEE) for the family unit, compared to the limit of **€26,306.25**, for a maximum of 1000 points assigned using the following formula:

$$\left\{ 1 - \frac{\text{Student ISEE}}{\mathbf{26,306.25}} \right\} \times 1000$$

The ranking is determined by 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.

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

The ranking is listed in decreasing order as determined by the overall score relating to the number of CFU earned by **10 August 2024** 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.

Students with handicaps or invalidity equal to or greater than 66% who are accepted for the rankings have the right to a scholarship even if it exceeds the number of available scholarships.

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 2024** 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):
Student CFU= credits achieved by the student by 10 August 2024 considered for scholarship purposes;
Minimum CFU= credits required by the competition notice for the academic year for which the scholarship is being requested;
Maximum CFU= maximum number of credits that the student can have achieved, obtained by adding 60 CFU for each complete year of course (30 for part-time students);

Full time:

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

Part time:

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

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:

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

7. TERMS AND MEANS OF SUBMITTING THE APPLICATION

IMPORTANT

THE APPLICATION FOR PROVISIONS AND SERVICES MAY BE SUBMITTED ONLY ONLINE FOLLOWING THE INSTRUCTIONS THAT WILL BE PUBLISHED AT [SCHOLARSHIPS > APPLICATION](#) BY 12:00 NOON ON

4 OCTOBER 2024

Students who participate in an **international mobility programme in the 2024/2025 academic year** must submit an application for the supplement together with the scholarship application.

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 operating methods for completing and transmitting the application will be indicated in the instructions published following the announcement.

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 4 October 2024.

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 2024 of any event regarding the scholarship, 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.

8. PUBLICATION OF RANKINGS AND POSSIBLE REQUESTS FOR REVIEWS

Interested parties will be notified of the rankings **only** through publication on the [Scholarship > Rankings](#) page by accessing 'Consult the Rankings' with their credentials **by**:

- 11 November 2024 - Provisional scholarship rankings;
- 31 December 2024 - Definitive scholarship rankings;
- 30 May 2025 - Definitive integrated scholarship rankings;

In the 'Results' section of this announcement, the following will be published:

- 31 January 2025 - Provisional rankings for contributions for international mobility;
- 30 June 2026 - List of recipients (*benef*) of postgraduate grants.

8.1. TERMS AND MEANS OF SUBMITTING REQUESTS FOR REVIEWS

Any requests to review the rankings must be submitted in writing to the Diritto allo studio Service **within 15 days following publication of the rankings**. Requests presented after the definitive and definitive integrated rankings may relate only to aspects **not present in the previous rankings**.

The appeal must relate to any incorrect evaluations by the Service and must be supported by appropriate documentation justifying the claimant's reasons.

Interested parties will be notified of the result of the application and this will affect the subsequent rankings.

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

9. ASSIGNMENT OF BENEFITS AND MEANS OF PAYMENT

With regard to the enactment of Italian Legislative Decree of 6 December 2011, Article 12, clause 2, scholarships will be paid to students exclusively via **bank transfer**.

In the absence of communication from the student to the contrary, the amounts will be paid into the account linked to the university ID card.

In the absence of a university ID card issued by the university, the student must complete the field 'Reimbursement Information' on the Student Dashboard to provide the university with the IBAN of a current account owned or co-owned by the student.

Note: If the student does NOT provide the bank information for payments by 31 January 2025, the scholarship benefits will be forfeit for the 2024/2025 academic year.

Scholarships and contributions for mobility will be assigned until the number fixed by this announcement is met. In the event of a lack of recipients (*benef*) in the rankings, the scholarships or residual contributions will be assigned to students in other rankings based on the merit requirement until the number of scholarships and contributions established in the announcement is met.

Please note that the payment times indicated in this Notice are linked to the actual availability of funds and are therefore to be considered purely indicative and non-binding.

9.1. STUDENTS ENROLLED IN THE FIRST YEAR OF THREE-YEAR BACHELOR'S AND FIVE-YEAR MASTER'S DEGREES

Student **RECIPIENTS (*benef*) listed in the definitive rankings who got their Flash Up Studio card or provided an IBAN code in their name before the publication of the definitive rankings** will receive the first scholarship payment, equal to **50% of the scholarship amount**, by **31 December 2024**, from which the amounts for the food service and possible accommodation service will be deducted.

Subject to the availability of regional funds, the second scholarship payment will be disbursed **starting from July 2025 upon earning a minimum level of merit** – including the of use a 5-CFU bonus – of **35 CFU (17.5 CFU for part-time students)**, provided that they are earned by **10 August 2025**.

Earning the above-mentioned 35 CFU (17.5 CFU for part-time students) **by 30 November 2025** gives the right only to exemption from 50% of the all-inclusive fee and, if a scholarship recipient (*benef*), to 50% of the scholarship amount.



Note that for the purposes of this announcement, **extra exams or partial exams (modules) not listed in the university record book will not be considered**.

As a matter of course, the Service **will verify** that the above-mentioned credits were obtained by checking the exams appearing in the record book by the following dates:

- 15/06/2025 to receive payment starting from in July, subject to the availability of regional funds;
- 30/08/2025;
- 15/10/2025;
- 15/12/2025.

Students who have confirmed the right to the scholarship after 15/06/2025 will receive the scholarship amount in the weeks following the first subsequent positive check made by the office.



Students who intend to use the **bonus credits** to confirm eligibility for the first-year scholarship must make an **express request** in writing to the Diritto allo studio Service, attaching a copy of their identity document. This statement will be **binding and non-modifiable**.

In the absence of such a request by the student, no bonus credit will be assigned, with the consequent automatic halving or revocation of the scholarship.

Should the student find that exams passed more than one month prior are not listed in the record book, the Diritto allo studio Service must be notified in writing via a ticket.

UNTIL THE OFA ARE PASSED – WITH THE STUDENT NOTIFYING THE DIRITTO ALLO STUDIO SERVICE OF THIS IN WRITING – NO SCHOLARSHIP, ACCOMMODATION SERVICE, OR MEAL PAYMENTS WILL BE DISBURSED.

Students who pass the OFA after publication of the definitive rankings will receive the scholarship as a single amount starting in June, provided that the merit requirement is met.

9.2. STUDENTS ENROLLED IN THE FIRST YEAR OF A GRADUATE COURSE

Student **RECIPIENTS (*benef*) listed in the definitive rankings who got their Flash Up Studio card or provided an IBAN code in their name before the publication of the definitive rankings** will receive the first scholarship payment, equal to **50% of the scholarship amount**, by **31 December 2024**, from which the amounts for the food service and possible accommodation service will be deducted.

Subject to the availability of regional funds, the second scholarship payment will be disbursed **starting from July 2025 after earning** a minimum merit level of **20 CFU** (10 CFU for part-time students), provided that the credits are earned **by 10 August 2025**.

Earning the above-mentioned **20 CFU (10 CFU for part-time students) by 30 November 2025** gives the right only to exemption from 50% of the all-inclusive fee and, if a scholarship recipient (*benef*), to 50% of the scholarship amount.



Note that for the purposes of this announcement, extra exams or partial exams not listed in the university record book will not be considered.

Eligible students who become recipients (*benef*) by finalizing enrolment after publication of the definitive rankings will receive the scholarship as a single amount starting in June, provided that the merit requirement is met.

As a matter of course, the Service **will verify** that the above-mentioned credits were obtained by checking the exams appearing in the record book by the following dates:

- 15/06/2025 to receive payment in July, subject to the availability of regional funds;
- 30/08/2025;
- 15/10/2025;
- 15/12/2025.

Students who have confirmed the right to the scholarship after 15/06/2025 will receive the scholarship amount in the weeks following the first subsequent positive check made by the office.

Should the student find that exams passed more than one month prior are not listed in the record book, the Diritto allo studio Service must be notified in writing via a ticket.

9.3. STUDENTS ENROLLED IN YEAR TWO OR LATER OF ALL COURSES

Student **RECIPIENTS (*benef*) listed in the definitive rankings who got their Flash Up Studio card or provided an IBAN code in their name before the publication of the definitive rankings** will receive the first scholarship payment, equal to **50% of the scholarship amount**, by **31 December 2024**, from which the amounts for the food service and possible accommodation service will be deducted.

The second scholarship payment will be disbursed starting from **July 2025** subject to the availability of regional funds.

If the student halts studies, unpaid scholarship amounts will not be disbursed.

Note: For scholarship recipients (*benef*) enrolled in the first year outside the prescribed time, the scholarship will be disbursed in a single payment equal to 50% of the total amount by 31 December 2024, provided that the degree is not earned by 30 November 2024.

9.4. STUDENTS ENROLLED IN PHD COURSES

Student **RECIPIENTS (*benef*) listed in the definitive rankings who got their Flash Up Studio card or provided an IBAN code in their name before the publication of the definitive rankings** will receive the first scholarship payment, equal to **50% of the scholarship amount**, by **31 December 2024**, from which the amounts for the food service and possible accommodation service will be deducted.

Upon verification of continued enrolment, the second scholarship payment will be disbursed starting from **July 2024** subject to the availability of regional funds.

9.5. SCHOLARSHIP SUPPLEMENT FOR INTERNATIONAL MOBILITY

The rankings for international mobility will become definitive only at the end of the 2024/2025 exchange programme (December 2025).

Payment of the contribution will be made in December 2025 subject to the availability of regional funds.

The supplement and reimbursement of travel expenses for eligible recipients (*benef*) will be dispensed according to the rankings above, up to the number of contributions set by the announcement. It also depends on verification by the University International Office that the obligations deriving from participation in the mobility programme have been met and confirmation of the amount of any other contributions dispensed by other entities or institutions.

9.6. POSTGRADUATE GRANTS (POINT 5.2 OF THIS ANNOUNCEMENT)

Postgraduate grants will be paid in June 2026, subject to the availability of regional funds.

10. INCOMPATIBILITY - FORFEITURE - REVOCATION

10.1. INCOMPATIBILITY

The scholarship cannot be combined with similar forms of economic assistance provided by the university using its own funds or by other public or private entities, with scholarships for foreigners covered by the Ministry of Foreign Affairs, or with free positions in colleges, halls of residence, or boarding houses not managed by the university. In such cases, the student has the option to choose one of the funding sources.

However, the scholarship may be combined with the supplement for international mobility in Point 5.1 of this announcement.

The scholarship may also be combined with contributions from other Italian or foreign institutions aimed at integrating stays abroad with the training or research activities of scholarship recipients (*benef*) or honouring undergraduate papers and not aimed at a curricular course of studies to earn an academic degree.

10.2. FORFEITURE AND REVOCATION

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

- 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 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 31/12/2024;
- the student submits an application to halt studies or transfers to another university during the 2024/2025 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 3.1.1 and 3.1.2 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 and/or income requirement in Points 3.1 and 3.2 of this announcement is not met.

The scholarship is **revoked**:

- for students enrolled in the first year of the three-year bachelor's degree or five-year master's course – not postgraduate and doctorate courses – who have not earned at least 35 CFU (17.5 CFU for part-time students) by 30 November 2025, even with the use of the bonus, or who have achieved 30 CFU without expressly requesting the application of the necessary bonus credits;
- for students enrolled in the first year of graduate courses who have not earned at least 20 CFU (10 CFU for part-time students) by 30 November 2025.

If the scholarship is forfeit or revoked, the amounts received and the amount corresponding to the monetary value of the services effectively used must be repaid, even through the use of payment plans.

Students with recognized handicaps pursuant to Article 3, clause 1 of Italian Law no. 104/1992 or with **invalidity equal to or greater than 66%** are exempt from the provisions regarding revocation of the scholarship and payment of the second instalment.

For students who have presented the 'ISEEU parificato', the forfeiture and revocation of eligibility entail the obligation to pay the amount of university fees established for the relevant income bracket.

11. TRANSFERS AND DEPARTMENT CHANGES

In the event of a transfer to another university after the start of the academic year and **by request of the interested party**, the submitted scholarship application will be sent to the entity/university where the student has requested the transfer and the student will therefore forfeit the benefits recognized by the University of Bergamo, with the obligation to return any amounts paid.

Students transferring from other universities to the University of Bergamo after the start of the academic year must ask the Diritto allo studio entity at the original university to send the application, provided that it was submitted within the deadlines set out in the competition announcement. The transfer must be finalized **by 30 November 2024**, before the definitive rankings are published.

12. 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 Italian 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 Italian 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.

13. 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.

14. PROCEDURE MANAGER

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

15. INFORMATION ON THE USE AND PROCESSING OF PERSONAL DATA AND THE APPLICANT'S RIGHTS (pursuant to Italian Legislative Decree no. 196/2003 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.

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.

Bergamo, *come da registrazione da protocollo*

IL RETTORE

Prof. Sergio Cavalieri

(Documento firmato digitalmente

ai sensi dell'art. 24 del D. Lgs. 82/2005)