ER-GO. announcements and applications

A short survey
Dear Student,

This is your first year of University career in Emilia Romagna region: welcome!

In this leaflet you’ll find the most important rules to follow in order to possibly benefit from the scholarships and services we provide.

We hope this leaflet will be useful, and wish you a profitable stay in our country.
ER-GO.

ER-GO. is the Regional Authority for the Right to Higher Education in Emilia Romagna.

It provides services to students enrolled in the Universities and Higher Institutes for Art and Music in Emilia-Romagna.

It gives economic support, awarded through competition, among which scholarships, accommodation, catering service, contributions for international mobility, as well as special hardships contributions, contributions for disabled students, information and job counselling services, personal counselling, and promotes artistic talent.

The competition announcements are all available online, on the website www.er-go.it, where you can read them in details and download them.

You can only apply for ER-GO benefits on-line, at the following link: www.er-go.it/servizionline

1. Who can apply

All students enrolled in this academic year (A.Y.) at the Universities, Higher Institutes for Art and Music in Emilia-Romagna and other Higher Institutes in Emilia Romagna, regardless of citizenship or country of residence, in:
- Degree courses
- Second cycle degree courses
- Single cycle master degree courses
- Ph.D’s

Masters and “Specialization Schools” programmes are, as a rule, excluded: (for exceptions, ask us).

2. Then, what should I do?

You must comply with three requirements to get ANY benefit:
a) You must state your family unit's economic condition
b) you must enroll at University or Higher Institute within the
deadline it has established
c) Last but not least, you must apply online in due time

🔥 ATTENTION! REMEMBER TO RESPECT DEADLINES (SEE “SCADENZE” ON OUR WEBSITE) SINCE THEY ARE IRREVOCABLY MANDATORY!

Let’s consider them one by one:

a) Economic condition

First of all, immediately ask for the original documents, issued according to your Country rules and procedures, stating the following data:

- Family unit composition at the moment of application (Your family is composed by all the family members living at the same domicile)
- The previous year gross income in of each member of your family unit, including brothers/sisters of legal age. If any does not have an income, is unemployed, a student, or a military, an official declaration stating the amount of any unemployment benefit or other allowance received is needed;
- Number of months each family member worked in previous year (indicating whether it refers to a period of less or more than six months);
- Floor area of the family home and of any other building owned by the family in the previous year. If your family does not have any property, you must submit a document issued by the competent authority certifying that no one in the family owns a real estate;
- The amount of the possible residual bank loan on 31/12 of the previous year ONLY FOR the family home and/or other properties.
- The assets amount on 31/12 of the previous year for each family member of legal age.
- The document certifying the student's invalidity or disability.

All income and asset values must be expressed in Euros according to the average exchange rate of the previous year, provided for by law.

In any case, a currency converter is provided in the application form.

Documents must be issued by the competent foreign Authority and translated into Italian, then legalized at the Italian Consulate/Embassy in your Country, (check their website in due time!) or apostilled, by the competent Authority in your Country - if your Country ratified the Hague Convention on Apostille-

- In case of Countries where the local Italian Embassy has particular difficulties to issue the certification, the documentation may be replaced by a certificate issued in Italian by the Embassy/Consulate in Italy of the Country of origin and legalized by an Italian Prefecture.

😊 TIP: don’t decide on your own whether this could be your case: ask us in advance!

a.1) Economic condition: special cases

Foreign students coming from "particularly poor" non-EU Countries (see the “Particularly poor Countries” in the website WWW.ER-GO.IT), stateless students or political refugees, independent students (In case of a student not living in his/her country with parents/native family), Ph.D. students:

Ask us what to do, see “Contact us” at the end of this paper
In any case:
the ORIGINAL legalized documentation stating the economic condition must be sent to Er-GO within the deadlines for the “finalization” of the application, (see “Scadenze” on ER-GO. website)

Please note: STUDENTS submitting their application through a CAF recognized by ER-GO are anyhow required TO SEND by registered post with return receipt or traceable shipping by courier their original legalized documentation, within the deadlines.

⚠️ DANGER! IF YOU DO NOT SEND THE HARD COPIES WITHIN THE DEADLINES SET IN THE ANNOUNCEMENT, THE APPLICATION WILL BE INVALID.

a.2) Educational achievements
Students enrolled in the first year, unlike those enrolled in subsequent years, are initially evaluated according to their economic conditions only.

BUT ALL students, including freshmen, must get by 10th August of the following year, a given number of credits, depending on the year of course, in order to confirm their right to the scholarship, otherwise they will be compelled to pay back the first installment received. (See the “Merit” tables in the Annex of the Call, on our website)

b) Enrollment
To apply for benefits, there is **no need to enrol in advance** at University, Higher Institutes for Arts and Music and San Pellegrino School for Interpreter Cultural Mediators in Misano Adriatico.

⚠️ DANGER!
To enroll, you must pay the first installment of the fees. YOU MUST PAY THE FIRST INSTALLMENT WITHIN THE DEADLINES established by your University or Institute so that r to be eligible for benefits (See
“ISCRIZIONI” (Enrollments) table on our website),  EVEN IF YOU THINK YOU WILL BE ELIGIBLE FOR EXEMPTION: IF YOU DO NOT RESPECT THIS DEADLINE, YOU WILL LOSE ANY BENEFITS, EVEN IF YOU HAD THE REQUIREMENTS!


 Then, LET’S APPLY: SOME RULES... AND TIPS

FIRST OF ALL: THIS IS YOUR FIRST APPLICATION, BUT DON’T FORGET THAT APPLICATIONS MUST BE SUBMITTED EVERY YEAR, TOGETHER WITH UPDATED DOCUMENTS

You can only apply for ER-GO benefits on-line, on your own, on the website www.er-go.it“Domanda Online” or at a CAF (Tax Assistance Centres) recognized by ER-GO (see the complete list on the website: “elenchi CAF”).

CAF personnel are authorized to fill in the online application form and to send it to ER-GO.

You will receive an e-mail from ER.GO to the e-mail address indicated in the application form, containing your personal PIN code.

In order to complete the application it is mandatory to follow the directions in such email and enter that personal PIN code.

BUT:

🎉ATTENTION! Even students who apply through a CAF are ALSO required TO SEND by registered post, with return receipt or traceable shipping by express courier, their original legalized documentation, within the deadlines (See “Scadenze” - Application and finalization deadlines - on our website)

楽しか DANGER! IF YOU DO NOT DO THAT, THE APPLICATION WILL BE INVALID
The application form is divided into four sections:
- personal data
- economic data (valid for no tax area as well)
- application for benefits
- no tax area/ tuition fee based on economic condition (For University of Modena and Reggio Emilia only)

💡 ATTENTION! MAKE SURE YOU FILL OUT AND CONFIRM EACH OF THEM!

😊 TIP: have a look at the tutorial video “How to apply” on our website!

Students who do not apply through a CAF:

You must enter an ITALIAN mobile number in the specific field of the application form,

Once the application has been filled out, please CONFIRM the entered data, as, ONLY THEN, will the application be correctly sent to ER-GO.

THEN, ONCE “CONFIRMED” YOUR DATA AT THE END OF THE APPLICATION PROCESS:

- If you submitted an ITALIAN mobile number, you will receive an SMS containing a personal PIN code: You must log in again, using the same credentials you used to access the online form, and enter that PIN code in order to “finalize” the application.

- If you don’t have an Italian mobile number, once “confirmed” your data, please go to “Scrivici” service, and ask for the PIN.(PLEASE NOTE: YOU ONLY NEED PIN TO FINALIZE THE LAST TWO FORMS: BENEFITS AND NO TAX AREA)
You must submit your application within deadlines. Remember that there are different deadlines according to the benefits you are applying for (see “scadenze” - applications deadlines - on our website):

(Consider that, you must tick all the benefits you are interested in, in the same application form)

Therefore,

3. Memorandum: if you want to apply for accommodation...
   What should you do?
   ...note that all other benefits you want must be selected in the same application form!

**TIP:** IF YOU ARE INTERESTED IN AN ER-GO. ACCOMMODATION, PLEASE, READ CAREFULLY IN ADVANCE THE “GENERAL RULES FOR ER-GO. RESIDENTIAL FACILITIES” (on the website /servizi abitativi)

For Freshmen of:
- on one hand, degree courses, single cycle degree courses and Accademia (School of Fine Arts of Bologna only); and, on the other hand for freshmen of 2-years master degrees (LM), specialization courses and Ph.D. students, deadlines are different: check them in “Scadenze”!
  - Apply within the deadline, and wait for the “accommodation provisional ranking list” for your course: (end of August for freshmen of second cycle degrees etc., beginning of September for freshmen of single cycle and first cycle degrees):
    - if you are “eligible”, pay the Preconferma within the provided deadlines!
      (see the “Preconferma” rules in the website).

**DANGER!** If you don’t pay “Preconferma” in time, you’re excluded from the pre-definitive ranking list! Failure to make the payment, late payment, failure to self-certification of the payment within the deadlines. 

😊 TIP: try to apply as soon as possible! Don’t wait for the last days: in the last days the high concentration of connections might slow down access to the site and you could not be able to fill out the application by the deadline!
will automatically be considered as renunciation to the service. Therefore you will not be eligible for getting an accommodation, and the scholarship you could be entitled to, will be reduced to the amount assigned to Resident Students.

THEN, IF YOU ARE INCLUDED IN THE PRE-DEFINITIVE RANKING LIST AS “ELIGIBLE” - idoneo -, THERE COULD BE TWO OPTIONS:

a) There is an accommodation available for you: we’ll communicate this in your “Dossier studente”, then comply with the directions you’ll find there: if you have any doubt, write us using Scrivici service. Pay attention and check your position on our web site, and check your mobile, in case we send you SMS.

🌟 ATTENTION! ACCOMMODATION IS NOT A FREE SERVICE: IF YOU ARE ASSIGNED A PLACE YOU MUST PAY FOR IT:

- Preconferma, as soon as you see yourself as “idoneo” (eligible) in the provisional ranking lists
- Deposit
- Monthly fee

b) There is NOT an accommodation available for you, that is to say we do not summon you within a given date in October (usually in the third week): in this case, you will be allowed to self-certify on-line (by filling out the “Autocertificazione di domicilio” form) that you have found a private accommodation, even provisional, in the town where you study, or in its surroundings. You will be given about a month to comply with that.

🎉 ATTENTION! IN THIS CASE DON’T FORGET TO SEND US BY THE END OF JANUARY THE DOCUMENTS ABOUT THIS ACCOMMODATION: THAT IS TO SAY A REGULAR RENT CONTRACT REGISTERED AT THE LOCAL TAX OFFICE (For details see “Domicile documentation” on our website)
4. If you do not apply for accommodation:
   ...but for scholarship, and/or other benefits:

   - if you see you are “idoneo” (eligible) in the scholarship provisional ranking list, (end of October) there are only few things left to do (in particular provide documents about your domicile, see § 7 and pay the enrollment fee, if you didn’t). Welcome, then!

   Then wait for the scholarship pre-definitive ranking lists which will be published in December, (2nd week)

ATTENTION! DON'T FORGET THAT SCHOLARSHIPS ARE ASSIGNED DEPENDING ON THE AVAILABLE FUNDS: BEING ELIGIBLE GIVES THE RIGHT TO TUITION FEES EXEMPTION ONLY, BUT DOES NOT AUTOMATICALLY MEAN THAT YOU WILL BE ASSIGNED A SCHOLARSHIP!

A FEW WORD ABOUT THE AMOUNT OF A POSSIBLE SCHOLARSHIP:

In order to be eligible for a scholarship for “Non-resident student” or “Commuter student” you must submit a self-certification of your domicile through our website ("Autocertificazione di domicilio")

DANGER! THIS DEADLINE IS MANDATORY, IF YOU MISS IT YOU WILL NOT GET THE SUM YOU COULD BE ENTITLED TO!!

ATTENTION! SUCH DEADLINE IS PRIOR TO THE PUBLICATION OF THE SCHOLARSHIP PRE-DEFINITIVE RANKING LIST: THEREFORE, YOU MUST HAVE AN, EVEN PROVISIONAL, DOMICILE BEFORE KNOWING WHETHER YOU WILL GET THE SCHOLARSHIP OR NOT!

5. Ranking lists

All the ranking lists are published on the website www.er-go.it; you can see the main dates above (they may vary, depending on the number of applications received).
Dates of publishing of ranking lists for other benefits: see the specific paragraphs and respective announcements.

6. Scholarships amounts

The amount of a scholarship has a minimum and a maximum depending on the economic conditions of the family unit and the status of the student (i.e. resident, commuter or non resident student).

The scholarship is paid in three annual installments: Winter, Spring, and Summer/Fall

7. Non-resident, and Commuter student

If you come from another country, you may get a scholarship as “Non-resident students” but only if you:

EITHER live in one of ER-GO. residences for at least 10 months, included in the period going from October, date of assignation, to 30th September of the following year.

OR pay for an accommodation in the town where you attend your course (or nearby) using public or private facilities or lodgings for at least 10 months, included in the period going from 1st October to 30th September of the following year.

In this second case, you will need to:
- fill in the online form “self-certification of domicile” within a given date of October (usually, in the fourth week), OR, ONLY IF you are eligible for ER-GO. accommodation but not assignee, within a specific date established by the announcement (see above): you have about 30 days to do that.
- If you already have the documents about the accommodation (either paying a rent or free of charge), you can attach a scan of these documents to the online self-certification of domicile form.

🎉 ATTENTION! If you cannot attach the domicile documentation to the online self-certification form, you must send it to ER-GO, through “Dossier studente”, or send the hard copies by registered post, in any case, by the end of January.

If you declare, and afterwards document, a “free of charge” accommodation (in the town where you study or nearby), you could
be eligible for a scholarship of the same amount established for “Pendolare” (Commuter student).

ATTENTION!: The procedures and deadlines for filling out the self-certification of domicile form and sending of the documentation are the same required for “Non-resident students”.

8. Documentation about domicile

Paid Accommodation
1) If the student is the holder of a lease contract, he/she must provide a copy of the contract; and the registration at the local tax office for the relevant academic year;
2) If the student lives in a place, where he/she is not the holder of a lease contract, besides the copy of the contract, he/she must also submit a regularly registered takeover – subentro -.
If you have doubts, don’t hesitate to contact us.

Free Accommodation
If the student lives in a flat or room, free of charge, a registered “Comodato gratuito” agreement must be provided.

ATTENTION! Each contract must be officially registered.

For any doubt or question, see the “Domicile documentation” on the website and/or, please, contact our services PARLA CON ER-GO and ERGO RISPONDE/SCRIVICI.

9. YOUR GOAL, YOUR NEED

Academic Achievement requirements (Merit):

ATTENTION! IF YOU HAVE APPLIED FOR “RICONOSCIMENTO” (ACKNOWLEDGEMENT) OF CREDITS OBTAINED IN PREVIOUS CAREERS, PLEASE INFORM US IN ADVANCE!!!
You’ll be eligible for scholarships, and, in case, receive payment of its first installment, on the basis of your incomes and assets conditions only, **BUT:**

- You must obtain specific academic achievements in order to confirm the scholarship, and receive the payment of the second installment and/or not to be obliged to refund the first installment.

👋 **ATTENTION!** First year students without the minimum requirements **on 30th November of the next year** will lose their right to total exemption from university fees.

You must achieve at least:

<table>
<thead>
<tr>
<th>Type of course</th>
<th>requirements to access the 1st installment of the scholarship</th>
<th>requirements on February 28th to get the 2nd installment</th>
<th>Total amount of credits on August 10th of the following year, to confirm the award of the whole scholarship and get its following installment</th>
<th>Total amount of credits on November 30th of the following year, to confirm the award of the sole first two installments of the scholarship and not to refund them</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-year degree courses, single-cycle degree courses</td>
<td>Economic condition</td>
<td>9 credits no bonus available</td>
<td>25*** credits</td>
<td>20 credits no bonus available</td>
</tr>
<tr>
<td>Master degrees</td>
<td>Economic condition</td>
<td>9 credits no bonus</td>
<td>30*** credits</td>
<td>20 credits no bonus</td>
</tr>
</tbody>
</table>
*** Art and music institutes have different requirements:
Ask us! see the “Contacts” page”

😊 TIP: these are the minimum number of credits, but try to achieve more, in particular avoid to use bonus points, and keep them for the following years, when academic requirements will be harder!"

Next year, when you will be “subsequent years” such merit will be needed to access benefits.

🔥ATTENTION!: IF THE SCHOLARSHIP IS NOT CONFIRMED, IT IS REVOKED: THIS MEANS THAT YOU MUST PAY BACK THE FIRST INSTALLMENT AND THE COST OF SERVICES YOU MADE USE OF

10. Catering

Students can apply for converting a part of the scholarship (from € 200 up to € 600) into a prepaid credit for the catering service. In this case, ER-GO will add a 50% extra amount.
Students eligible but not recipient of a scholarship are awarded a prepaid credit for catering of € 500,00.
If you apply for this benefit you will not be able to convert it into cash afterwards

😊 TIP: For a list of canteens and details of food served, see: “catering” page on the website

11 Contacts

🔥ATTENTION! Any communication from ER-GO. will be published on your “Dossier studente”: check it regularly!!!
PARLA CON ER-GO: a service available for students asking for help:
for freshmen: tel. ++39 051 19907580
The service is available from Monday to Friday, from 9.30 a.m. to 4.00 p.m.
This service is in Italian Language only

ER-GO RISPONDE (ER-GO REPLIES): this service is mainly dedicated to students who contact us for the first time and, in any case, it does not replace the careful reading of the Competition announcement. You can contact us online – on the website www.er-go.it – going to the page 'ER-GO RISPONDE/SCRIVICI'.

The service allows to ask for more detailed information from the qualified ER-GO staff through an on-line e-mail assistance SCRIVICI (WRITE TO US)!
This service is available in Italian, English, and French

Live Assistance! Online Chat service, available on our website, for simple and quick questions, answering from Monday to Friday, from 8,30 a.m. to 10,00 a.m.
This service is usually delivered in Italian only

DOSSIER STUDENTE (STUDENT FILE).
“Dossier studente” is a personal file available to the student throughout his/her university career, where he/she has a report of all the benefits, communications etc for each academic year he/she has applied.

It is available for students who have already applied at least once, so that they can check the status of their application for ER-GO benefits.

All written communications from ER-GO. to students (including those related to the loss of requirements for benefits, control procedures, etc.), will be issued on their “Dossier Studente”, which will have official value to all extents and purposes, instead of postal correspondence.

For further information regarding all ER-GO benefits,
please read carefully from beginning to end the Guidelines to application and the Competition Announcement for this A.Y..