

GUIDE TO APPLICATION Announcements A.Y. 2015/2016

Contact ER.GO

The Competition Announcements are all available online, on the website www.er-go.it, where you can look carefully at and download them.

You can apply to ER.GO benefits only on-line, on the website www.er-go.it.

Contacts:

PARLA CON ER.GO: a service available for students asking for help in the online applying procedures and in the different steps to follow, to get access to the benefits and services offered by ER.GO. It also gives detailed information about matters concerning the right to education. The service gives information to students also by recorded messages about different contents: the messages, recorded in advance, are updated monthly paying specific attention to the deadlines and fulfilments provided for. The service is available from Monday to Friday, from 9.30 a.m. to 4.00 p.m.

tel. ++39 051/6436900 (for freshmen)

tel. ++39 051/19907580 (for non-first year students)

ER.GO RISPONDE (ER.GO REPLIES): this service is chiefly for students, who contact us for the first time and, however, **it does not substitute the careful reading of the Announcement**. You can contact online – www.er-go.it – going to the page 'ER.GO RISPONDE/SCRIVICI'.

The service provides general information about access and management of the benefits/services. It allows to ask for more detailed information to the qualified ER.GO offices through the service '**SCRIVICI (WRITE TO US)!**'

Live Assistance! Online chat service, available on our website, for simple and quick questions - answering from Monday to Friday, from 10,00 am to 12,00 pm

DOSSIER STUDENTE (STUDENT FILE).

A service available for applicant students, to check the status of their application to ER.GO benefits.

Connecting to www.er-go.it, you can get access to “Dossier Studente”, entering with your personal credential, the same you used for applying online. The service is also available on mobile and tablet devices, using the optimized release, at the following page:

<https://servizionline.er-go.it/dossier/mobile>.

“Dossier studente” is a personal file available to the student throughout his /her university career, in which it is possible to look through each academic year.

In the “Dossier”, according to each academic year, student can:

- view the required benefits and print the whole application form
- check the ranking lists
- view the status of assignment of the benefits required by the student
- view the academic achievement data certified by University
- get access to ER.GO news for the student
- send an IBAN code and view the payment notices of scholarship and other economic benefits provided by ER.GO.
- send documents to ER-GO to be filed into the 'Dossier' available for consultation
- view the “account” (debt and credit position with Er-go)
- view all communication sent by ErGo
- pay the confirmation advance fee of the lodging
- access to the online 'booking system' (SUC) to check and book a free-access lodging

All written communications between ER.GO and the students (including those related to the loss of requisites for benefits, check procedures, etc.), should be submitted in “Dossier Studente”, which will have official value to all extents and purposes, instead of postal correspondence.

ER.GO certified mail: info@postacert.er-go.it

Certified electronic mail (PEC) allows traceable, secure correspondence to be exchanged with ER.GO.

You need a personal certified electronic mailbox, easy to set up by a simple request on-line - www.postacertificata.gov.it - to send to the company managing the service.

Once you have stated the certified electronic mail address in the on-line application, the PEC completely replaces the “registered post with return receipt”, specified in some parts of the application notices (i.e. sending the rental agreement, etc.), and allows formal replies, documents and correspondence to be received from ER.GO.

For further information, regarding all ER.GO Benefits, please read carefully the Guidelines and the Announcements a.y. 2015-2016 in their whole.

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1. Benefits

Submit your application for the following benefits:

Benefits	Benefit Manager
Scholarship	ER.GO
Accommodation facilities	ER.GO
Grants for students involved in International mobility programmes (not for freshmen)	ER.GO
Subsidies for the catering service	ER.GO
Disabled Students' Allowances	ER.GO
Hardship awards (not for freshmen)	ER.GO
Full exemption from tuition fees and contributions	Universities and Higher Institutes for Arts and Music; Full exemption from fees will be granted to students eligible for scholarship
Full and partial exemption from university fees "Top Student"	University; ER.GO accepts and evaluates applications for Modena and Reggio Emilia University
Full and partial exemption from university fees and grants for students with certified disability	University; ER.GO accepts and evaluates applications for Modena and Reggio Emilia University
Partial exemption from tuition fees for working students and for students with another family member enrolled at Parma University	University; ER.GO accepts and evaluates applications for Parma University
Reduced university fees and grants	University; ER.GO accepts and evaluates applications for the Universities of: Bologna, Modena and Reggio Emilia, Parma
Paid internship for students (part time-150hrs) – not for freshmen	University; ER.GO accepts and evaluates applications for the Universities of: Bologna, Modena and Reggio Emilia, Parma
Education allowances (vouchers)	ER.GO
Grants for students involved in academic courses and professional training in Italy and abroad related to sustainable regional development	ER.GO

2. Who can apply

All students enrolled for the A.Y. 2015/2016 at the Universities, Higher Institutes for Arts and Music and all Higher-level Institutions in Emilia Romagna, regardless of citizenship or country of residence, as follows:

- > Degree courses
- > Second cycle Degree courses
- > Single cycle degree courses
- > Master degree courses
- > Single cycle Master degree courses
- > Degree courses with former regulations (only Primary Teacher Education in Bologna)
- > Specialisation Schools for professionals (legal careers), Specialisation School for Public Administration Studies (SPISA). Post-graduate programmes and training programmes leading to a secondary school teaching qualification (TFA), Decree Law 10th of September 2010, no.249, clause 15, are excluded.
- > First, second cycle Diplomas and traditional (only School of Fine Arts of Bologna) Academic Diploma; Specialisation Schools and the Higher Institutes for Arts and Music (A.F.A.M.).

3. Conditions required to get the benefits

- The economic condition (income/assets) of the family unit

The family unit's economic condition to get access to ER.GO services should not overtake two indicators (the so-called ISEE and ISPE), which must not exceed respectively the following maximum values:

Benefits	ISEE Threshold	ISPE Threshold
Scholarship	€ 19.152,97	€ 32.320,64
Accommodation facilities with assisted access	€ 19.152,97	€ 32.320,64
International mobility grants	€ 19.152,97	€ 32.320,64
Hardship awards (not for freshmen)	€ 19.152,97	€ 32.320,64
Subsidies for the catering service	€ 24.126,80	€ 40.713,99
Disabled Students' Allowances (individual assistance and contributions)	€ 24.126,80	€ 40.713,99
Education allowances (vouchers) for enrolling at and attending: Masters, Higher Training courses and Specialisation courses abroad	€ 35.000,00	€ 58.000,00
Grants for students involved in academic courses and professional training in Italy and abroad related to sustainable regional development	€ 35.000,00	€ 58.000,00
Loans	€ 37.500,00	€ 62.000,00

- **Educational Achievement**

Students enrolled in the first year, unlike for subsequent years, can get access to scholarship only by their economic conditions. All students, in the first and subsequent years, must reach a certain level of achievement over the academic year, in order to maintain the Scholarship and not to pay back the first instalment received.

- **Enrollment** at University, Higher Institutes for Arts and Music and San Pellegrino School for Interpreter Cultural Mediators in Misano Adriatico must be made by the deadlines stated in General Rules, Clause 11, to be eligible to benefits.

- **Applications** must be submitted by the deadlines specified under paragraph "**When to apply**".

4. How to apply

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.

Students, to be eligible to benefits, must in any case enrol at University by the deadlines stated in the General Rules of the Announcements, Clause 11.

Foreign students from EU Countries and non-EU Countries must follow special rules as regards the evaluation of their incomes and assets conditions.

Students from EU Countries can self-certify their incomes and assets in the application form, but than they must provide the relative documentation (Family Status Declaration and documentation regarding the self-certified incomes and assets) translated into Italian and, if necessary, legalized or Apostilled according to regulation in force.

Students who come from non-EU Countries, either they apply autonomously or through a CAF (center of fiscal assistance), must send the following documentation within the deadline for finalizing the application:

- A Family Status Declaration;
- The occupation of each member of the family unit in 2014, including brothers/sisters of legal age. If any does not have an income, an unemployment declaration is needed, stating the amount of any unemployment benefit received;
- How many months each family member worked in 2014 (indicating whether it refers to a period of less or more than six months);
- Gross income in 2014 of each family member in legal, or of the family as a whole
- Floor area of the family home and of any other family owned building. If your family does not have any property, you must present a document issued by the competent authority certifying that no one in the family has a real estate;
- The amount of the eventual residual bank loan at 31/12/2014 on the family home and/or other properties.
- The assets amount for each family member in legal age.

Documents must be issued by the competent foreign Authority and translated into Italian, than legalized at the Italian Consulate/Embassy in your Country or apostilled by the competent Authority in your Country.

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.

Foreign students coming from "particularly poor" non-EU Countries (Table A of the General Rules of the Application Announcement) must provide a certification issued by the Italian Diplomatic Authority of their Country of origin, certifying that the student does not belong to a family of high income and high social level.

Non-EU foreign students can self-certify, like Italian students, all those personal information certifiable by Italian state or private subjects.

Foreign students, whose family is resident and receives incomes and/or owns assets in Italy, must apply according to the procedure for Italian students.

Stateless students or political refugees are likened to Italian citizens. They are exempt from the obligation to provide declarations from embassies or consulates, since only their eventual incomes and assets in Italy are taken into consideration to evaluate their economic condition. Therefore they may self-certify their economic conditions according to the procedure for Italian students.

The status of stateless or political refugee must be proven by the student through official documentation issued by the Civil Court as regards stateless students or by the specific Commission established at the Ministry of the Internal Affairs as regards political refugees.

Foreign students with dual citizenship must apply choosing one of the two citizenship. In the event that one of the two citizenship is Italian, than the Italian one prevails.

In order to be eligible for a scholarship for “Non-Resident Student” or “Commuter Student”, foreign students must also fill in the “Self-Certification of Domicile” and send the required documentation by the specified deadlines.

In any case, the original legalized documentation stating the economic and financial condition must be sent to Er.Go within the deadlines for the finalization of the application, according to art. 12 of the General Rules of the Application Announcement, if not the application shall be invalid. Please note that, also students submitting their application through a CAF recognized by ER.GO are required to send their original legalized documentation stating their family’s economic and financial condition within the deadlines for the finalization of the application, according to art. 12 of the General Rules of the Application Announcement, if not the application shall be invalid.

Only non-EU students applying for a lodging may submit their documentation within the final deadline of September 09th, 2015 if they enroll for the first time at the first year of a First Level Degrees or of a single-cycle Master Degrees. In any case the application for the lodging must be filled in and finalized within August 31st, 2015.

Only for non-EU students enrolling at Modena University and applying for lodging. Please see the following deadlines:

Non-EU students enrolling at Modena University and applying for lodging	Online application deadlines	Deadlines for submission of the original legalized documentation stating the economic and financial condition
Students enrolling for the first time at the first year of a First Level Degrees or of a single-cycle Degrees	From July 15th to August 31st, 2015 (1 st ranking)	Within September 9 th , 2015
	From September 1st to September 24th, 2015 (2 nd ranking)	Within October 07 th , 2015
Non first-year Students enrolling at First Level or at a single-cycle Degrees, first year students enrolling at Master Degrees, Specialization courses and S.P.I.S.A.	From July 15th to August 10 th , 2015 (1st ranking)	Within September 9th, 2015
	From August 11 th , 2015 to September 24 th , 2015 (2 nd ranking)	Within October 07th, 2015

Students already assigned with a lodging in academic year 2014/2015 or enrolling from the academic year 2015/2016 at Master Degree Courses, First Cycle Courses and Single-Cycle Degree courses, when applying for a lodging, apply automatically for a benefit called BAP (Scholarship + Free Lodging + Subsidy for Catering Service).

For information about translation and legalization of foreign documents, please see:
http://www.esteri.it/MAE/IT/Italiani_nel_Mondo/ServiziConsolari/TraduzioneLegalizzazioneDocumenti.htm

Regarding the education achievement requirements, for students enrolling in subsequent year at the Universities, the credits obtained, according to the University archives, will be stated in the on-line application form, as recorded within 10.08.2015.

Students, however, have the chance to add any more credits obtained within august 10th 2015, if those credits haven't been recorded by University yet (e.g. ERASMUS exams). They have just to follow the directions suggested by the on-line application form.

The information about credits will be sent at the same time to the Universities for the necessary checks.

Before to apply, it is advisable to check your own electronic exam transcripts, in order to view all the exams and didactic works passed and consequently recorded by 10/08/2015, as they are important for the education achievement useful to apply for benefits.

Students can apply only online, on the website www.er-go.it, or at the CAF (Tax Assistance Centres) recognised by ER.GO (see their complete list on the website www.er-go.it: "elenchi CAF"). CAF personnel are authorized to fill the online application form in and to send it to ER.GO.

Students who do not use the CAFs to apply:

- if they have specified a PEC (certified electronic mail) address in the online application, they will receive an email from ER.GO, containing the confirmed application form. In order to complete the application process, it is compulsory to reply to this email using the same PEC address indicated in the online application, within the deadlines set in the following Chapter 5;

- if they did not specify a PEC (certified electronic mail) address in the online application, they will receive an SMS (only applicants, who didn't specify a mobile number, will receive an e-mail), containing a personal PIN code.

The application will not be considered finalized until the student enters the PIN, in the online application, using the same credentials he/she used to apply online, within the deadlines set in the following Chapter 5.

The finalized application, containing the PIN code and regularly registered, will be available and downloadable directly by the person concerned from DOSSIER Studente. ER.GO will keep it stored in dedicated file ensuring its entirety and security.

These rules are not intended for applicants, applying by a CAF recognised by ER.GO, which will look after finalizing the application by itself.

Students can send their mails to ER.GO, only using a PEC address: info@postacert.er-go.it.

Important suggestions for completing the application:

a) Please, let fill out, as soon as possible, the new ISEE certificate, as it will take about 15 days to get the registration number from INPS, which is essential to apply online;

b) before applying, please, check your own electronic exam transcripts, in order to view all the exams and didactic works passed and consequently recorded by 10/08/2015, as they are important for the education achievement useful to apply for benefits;

c) try to bring forward, as much as possible, the online application for benefits, as the high concentration of connections might slow down access to the site;

d) to get easily in touch with ER.GO, it is necessarily required to:

- specify an email address;
- a mobile phone number (essential for receiving the own PIN code, necessary to finalize the application after the online confirmation; a text message information service is also activated for further communications).

In the application form you can also specify a Certified Electronic Mail (PEC) address. Certified electronic mail messages have the same value as registered post with return receipt.

e) Once the application has been completed, please confirm the data entered. Only then will the application be correctly sent to ER.GO. Upon confirmation, you will receive an email notification of the application being completed and, in case you have applied autonomously (as to say: not by a CAF) you will be able to finalize by PEC or by PIN, as above mentioned.

5. When to apply

You must scrupulously respect the deadlines shown in the following table, as late applications will not be taken into account.

Benefit	online application deadline	Finalizing by PEC or PIN	
Scholarship and fee-exemptions for: - students enrolling in the first year or in subsequent years of all courses	15 July - 24 Sept., 2015	by 28 September, 2015	
Subsidies for the catering service available to - students enrolling in the first year or subsequent years of all courses	15 July - 24 Sept., 2015	by 28 September, 2015	
University fees exemption/reduction TOP STUDENT - Modena University and Reggio Emilia: - first year students of a 3 year Bachelor degree or 5 year single cycle degree; - first year students of second cycle degree	15 July - 5 Nov., 2015 15 July - 11 January, 2016	by 9 November, 2015 by 13 January, 2016	J u
reduced University fees and contributions – Bologna University (UNIBO)	15 July - 24 Sept., 2015	by 28 September, 2015	
Reduced University fees and contributions – Modena University and Reggio Emilia (UNIMORE) - students enrolling in the first year and subsequent years of all courses - first year students of second cycle degree only	15 July - 5 Nov., 2015 15 July - 21 Dec., 2015	by 9 November, 2015 by 22 December, 2015	
Reduced University fees and contributions – Parma University	15 July – 18 Nov., 2015	by 23 November, 2015	
Partial exemption from tuition fees for working students and for students with another family member enrolled at Parma University	15 July – 18 Nov., 2015	by 23 November, 2015	
Lodgings (*) for: - Students enrolled in subsequent years of all degree courses, first or second cycle degrees - first year students of second	15 July – 10 August, 2015** (other Universities or 1 st Ranking only at Modena University)	by 12 August, 2015 (other Universities or 1 st Ranking only at Modena University)	

cycle degrees - Specialisation Schools and S.P.I.S.A.. first and second years	11 August- 24 Sept., 2015 (2nd Ranking only at Modena University)	by 28 September, 2015 (2nd Ranking only at Modena University)
Lodgings for : - first year students of degree courses, and single-cycle master degrees	15 July – 31 August, 2015 (other Universities and 1 st Ranking only at Modena University) 1 September – 24 September 2015 (2nd Ranking only at Modena University)	by 1 September, 2015 (other Universities and 1 st Ranking only at Modena University) By 28 September 2015 (2nd Ranking only at Modena University)
International mobility grants	by 24 September, 2015	by 28 September, 2015
Paid internship/part-time	15 July - 24 Sept., 2015 (Bologna University, Modena University and Reggio E.) 15 July – 18 Nov., 2015 (Parma University)	by 28 September, 2015 (Bologna University, Modena University and Reggio E.) by 23 November, 2015 (Parma University)
Full or partial fee exemption for disabled students (Modena and Reggio Emilia University - UNIMORE)	15 July - 5 Nov., 2015	by 9 November, 2015
Paid internship for students with disabilities (Modena and Reggio Emilia University)	15 July - 24 Sept., 2015	by 28 September, 2015
Benefit	online Application Deadline	signed printout Application deadline
Internship & Volunteering Opportunities	15 July - 25 August., 2015	by 27 August, 2015
Peer tutoring for disabled students	Downloadable form to submit by 31 August, 2015	by 1 September, 2015
Self-certification of domicile ***	7 September – 20 October, 2015 ****	Not necessary
Contract relative to self-certified domicile		by 26 January, 2016
Hardship awards	downloadable form	From 9 November 2015 to 31 May 2016
Grants for students with disabilities	downloadable form	From 11 January 2016 to 15 February 2016
Education allowances (vouchers)	downloadable form	From 12 September to 3 December 2015 In case of a renewal of the Announcement, by 30 April 2016
Grants for students involved in academic courses and professional training in Italy and abroad related to sustainable regional development	downloadable form	From 12 September to 3 December 2015 In case of a renewal of the Announcement, by 30 April 2016
Loans	downloadable form	By 22 September 2015 In case of a renewal of the Announcement (n° of eligibilities minor of n° of available loans) by 9

		Dec. 2015 In case of further renewal by 9 March 2016
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* The aforementioned deadlines are also referred to students eligible for their educational performance in A.Y. 2015-2016, but assignee in Lodging Ranking lists during the A. Y. 2014-2015

** Further applications of extra lodgings should be submitted by the aforementioned deadlines

*** Please check the Announcement for the Scholarship

**** For students eligible in Ranking lists but not called for the Lodging assignment by 15 Oct. 2015, they can finalise their applications from 16 October to 30 October, 2015

6. Ranking Lists

All the ranking lists are published on the website www.er-go.it, available in their entirety in the 'Dossier Studente' in accordance with the local Privacy Policy /Transparency Code

Service	Temporary ranking lists	Pre-definitive ranking lists
Lodgings: - Students enrolled in subsequent years of all the degree courses -first year students of second cycle degrees -first and second years attending specialisation courses and S.P.I.S.A.	26 August, 2015 (other Universities and 1 st Ranking only at Modena University) 30 September, 2015 (2nd Ranking only at Modena University)	9 September, 2015 (other Universities and 1 st Ranking only at Modena University) 9 October, 2015 (2nd Ranking only at Modena University)
- Lodgings: first year students of all degree courses, and single-cycle master degrees	4 September, 2015 (other Universities and 1 st Ranking only at Modena University) 30 September, 2015 (2nd Ranking only at Modena University)	18 September, 2015 (other Universities and 1 st Ranking only at Modena University) 9 October, 2015 (2nd Ranking only at Modena University)
Scholarship, full exemption from university fees (applicants for scholarship), paid internship/ part-time at UNIMORE, peer tutoring for disabled students at UNIMORE	29 October, 2015	11 December, 2015
Reduced university fees	Bologna University: see ER.GO Announcement for Bologna site Modena and Reggio Emilia University: 30 November 2015 (majority of students) 15 January, 2016 (first year students of Mater degree) Parma University - see ER.GO Announcement for Parma site	Bologna University: see ER.GO Announcement for Bologna site; Modena and Reggio Emilia University: 15 January 2016 (majority of students) – 11 February, 2016 (first year students of a Mater degree - definitive lists for this benefit) Parma University - see ER.GO Announcement for Parma site
University fees exemption TOP	15 January 2016	11 February 2016

STUDENT Modena and Reggio Emilia University: for all students		
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Such dates may vary depending on the number of applications received.
For other benefits see the specific paragraphs and respective announcements.

7. Scholarships

The minimum number of scholarships that ER.GO undertakes to pay for the A.Y. 2015/2016 is 7.995. The amount of scholarships goes from a maximum of € 5,192.56 to a minimum of € 1,342.53 and varies according to the economic conditions of the family unit and the place, where the student is resident.

Students can apply for converting a part of the scholarship into credit for the catering service. In this case, ER.GO will add a 50% extra amount.

Therefore, the scholarship is split into four different amounts, which can be converted into the catering service, corresponding to four different ER.GO grants:

Scholarship amount converted into catering service	ER.GO contribution	Total amount of prepaid credit for the catering service
€ 200	€ 100	€ 300
€ 400	€ 200	€ 600
€ 500	€ 250	€ 750
€ 600	€ 300	€ 900

The amount of the scholarship is defined depending on the ISEE value and whether the student is non-resident (“fuori sede”), resident (“in sede”) or commuter (“pendolare”), as follows:

ISEE value brackets	non-resident Students	Commuters	Resident Students
Up to € 12.713,21	€ 5.192,56	€ 2.983,88	€ 2.195,11
From € 12,713,22 to € 15.386,29	€ 3.882,83	€ 2.360,89	€ 1.768,83
From € 15.386,30 to € 19.152,97	€ 2.751.88	€ 1.736,93	€ 1.342,53

The scholarship for the students enrolled in the “further semester” beyond the Course time span is equal to the 50% of the amounts above.

The scholarship will be paid in two annual instalments: the first instalment paid within 31/12/2015 to students, who will be by 17/11/2015 regularly enrolled at University for the A.Y. 2015/2016.

The second instalment is paid after achieving the credits as noted in tables 1 (for first year students) and 4 (for students enrolled in subsequent years) of the Announcement.

ER.GO checks the students' achievement directly from the University database, before to pay the second instalment.

8. Scholarship for non-resident students enrolled at Modena University

The scholarships beneficiaries are those nonresidential students (as to say, non-resident in the towns “Comuni” listed in tables 6 and 7 annexed to the Announcement), enrolled at Modena University and eligible in the ranking lists for Scholarships and Lodgings, belonging to one of these categories:

- assignee of ER.GO Scholarship + Lodging + prepaid credit for the catering service (BAP) in a.y. 2014-15;
- enrolled from a.y. 2015/2016 in a First Cycle Degree Course (3 years) or in a Single Cycle Degree Course (5 or 6 years) or in an Academic First level Diploma A.F.A.M.;
- enrolled in a subsequent year or in the first year of a Second Cycle Degree course and of an Academic Second level Diploma A.F.A.M., applying for an accommodation by Ergo.

Students, as mentioned at the above points a) and b), are automatically considered as applying for a lodging, if applying for a scholarship, and vice versa.

The amount of the scholarship is established by an **amount of money** and by the value given to the **lodging and catering free services**, and it is set as noted in the table below, according to the economic condition of the student's family unit (ISEE):

ISEE value brackets	Amount for Scholarship + free Accommodation + prepaid credit for the catering service (BAP) for students enrolled in course progress at university
Up to € 12.713,21	€ 2.192,56 money amount + € 2.400,00 value of free lodging + € 600 for catering Total value: € 5.192,56
From € 12.713,22 to € 15.386,29	€ 1.768,83 money amount + € 2.400,00 value of free lodging + € 480 for catering Total value: € 4.648,83
da € 15.386,30 a € 19.152,97	€ 1.342,53 money amount + € 2.400,00 value of free lodging + € 360 for catering Total value: € 4.102,53

Note: Scholarship amounts for students enrolled in a “further semester” are specified in the Announcement for Scholarships for Modena and Reggio Emilia, Clause 1.

Scholarship amounts for the other non-residential students (as to say: not resident in towns “Comuni” as listed in Tables 6 and 7, annexed to the Announcement), enrolled at Modena University, not applying for accommodation in a.y. 2015-16, are specified in Clauses 2, 5, 6 of the Announcement for Scholarships for Modena and Reggio Emilia.

For students as at letters a), b) and c):

The amount of money for students assignee of scholarship shall not exceed the sum as noted in the previous table, even in case of their giving up to accommodation and/or catering, or in the event of revoking the lodging as a consequence of the violation of the General Rules for University Residences.

In the lack of supply of the money grant, because of lack of funds, students however keep the right to get free services, as in the previous table, and according to their economic brackets.

Only in case of unavailability of lodgings in ER.GO Residences the amount of the scholarship is determined as in Clauses 2, 5, 6 of the Announcement for Scholarships of Modena and Reggio Emilia.

Free Accommodation service consists in being assigned of a bed for 11 months, (included fees for Christmas holidays accommodation and reduced fees for summer accommodation, if applied for) in one of ER.GO Residences in the city of Modena; it is established as representing a value of €. 2.400,00 for a regularly enrolled student.

To settle in the lodging, eligible students, should they be newcomers or not, **will not be required to pay any amount as “pre-confirmation”**: they have to follow directions as stated in Clause 13 of the Announcement for Accommodation.

Lodgings will be initially assigned in the Residence “Campus” (which is the same which will be open during the closing time of the other ones) and, in the only case of depletion of available beds, preferences stated in the application form will be taken into account.

Free catering service consists of the possibility of having a certain number of free meals, up to the total annual value, as specified in the table above (€ 600, € 480 and € 360 according to ISEE bracket). To eligible students the prepaid credit for catering will be given with lunch vouchers.

In case of giving up to accommodation after the temporary ranking lists publishing, the amount of catering will be halved.

If the scholarship will be revoked, the prepaid credit for catering service will be revoked as well, as specified in the Announcement For Catering Service, Clause 5.

IMPORTANT

Only for non-EU students enrolling at Modena University and applying for lodging. Please see the following deadlines:

Non-EU students enrolling at Modena University and applying for lodging	Online application deadlines	Deadlines for submission of the original legalized documentation stating the economic and financial condition
Students enrolling for the first time at the first year of a First Level Degrees or of a single-cycle Degrees	From July 15th to August 31st, 2015 (1 st ranking) From September 1st to September 24th, 2015 (2 nd ranking)	Within September 9 th , 2015 Within October 07 th , 2015
Non-first-year Students enrolling at First Level or at a single-cycle Degrees, first year students enrolling at Master Degrees, Specialization courses and S.P.I.S.A.	From July 15th to August 10st, 2015 (1st ranking) From August 11 th , 2015 to September 24 th , 2015 (2 nd ranking)	Within September 9th, 2015 Within October 07th, 2015

Students already assigned with a lodging in academic year 2014/2015 or enrolling from the academic year 2015/2016 at Master Degree Courses, First Cycle Courses and Single-Cycle Degree courses, when applying for a lodging, apply automatically for a benefit called BAP (Scholarship + Free Lodging + Subsidy for Catering Service).

9. Condition of Non-resident student, Commuter student and Resident student

Non-Resident Students

Students can get scholarship as “**Non-Resident Students**”, if :

They are resident at a distance, from the location of the course attended, that takes more than 90 minutes on public transport (in a municipality not included in either Table 6 or Table 7 of the Announcement) and if they meet one of the following conditions:

- 1) They are lodging assignee in ER.GO residences for at least 10 months, in the period going from 1st October 2015 to 30th September 2016;
- 2) They pay for accommodation in the university city attended, (or nearby, provided it is within the municipalities listed in Table 6), using public residential facilities or lodgings owned by private parties or authorities, for at least 10 months within the period from 1st October 2015 to 30 September 2016.

Students who intend to get the benefits for “Non-Resident Student” must:

- fill in the online form “self-certification of domicile” during the period from 7 September to 20 October 2015; (it is no more necessary to send the printout of this form);

Those, who will already have the documents about this paid or free accommodation, according to the rules stated in the Announcement for the a.y. 2015/2016, Cl. 5.12, (Cl. 6.12 in Modena and Reggio Emilia Announcement), may attach a scan of these documents to the online self certification of domicile Form.

- Those, who, on the other hand, will not have the documentation about the domicile, as above mentioned, will have to send by registered post to ER.GO the documentation concerning the address, specified in the Announcement, by 26 January 2016.

Commuter students

Students can get the scholarship as “**Commuters**”, if:

They are resident at a distance, from the location of the course attended, that takes between 45 and 90 minutes on public transport (in a municipality included in Table 7 of the Announcement)

or

though considered “non-resident” because of the distance from the University attended, they live however in a free accommodation in the university site, or nearby, provided it is within the municipalities included in

Table 6 of the Announcement, for at least 10 months of the academic year (from 1st October 2015 to 30th September 2016).

The procedures and deadlines for sending the self-certification of domicile and relative documentation, required for “Non-resident Students” must be respected also in this latter case.

Resident Students

Students can get the scholarship as “**Resident Students**”, if:

they are resident at a distance, from the location of the course attended, that takes up to 45 minutes on public transport or if they have accommodation in the site of the course attended or nearby, for less than 10 months. Students who live in the municipalities indicated in Table 6 of the Announcement are considered as “Resident students”.

Self certification of domicile

Students who applied to get a scholarship as “Non-resident” or “Commuters” must fill in only online the self certification of domicile form, on the website www.er-go.it from **7 September 2015 to 20 October 2015**.

The self certification of domicile temporarily replaces the documents concerning the paid or free accommodation (such as the contract relative to the self-certified domicile) which have to be sent, exclusively, by registered post with return receipt (postmark date), to:

- for the Bologna and Romagna sites, Via Schiavonia 3/a – 40121 Bologna
- for the Ferrara site, c/o Residenza Santa Lucia, Via Ariosto 35 – 44121 Ferrara
- for the Modena and Reggio Emilia sites, Via Vignolese 671/1 – 41125 Modena
- for the Parma site, Vicolo Grossardi 4 – 43125 Parma

or by Certified Electronic Mail (PEC) to the address info@postacert.er-go.it, or by “DOSSIER STUDENTE”, in the area “Documents to send to ER.GO” (documenti da inviare/inviati all'Azienda) **within 26 January 2016**.

Students who have already attached their complete documentation to the online self certification of domicile within **20 October 2015**, are not required to send it by post again.

Documentation about domicile

ACCOMODATION UPON PAYMENT:

- 1) If the student is the holder of a lease agreement, he/she must provide a copy of the agreement;
- 2) If the student lives in a place, where he/she is not the holder of a lease agreement, he/she must provide, besides a copy of the agreement, a regularly registered sublease (*subentro*):

The agreement must be officially registered, hence it is also necessary to attach the receipt of payment of the registration tax for the academic year 2015-16 (form MOD F23 or Form MOD. F24 ELIDE) or documentation to prove that the agreement has been registered (flat rate tax option).

If the agreement sent within **26 January 2016**, expires after that date without covering the 10-month period, the student must provide the renewal documentation or a new registered lease.

- 3) In order to confirm payment of the registration tax for the year in progress, students enrolled in the year subsequent to the first, who confirm the address documented in the previous academic year, may simply send Form F23 or documentation proving the registration of the agreement (flat rate tax option), or of its renewal.

Even for the agreements including “silent renewal”, except in case of termination, at the moment of the first expiring the student is required to send the document proving the renewal and the extension, (Form MOD.F23 or Form MOD. F24 ELIDE or Form MOD. RLI - former MOD. 69 and SIRIA) attesting the renewal, or print of the online query to “Agenzia delle Entrate” reporting the lettering: “contratto oggetto di proroga”.

ACCOMODATION FOR FREE

- 1) If the student lives free of charges in a flat by the person who owns the property, a registered gratuitous commodatum agreement must be provided.
- 2) If the student lives free of charges by a person who is named on a rental agreement, a copy of the rental agreement, the receipt of the registration tax payment for the academic year in progress – 2015/2016 - Form MOD. F23 or documentation proving the agreement has been registered and a written declaration of the

owner must be provided, with a blueprint of an identification document of the latter, certifying that the student is staying there during the A.Y. 2015/2016, specifying the start and end date of student's stay.

Note:

In order to avoid omissions or lacking data, it is advisable to use ER.GO set of forms available on ER.GO website www.er-go.it, in the area "Modulistica".

In full respect of laws and rules in force, Er-go reserves its rights to accept other certified documentation.

For any doubts or questions, please see the Announcement or contact our service [PARLA CON ER.GO](#)

Also, you will find herein annexed a "Glossary" of technical terminology about Lease agreements.

10 . Economic requirements

The economic condition of the student is assessed considering ISEE (Index of the Economic Condition) and ISPE (Index of the Property Condition), two indexes measured according to the composition of the family, the incomes and assets owned by the family. The new regulation in force about ISEE (D.P.C.M. 5 Dec. 2013, n. 159 and D.M. 7 Nov. 2014) introduces a specific ISEE as regards services connected to the right to university studies. Usually, in case of parents living with the applying student, the ISEE issued for services connected to the right to university studies correspond to the ORDINARY ISEE issued for the majority of the services. In case of particular situations, please see the General Rules of the Announcement for the academic year 2015/2016 and the Guide to ISEE for the academic year 2015/2016.

Independent student

In case of parents not living with the student applying for an ISEE for services connected to the right to university studies, the applying student is member of the parent's family unit, except in case both the following requirements occur.

a) Official residence outside the family home for at least two years before the application for enrolment at the first year of each degree, in a dwelling not belonging to a member of native family,

b) Income from employed work or similar of at least € 6.500 per year in the last two year, declared by the student in his/her tax return.

In this case the student can be considered as independent student and we will consider only the economic condition of his/her new family unit, and not of his/her native family.

Students not resident with their native family, who do not have both the requirements indicated above, cannot be considered as independent students but as member of their parents' family unit and must fill in the application form with reference to the ISEE including their native family. To define the student's condition as Resident Student, Non-Resident Student or Commuters , we will consider the residence of the native family.

11. Academic Achievement requirements

The academic achievement requirements are evaluated on the basis of the very first year of enrolment at the University.

First year students:

> gain access to scholarships, and receive payment of the first instalment on the basis of their incomes and asset conditions only and

> must obtain specific and distinct academic achievements in order to maintain the allocation of the scholarship, and to receive the payment of the second instalment and/or to not have to give back the first instalment.

First year students without the relevant (4th column) requirements on **30/11/2016** forfeit their right to total exemption from university fees.

The credits obtained must not be less than:

Type of course	Access requirements for the 1st instalment of the scholarship	Requirements at 10/08/2016 for the 2nd instalment of the scholarship	Requirements at 30/11/2016 to confirm the award of the scholarship and to not refund the 1st instalment
Firs-cycle degree courses, single-cycle degree courses	Economic condition	25 credits with the possibility to use up to 5 bonus credits	20 credits no bonus allowed
Master degrees	Economic condition	30 credits with the possibility to use the bonus not used before	20 credits no bonus allowed

Students enrolled in subsequent years must obtain distinct academic achievement in order to:

> gain access to scholarships and receive the first instalment,

> confirm the allocation of the scholarship and receive the payment of the second instalment. If the scholarship is not confirmed, it is cancelled and the first instalment received in money and services must be paid back. Students enrolled in subsequent years, who do not achieve the relevant requirements by 10/08/2016 maintain, nevertheless, their right to full exemption from university fees.

The credits obtained must be no less than:

For first cycle degrees (Three years)

Year of course	Requirements at 10/08/2015 for the 1st instalment of the scholarship	Requirements at 10/08/2016 to confirm the award of the scholarship and to receive the 2st instalment
Second (first enrolment in A.Y. 2014-2015)	25 credits	80 credits
Third (first enrolment A.Y 2013-2014)	80 credits	135 credits
Extra semester (first enrolment A.Y 2012-2013)	135 credits -	Not required

For single cycle degrees

Year of course	Requirements at 10/08/2015 for the 1st instalment of the scholarship	Requirements at 10/08/2016 to confirm the award of the scholarship and to receive the 2st instalment
Second (first enrollment A.Y. 2014-2015)	25 credits	80 credits
Third (first enrollment A.Y. 2013-2014)	80 credits	135 credits
Fourth (first enrollment A.Y. 2012-2013)	135 credits	190 credits
Fifth (first enrollment A.Y. 2011-2012)	190 credits	245 credits
Extra semester (first enrollment A.Y. 2010-2011)	245 credits	Not required
Sixth (Medicine only) (first	245 credits	300 credits

enrollment A.Y. 2010-2011)		
Extra semester for Medicine (first enrollment A.Y. 2009-2010)	300 credits	Not required

Primary Education Sciences – Bologna University

Year of course	Number of exams at 10/08/2015 for the 1st instalment of the Scholarship	Number of exams at 10/08/2016 to confirm the scholarship and to receive the 2nd instalment
For 1st year beyond normal course schedule (first enrolment A.Y. 2011-2012)	15	20
Bonus cannot be used		

For second cycle degrees (two years)

Year of course	Requirements at 10/08/2015 for the 1st instalment of the scholarship	Requirements at 10/08/2016 to confirm the award of the scholarship and to receive the 2st instalment
Second year (first enrolment A.Y. 2014-2015)	30 credits	80 credits
Extra semester (first enrolment A.Y. 2013-2014)	80 credits	Not required

Students enrolled in courses at Higher Institutes for Arts and Music and at non-university higher education institutions must check the specific tables on the application Announcement.

For all other courses please check the Announcement to manage the evaluation process and evaluation criteria

BONUS

The bonus is a plafond of extra credits that can be used to reach the minimum achievement level required to get the benefits of the year in which the student is going to enrol. It has to be required in the online application form.

It can be used also to confirm the scholarship of the year in which the student is enrolled.

If the bonus is not used, it increases as follows:

- At the end of the first year: 5 credits
- At the end of the second year: 12 credits
- At the end of the third year: 15 credits

If the bonus is used, it is not possible to increase it further. Any remaining bonus credits can be used only over subsequent years. If, for example, 2 credits are used to access the second year benefits of a three-year degree course, the remaining bonus will be 3 credits. Any bonus not used during the first level degree course can be used during the second level degree course. The bonus used in previous academic years-can not be counted in subsequent years. (For example, if 2 bonus credits are used to reach the 25 credits required to access the second year benefits of a three-year degree course, at least 57 new credits must be obtained by August 10th of the following year, in order to reach the minimum of 80 credits for the confirmation achievement.

QUALIFICATIONS

There are special criteria to evaluate academic achievement in case of:

- Qualifications for educational activities after abandonment or forfeiture of studies, or by attending single or master courses.
- Qualifications for educational activities for foreign students who have attended study periods abroad;
- Qualifications for educational activities for students who move from former degree courses of the Faculty of Law to the single-cycle degree in Law; move or transfer from degree courses to single-cycle degrees; for graduates who request to shorten their courses in the single-cycle degree, or in the Primary Education Sciences.

For any doubts or question, please check the application Announcement – or call “PARLA con ERGO”.

12. Accommodation service

NOTE:

Students, that have been assigned a lodging in academic year 2014/2015 for merit and economic requirements, if in academic year 2015/2016 have only the merit achievement, have right to the confirmation of their lodging, paying a reduced rent, as indicated in Table 2 of the Lodging Announcement of each territorial branch. As regards only students enrolled at Modena University awarded with BAP in academic year 2014/2015 (see par.8), the reduced monthly rent is € 221.00.

The application form must be filled in and finalized within the deadlines indicated for all the students applying for a lodging (see par.5).

ER.GO offers two kinds of residential facilities services in the sites of Bologna, Cesena, Ferrara, Forlì, Modena, Parma, Piacenza, Reggio Emilia and Rimini:

- A solution to fulfill the accommodation need at the different university sites for a continuous period that coincides with the academic year, to which access is provided through a ranking list system according to the same requirements as for the scholarship;

- A solution to fulfill short-term and occasional accommodation need, with non-assisted access dedicated to students, researchers, scholars.

ER.GO residential facilities are diversified in different types, arrangements, services offered and fees/prices, outlined on the website www.er-go.it.

Lodgings are managed by the Lodging Booking Desk (Sportello Unico Casa – in Italian) on the website www.er-go.it, where:

- **assigned students in the ranking list can**

> pay their rent on-line

> book their bed at the residences open in each location during the Summer and Christmas closure

- **other guests can**

> check the available rooms and book them for short and occasional stays

> pay for the accommodation on-line

Pre-confirmation of the service by students in the ranking list

Students in the ranking list, only if they have not been assigned a lodging in A.Y. 2014/2015, must use the following pre-confirmation procedure:

a) Check their position on the ranking list on the website www.er-go.it when the provisional ranking lists are published;

b) Students eligible (“idonei”) to a lodging must pre-confirm their acceptance of the lodging by paying € 100.00 within the deadlines indicated below:

- within September 2nd, 2015 students enrolled for subsequent years of all the degree courses and first year students of second level degree and specialization courses must pay the pre-confirmation fee and complete the self-certification of the payment on the website www.er-go.it by the same date;
- within September 9th, 2015 first year students of first level courses and single-cycle degree courses must pay the pre-confirmation fee and complete the self-certification of the payment on the website www.er-go.it by the same date.

Failure to make the payment, late payment, failure to provide the on-line self-certification of the payment within the pre-confirmation payment deadlines shall automatically be considered as renunciation to the service.

Therefore the scholarship eventually assigned will be of the amount for Resident Students.

The amount paid as pre-confirmation is considered to be a down payment of the rent of the first month of allocation.

The payment of the pre-confirmation fee must be notified to ER.GO exclusively online, by completing the relevant form, that can be found on the website www.er-go.it, clicking on self-certification of the payment of the pre-confirmation 2015/2016.

A printed copy of the self-certification must be presented at the allocation of the lodging.

The amount paid for the pre-confirmation will be paid back in full to students to whom accommodation is not allocated by October 15th, 2015, due to unavailability of lodgings.

Students not assigned an accommodation within October 15th, 2015 can self-certify a domicile from October 16th, 2015 to October 30th, 2015, in order to obtain a scholarship for Non-Resident Students.

For Non-Resident Students enrolled at Modena (See Chapter 8), the payment of the pre-confirmation is not required.

On the website www.er-go.it, assigned student can find a service called ABITARE ER-GO, that can be used to:

- Arrange a private talk with the Lodging Service;
- Arrange a private talk with the Counseling Service;
- Request a transfer within the residence or from one residence to another;
- Read news and notices about the residential facilities;
- Apply to take part in events/meetings organized by the Authority or other institutions.

For any doubt or question, please see the application Announcement or call PARLA CON ER.GO.

13. Subsidies for catering service

The catering service is open to all students.

Students awarded with a scholarship residing out of town (except from Students enrolled at Modena University assigned with BAP – scholarship, free lodging, subsidies for catering service) may ask to convert part of their scholarship into catering vouchers. In this case ER.GO will assign an additional contribution in the amount of the 50% of the student's quota. You can apply for catering service while filling in the Benefits Application Form.

You can ask to convert into catering vouchers:

SCHOLARSHIP CONVERTED INTO CATERING SERVICE	ER.GO CONTRIBUTION	TOTAL AMOUNT OF CREDIT FOR THE CATERING SERVICE
€ 200	€ 100	€ 300
€ 400	€ 200	€ 600
€ 500	€ 250	€ 750
€ 600	€ 300	€ 900

The application for the catering service is irrevocable, except in cases of particular reason according to art. 3 of The Announcement for Catering Services.

Students eligible for scholarship, but not awarded because of lack of funds, will receive a contribution of € 500.00 for the catering service (except from Non-Resident Students enrolled at Modena University- see art 1 of The Scholarship Announcement for the Modena University and Reggio Emilia)

Only students enrolled at Modena University assigned with BAP (scholarship, free lodging, subsidies for catering service, as defined in Chapter 8, sub a) b) c), are entitled to the following contribution, according to their ISEE as declared in their application form:

ISEE	Students enrolled at regular course	Students enrolled at their extra semester
Up to € 12.713,21	€ 600	€ 300
From € 12.713,22 up to € 15.386,29	€ 480	€ 240
From € 15.386,30 to € 19.152,97	€ 360	€ 180

In case these students renounce to the lodging service after the publishing of the Provisional ranking lists, their contribution will be halved.

In case scholarships are not paid because of lack of fund, these students are assigned a free lodging and free catering service as above indicated.

Students with ISEE up to € 24.126,80 and ISPE up to € 40.713,99 can be assigned a contribution of € 200.00 for the catering service, if they reached their achievement. This contribution will be assigned in case of availability of funds after the payment of the scholarships to all the eligible students. In case of lack of fund, the contribution of € 200.00 will be assigned primarily to those student assigned with a scholarship in academic year 2014/2015.

14.Grants for International Mobility

These are intended for all students enrolled at subsequent years of all course levels (second level courses can apply from the first year), eligible for an ER.GO scholarship for the academic year 2015/2016 and awarded with a scholarship to take part in international mobility programs.

The grant consist of a single amount to support board and lodgings expenses.

The amount of the grant is € 500.00 per month and it is assigned for the entire period spent abroad, up to a maximum of ten months, regardless of the destination country. The amount of the scholarship taken from European Union funds or other bilateral agreement (non-EU too) issued by the University or AFAM Institution is deducted from the total contribution of € 500.00.

The mobility contribution is associated with a reimbursement of the cost of the round trip up to a maximum amount of € 50.00 for European Countries and € 250.00 for non-EU Countries.

The contribution is assigned for a maximum of five months to students enrolled at an extra semester, with respect to the duration of the courses according to new regulations.

The international mobility contribution can be assigned only once per course.

The contribution is not assigned to students enrolled at specialization courses.

15. Hardship Awards

ER.GO provides hardship awards for students who lose their achievement requirements due to a particularly serious event and who are particularly economically disadvantaged, in order to allow them to return into the system of benefits the following year or to gain their qualification.

Hardship awards are:

- > Grants from a minimum of € 250.00 to a maximum of € 2,000.00.
- > Lodging (only for students already assigned in the academic year 2014/2015).

The grants are meant only for students eligible/assignee with a scholarship in the academic year 2014/2015.

Hardship awards are granted only once, and only one type of award can be given.

The application must be made on the special form that can be downloaded from the website www.er-go.it according to times and procedures stated in the specific Announcement.

Annex: the self-certification of domicile

Contracts and its related deeds, such as transfers (cessione) and takeover (subentro) are subject to the payment of a registration fee.

Till year 2011, the only way to pay that fee was to pay it at the moment of the registration. This is still possible and the receipt of this payment is the so-called Mod. F23. From February 1st, 2014 it is possible to pay the registration fee also with the so-called Mod. F24 Elide, that can be found on the Revenue Agency website www.agenziaentrate.gov.it in the section **Forms - Payment forms**.

Cedolare secca (flat tax) is another way to pay the registration tax.

Owners renting a lodging may decide which payment methods they want to adopt.

In case owners decide to adopt the flat tax method (cedolare secca), the documentation proving the payment should be one of the following:

- Modello SIRIA
- Modello 69
- modello RLI (from February, 2014)
- a declaration issued by the Revenue Agency stating the option for the flat tax (cedolare secca)
- a declaration issued by the Revenue Agency stating the extension of the option for the flat tax (cedolare secca)

Please Note that as regards transfers (cessione), takeovers (subentro) and sublicensing (subaffitto) the old form Mod. F 23 is still the only one accepted.

CONTACTS

To call us: Parla con ER.GO from Monday to Friday, from 9.30 a.m. to 04.00 p.m.

+39 051 6436900 for freshmen

+39 051 19907580 for all other students

To write us:

Website: www.er-go.it

Certified electronic mail (PEC): info@postacert.er-go.it

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- Bologna, via Schiavonia 5 – phone +39 051 6436711
- Cesena, via Montalti 69, - phone +39 0547 364311 (on Thursdays from 9.30 a.m. to 12.30 p.m.)
- Forlì, URP Università - Campus Forlì, Piazzale Solieri - phone +39 0543 374810 (on Thursdays from 02.30 p.m. to 05.00 p.m.)
- Ravenna, Università - Campus Ravenna, Via Baccarini 27- phone +39 0544 936256 (on Tuesdays from 10.30 a.m. to 01.00 p.m. and from 02.00 p.m. to 05.00 p.m.)

- Rimini, Università via Cattaneo 17 - phone +39 0541 434196 (on Wednesdays from 10.00 a.m. to 01.00 p.m.)

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