

# GUIDE TO APPLICATION Announcements A. Y. 2019/2020

## Contact ER.GO

The Competition Announcements are all available online, on the website [www.er-go.it](http://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](http://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.

tel. ++39 051/19907580

The service is available from Monday to Friday, from 9.30 a.m. to 4.00 p.m.

The service allows students to listen to pre-recorded automatic messages, monthly updated, with useful information about deadlines and application procedures.

**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](http://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 !**

**Live Assistance! Online chat service**, available on our website, for simple and quick questions - answering from Monday to Friday, from 8.30 to 10,00 am. -

## DOSSIER STUDENTE (STUDENT FILE).

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

Connecting to [www.er-go.it](http://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 also:

- 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
- Start up and view all emails received/sent from/to ER.GO through SCRIVICI!
- pay the confirmation advance fee of the lodging
- Get access to the online 'booking system' “ABITARE ERGO” for any information and initiatives about life in a Hall of Residence and for entering the BORSINO ALLOGGI to check and book a free-access lodging
- Get access to the virtual badge for the use of the meal tickets (where possible).

**All written** communications from ER.GO to students (including those related to the loss of requisites for benefits, check procedures, etc.), will be issued on their “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](mailto: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](http://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.

As regards documents requested to foreign students about their family economic condition, PEC does not replace the “registered post with return receipt”, since they must be legalized and sent in original.

**For further information, regarding all ER.GO Benefits, please read carefully the General Rules and the Announcements A. Y. 2019/2020 in their whole.**

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## 1. Benefits

Submit your application for the following benefits:

<b>Benefits</b>	<b>Benefit Manager</b>
Scholarship	ER.GO
Accommodation facilities	ER.GO
Accommodation facilities “Sport Excellence” Unimore	ER.GO and University
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 in collaboration with the Universities
Fee exemption (for students applying also for scholarship)	Universities and Higher Institutes for Arts and Music; Fee exemption will be granted to students eligible for scholarship
Full and partial exemption from university fees “Top Student” Unimore	University; ER.GO accepts applications for Modena and Reggio Emilia University
Full and partial exemption from university fees “Sport Excellence” Unimore	University; ER.GO accepts applications for Modena and Reggio Emilia University
Full and partial fee exemption for students with certified disability (included the disability provided for by art. 3, clause 1 of Law 104/1992) - Unimore	University; ER.GO accepts applications for Modena and Reggio Emilia University
No tax area exemption/tuition fee based on the ISEE (UNIBO) Application for personalized reduced university fees (UNIPR) No tax area exemption and reduced university fees (UNIMORE)	University; ER.GO accepts applications for the Universities of: Bologna, Modena and Reggio Emilia, Parma
Paid internship for students (part time) – not for freshmen	University; ER.GO accepts applications for the Universities of: Bologna, Modena and Reggio Emilia, Parma
Paid internship for students (part time) of the inter-University courses “MUNER”	ER.GO
Education allowances (vouchers)	ER.GO

## 2. Who can apply

All students enrolled for the A.Y. 2019/2020 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
- > Specialisation Schools for professionals (legal careers), Specialisation School for Public Administration Studies (SPISA). Post-graduate programmes are excluded.
- > First, second cycle Diplomas, Specialisation Schools as the Higher Institutes for Arts and Music (A.F.A.M.).
- > Ph.D. Courses, started by Universities according to Legislative Decree 3rd July 1998, no.210, article 4, as modified by Law 30th December 2010, no. 240.

**For students enrolled in Inter-University courses “MUNER”** (Association joining the four Universities of Bologna, Ferrara, Modena and Reggio Emilia and Parma together with the Motor Valley famous brands, with the specific target of encouraging the development of innovation and education provided in Emilia Romagna in the automotive sector) are planned specific procedures of benefits supply, taking into account the different locations of the courses (administrative office and teaching branch) for semester or year. Please, refer to each Benefit Announcement for the specific procedures to follow.

### 3. Necessary conditions to get the benefits

#### - The family unit's economic condition (income/assets)

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:

<b>Benefits</b>	<b>ISEE Threshold</b>	<b>ISPE Threshold</b>
Scholarship	€ 23.000,00	€ 50.000,00
Accommodation facilities with assisted access	€ 23.000,00	€ 50.000,00
International mobility grants	€ 23.000,00	€ 50.000,00
Hardship awards	€ 23.000,00	€ 50.000,00
Subsidies for the catering service	€ 28.000,00	€ 62.000,00
Disabled Students' Allowances: - Individual assistance - Contributions	€ 32.000,00 € 28.000,00	€ 62.000,00 € 62.000,00
Education allowances (vouchers) for enrolling at and attending: Masters, Higher Training courses and Specialisation courses abroad	€ 40.000,00	€ 62.000,00
Grant for-non resident students assignee of an accommodation and involved in postgraduate professional trainings in Emilia Romagna	€ 23.000,00	€ 50.000,00
ER.GO Paid internship for students (part time) of the inter-University courses “MUNER”	€ 28.000,00	€ 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 and second instalment received.

- **Enrolment** 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, article 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 within the deadlines stated in the General Rules of the Announcements, article 11; otherwise the assigned benefits will be revoked.

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 then, at the purpose of enabling the due checks, according to art. 15 of the General Rules, they must provide the relative documentation (Family Status Declaration and document 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 (Tax Assistance Centres), must send the following documentation within the deadline for finalizing the application, as stated in the General Rules of Announcements, article 12:

a) the composition of the family unit: a certificate attesting the family membership and its composition.

### Particular cases

#### Family composition certificate with only one-parent:

- **in case of divorce:** it is required the divorce decree or a document of the court, if the separation is currently underway;
- **in case of death** of both parents: it is needed a death certificate, if it has not been already provided to Er. Go in the previous academic years;
- **in case the student has not been legally recognized by his/her father (lack of acknowledgement of paternity):** it is necessary the student's birth certificate;
- **in case one parent is untraceable:** it is required a certificate in which the competent authorities declare that the parent cannot be found;
- **in case of a guardian in the student's family status certificate:** it is necessary to provide the guardian's deed of appointment issued by the competent authorities.

Student orphan of both parents: it is needed the death certificate of both parents, if it has not been already provided to Er. Go in the previous academic years;

Married siblings of age included in the family status certificate: it is required the marriage certificate or it must be specified the sibling's civil status in the family status certificate;

Siblings of age included in the family status certificate, but not cohabiting in the family of origin: it is necessary to provide a permanent residence certificate of the not-cohabitant sibling or it can be specified in the certificate of the family composition.

b) † the working activity practised in 2018, by each member of legal age in the family unit, siblings of age included.– In case that some family members do not practise any working activity, the status of not-working or unemployment must be declared in the documents together with the amount of the unemployment compensation or similar, if received ;

- c) the period in which the working activity has been practised by each member of the family unit (stating if it is a less or more than 6-months-period during the year 2018);
- d) the income value earned in 2018: a certificate issued by a Public Administration, competent in fiscal management, attesting the **complete gross incomes (taxes included)** received for work or pension by **each** individual member **of legal age** in the family unit during the income year **2018**.

**Particular cases:**

If you do not have any of the above mentioned certificates, you can provide one of the following documents:

- certificate issued by employer attesting the salary received during the income year 2018 (from January to December), tax included;
- Last payslip (December 2018), where it is stated also the whole income for the year 2018;
- all the 12 monthly payslips attesting the income earned in 2018, if in the last payslip it is not specified the annual income;

e) **Buildings:** a certification of all the buildings owned by **each** member of the family unit, referring to 31<sup>st</sup> December 2018, **attesting the building surface area in square meters.**

**Specifically:**

Family home, if it is owned: it is required the certificate of ownership, attesting the building surface area. In all other cases, (lease, free use agreement, etc...), it is necessary to attach a specific statement, issued by the competent authority, attesting that no member of the family unit owns any real estate.

Other buildings: it is required to provide the specific certificates of ownership.

- f) The amount of the residual bank loan at 31/12/ 2018 on the family home and/or other properties.
- g) The assets amount at 31/12/ 2018 for each family member
- h) The document certifying the student's invalidity or disability.

All the income and asset values must be expressed in Euro according to the average exchange rate of the year 2018 , as provided for by the institutional and regulatory framework.

In case of parents not living with the student, the student's family unit is defined on the basis of the parameters stated in the General Rules of the Announcements, article 7.2 and following clauses.

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.

**For further information about translation and legalization of foreign documents, look up in the website of the Ministry of Foreign Affairs at the following link: <https://urly.it/350y>**

The student's documents must be provided together with a valid residence permit copy and a passport or identity card copy, or with any other valid identification document.

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.

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

Students recognized as **stateless** or political refugees with residence permit for political asylum or beneficiaries of international protection (with residence permit for political asylum or subsidiary protection), or beneficiaries of residence permit on humanitarian grounds, or on special protection and special cases, are exempt from the obligation to provide declarations issued by embassies or consulates, since only their eventual incomes and assets in Italy are taken into consideration to evaluate their economic condition. Therefore their economic conditions will be evaluated according to the procedure for Italian students.

These students must submit:

- a) a copy of their valid residence permit
- b) a copy of their passport or identity card, or other valid I. D.
- c) ISEE 2019

Students with a residence permit for asylum application, whose procedure to recognise their status as eligible for international protection is still underway and do not have their residence permit must submit the documents listed above at points a), b), c). The eventual benefits awarded depend on the status recognition and on the issuing of the corresponding residence permit.

Students, referred-to in this clause, whose procedure to recognise their status is still underway and so do not have their residence permit yet, must submit the documents listed above at points a), b), c). Any benefits awarded depends on the status recognition and on the issuing of the corresponding residence permit.

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 by registered mail 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. The documentation can be eventually sent in advance by DOSSIER STUDENTE, after confirming the application.**

**Only Non-EU students enrolling for the first time at the first year of a First Level Degree or of a single-cycle Degree and applying for a lodging may submit the original legalized documentation stating the economic and financial conditions by- 03/09/2019.**

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 10/08/2019.

Students, however, have the chance to add any more credits obtained within 10/08/2018, if those credits haven't been recorded by the University yet (e.g. ERASMUS + Programme 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 10/08/2019, 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](http://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](http://www.er-go.it): "elenchi CAF").-**

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.

Students, who use CAF recognised by ER.GO to apply for benefits, will receive an email from ER.GO to their own email address (specified in the application form) with their personal PIN CODE. In order to fill out the benefits application form, it is compulsory to follow carefully all the instructions given in the email, to fill in the personal PIN CODE. The application form completion and confirmation must be done absolutely within the deadlines, as stated in the following paragraph 5.

The filled-out application form, with its PIN CODE and regularly registered, can be viewed and downloaded directly in Dossier Studente by the student himself/herself. ER.GO will keep the application form in a special data storage media, which guarantees their integrity and inviolability.

**Important suggestions for the filling out of the application:**

- a) Please, let fill out, as soon as possible, the new ISEE/2019 certificate for service connected to the right to University Study, 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 10/08/2019, 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 with an Italian SIM CARD (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, - so 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.**

<b>Benefit</b>	<b>online application deadline</b>	<b>Finalizing by PEC or PIN</b>
Scholarship and fee exemptions for: - students enrolling in the first year or in subsequent years of all courses	1 <sup>st</sup> -July - 31 <sup>st</sup> August, 2019	By 3 <sup>rd</sup> September, 2019
Lodgings for: - Students enrolled in subsequent years of single cycle degree , first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - first year students of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - Specialisation Schools, PhD and S.P.I.S.A. first and subsequent years	1 <sup>st</sup> –July – 8 August, 2019*	By 12 August, 2019
Lodgings for : - first year students of degree courses and single-cycle degrees-courses and of first cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.)	1 <sup>st</sup> July – 31 <sup>st</sup> August, 2019	by 3 <sup>rd</sup> September, 2019
BAPS: Scholarship + Lodging + prepaid credit for the catering service + Sport at the University Sport Centre in Bologna or Modena (CUS)	1 <sup>st</sup> July – 8 August, 2019	By 12 August, 2019
Accommodation UNIMORE SPORT EXCELLENCE	1 <sup>st</sup> July - 31 <sup>st</sup> August 2019	By 3 <sup>rd</sup> September 2019
Subsidies for the catering service available to - students enrolling in the first year or subsequent years of all	1 <sup>st</sup> July - 31 <sup>st</sup> August 2019	by 3 <sup>rd</sup> September, 2019

courses		
Grant for-non resident students assignee of an accommodation and involved in postgraduate professional trainings in Emilia Romagna	1 July – 8 August, 2019	by 12 August, 2019
University fees exemption/reduction TOP STUDENT - UNIMOIRE - first year students of first cycle degree or single cycle degree; - first year students of second cycle degree	1 <sup>st</sup> July - 6 November, 2019 1 <sup>st</sup> July – 19 December, 2019	by 11 November, 2019 by 20 December, 2019
University fees exemption/reduction SPORT EXCELLENCE - UNIMORE - first year students of first cycle degree or single cycle degree; - first year students of second cycle degree	1 <sup>st</sup> July - 6 November, 2019 1 <sup>st</sup> July – 19 <sup>th</sup> December, 2019	By- 11 November, 2019 by 20 December, 2019
No tax area exemption/tuition fee based on ISEE (UNIBO)	6 May – 30 October 2019 <b>The application form can be filled out by 30 October 2019 at 6.00 p.m.</b>  31 <sup>st</sup> October – 15 November 2019 with a 100.00€ penalty <b>The application form can be filled out by 15 November 2019 at 6.00 p.m.</b>	by 5 November 2019 (Online applications confirmed between 6 May – 30 October 2019)  by 20 November 2019 (Online applications confirmed between 31 <sup>st</sup> October – 15 November 2019)
No tax area exemption and reduced university fees (UNIMORE) - for all students	1 <sup>st</sup> July - 6 November, 2019 <b>The application form can be filled out by 6 November at 6.00 p.m.</b>	By 11 November, 2019
No tax area exemption and reduced university fees (UNIMORE) - first year second cycle degree	1 <sup>st</sup> July – 19 December, 2019 <b>The application form can be filled out by 19 December at 6.00 p.m.</b>	by 20 December, 2019
Application for personalized reduced university fees (UNIPR)	1 <sup>st</sup> July – 31 <sup>st</sup> October, 2019 <b>The application form can be filled out by 31<sup>st</sup> October at 6.00 p.m.</b>	by 5 November, 2019
Full or partial fee exemption for disabled students included disability according to art. 3, paragraph 1 of Law 104/1992) - UNIMORE )	1 <sup>st</sup> July - 6 November, 2019	by 11 November, 2019
International mobility grants	1 <sup>st</sup> July - 31 <sup>st</sup> August, 2019	by 3 <sup>rd</sup> September, 2019
Paid internship/part-time	University of Bologna and of Modena and Reggio Emilia 1 <sup>st</sup> July - 31 <sup>st</sup> August, 2019 ( )  University of Parma 1 <sup>st</sup> July – 31 <sup>st</sup> October, 2019	University of Bologna and of Modena and Reggio Emilia by 3 <sup>rd</sup> September, 2019  University of Parma by 5 November, 2019

Peer tutoring partnerships in favour of students with disabilities UNIMORE	1 <sup>st</sup> July - 31 <sup>st</sup> August, 2019	By 3 <sup>rd</sup> September, 2019
ER.GO paid internship for students (part time) of the inter-University courses "MUNER"	1 <sup>st</sup> July – 31 <sup>st</sup> August 2019	By 3 <sup>rd</sup> September 2019
-Volunteering Opportunities	1 <sup>st</sup> July – 31 <sup>st</sup> August, 2019	Printed copy to be sent by 3 <sup>rd</sup> September, 2019
Peer tutoring for disabled students: - Students enrolled in subsequent years of single cycle degree , first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - first year students of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - Specialisation Schools, PhD. and S.P.I.S.A. first and subsequent years	1 <sup>st</sup> July – 8 August, 2019	by 12 August, 2019
Personal support service for disabled students: - first year students of second cycle degrees and of first cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.)	1 <sup>st</sup> July – 31 <sup>st</sup> August 2019	By 3 <sup>rd</sup> September 2019
Self-certification of domicile **	1 <sup>st</sup> July – 21 <sup>st</sup> October,- 2019 ***	Not required
Sending of Contract and documentation proving the self-certified domicile	by 30 January, 2020	Not required
Hardship awards	downloadable form from 28 October,2019 to 30 December 2019	Not required
Grants for students with disabilities	downloadable form from 13 January to 20 February, 2020	Not required
Education allowances (vouchers)	downloadable form From 11 September to 4 December, 2019	Not required

\* 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 October 2019, they can finalise their applications from-16 October to 15 November 2019.

## 6. Ranking Lists

All the ranking lists are published on the website [www.er-go.it](http://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, single cycle degree, second cycle degree, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - first year students of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - first and subsequent years students attending specialisation courses, PhD and S.P.I.S.A.	26 August, 2019	9 September, 2019
- Lodgings: - first year students of all degree courses, single-cycle degrees and of first cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.)	9 September, 2019	19 September, 2019
Scholarship, full exemption from university fees (applicants for scholarship), paid internship/ part-time at UNIMORE, peer tutoring for disabled students at UNIMORE/ER.GO paid internship for students (part time) of the inter-University courses "MUNER"	24 October, 2019	2 December, 2019
Paid internship/part-time at UNIPR	2 <sup>nd</sup> March-2020	Only definitive ranking list to be issued on 30 April, -2020
No tax area exemption and reduced university fees (UNIMORE)	28 November 2019 (all students)  20 January, -2020 (first year students of second cycle degree)	20 January, -2020 ( all students)  13 February, -2020 (first year students of second cycle degree)
University fees exemption TOP STUDENT Modena and Reggio Emilia University: for all students	20 January, -2020	13 February, -2020
UNIMORE PROJECT SPORT EXCELLENCE -(accommodation + fee exemption)	Ranking list issued by a task-force of technical experts	
Education allowances (vouchers)	27 January -2020	17 February 2020 (definitive lists for this benefit)
Such dates may vary depending on the number of applications received. For other benefits see the specific paragraphs and respective announcements.		

Students can file an appeal against the provisional ranking lists only online and only within the deadlines, as stated in the General Rules of the Announcements.

## 7. Scholarships

The minimum budget available for the A.Y. 2019/2020 is estimated in € 42,000,000 (equivalent to at least 12,000 scholarships), that will be assigned for the 75% to students enrolled in subsequent years and for the 25% to freshmen, proportionally to the number of eligible students in each ranking list.

The amount of scholarship goes from a maximum of € **5.371,58** to a minimum of € **1.097,55** and varies according to the economic conditions of the family unit and to the condition of non-resident student, commuter student and resident student.

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 € 15.333,33	€ 5.371,58	€ 3.024,09	€ 2.195,11
From € 15.333,34 to € 16.866,66	€ 3.760,11	€ 2.116,86	€ 1.536,58
From € 16.866,67 to € 19.152,97	€ 2.846,94	€ 1.753,97	€ 1.342,53
From € 19.152,98 to € 23.000,00	€ 2.685,79	€ 1.512,05	€ 1.097,55

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 three annual instalments: the first instalment paid by 31/12/2019 to students, who will be by 15/11/2019 regularly enrolled at University for the A. Y. 2019/2020.

The second instalment will be paid in March 2020 to those students, who will have already achieved by 28/02/2020 the number of credits specified in the table no.1 (for first year students) and no.5 (for not first year students) of the Benefits Announcement.

The third instalment will be paid from June 2020 (except from August 2020), with monthly payments, to those students **who will have achieved** the credits as noted in tables 1 2 (for first year students) and 4 6 (for students enrolled in subsequent years) of the Announcement.

In any case, the payment of the scholarship is suspended if the student’s eligibility is under investigation to verify his/her possession of the requirements.

The amount of the three instalments is different depending on the student, if he/she is first-year or not first-year (of all grades of degrees):

Student	Percentage of the assigned scholarship amount provided with the paid instalment		
	First instalment	Second instalment	Third instalment (balance)
Enrolled at first year	40%	20%	40%

Enrolled at subsequent years	50%	10%	40%
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In case of Scholarship + free accommodation + pre-paid catering + Sport at the University Sport Centre (BAPS), the three instalment amount is determined referring to the money sum.

### 7.1 Scholarship (grant and services) for non-resident students enrolled at Bologna or Modena University, formerly assigned with an ER.GO accommodation in the a. y. 2018/2019 -

For those non-resident students (as to say, non-resident in the towns listed in tables 6 and 7 annexed to the Announcement), enrolled at Bologna or Modena University, formerly awarded with a lodging in the a. y. 2018/2019 and applying in the a. y. 2019/2020 for the Scholarship + Lodging + prepaid credit for the catering service + Sport at the University Sport Centre in Bologna or Modena (BAPS), the scholarship amount is composed as follows:

ISEE value brackets	Amount for Scholarship + free Accommodation + prepaid credit for the catering service + Sport (BAPS) for students enrolled in normal course schedule at university
Up to € 15.333,33	<p style="text-align: center;">€ 2.192,56 money amount + € 2.400,00 value of free lodging (August included) + € 900,00 for catering + € 300,00 for sport activity at CUS in Bologna or Modena</p> <p style="text-align: center;">Total value: € 5.792,56</p>
From € 15.333,34 to € 16.866,66	<p style="text-align: center;">€ 1.536,58 money amount + € 2.400,00 value of free lodging (August included) + € 500,00 for catering + € 300,00 for sport activity at CUS in Bologna or Modena</p> <p style="text-align: center;">Total value: € 4.736,58</p>
From € 16.866,67 to € 19.152,97	<p style="text-align: center;">€ 1.342,53 money amount + € 2.400,00 value of free lodging (August included) + € 400,00 for catering + € 300,00 for sport activity at CUS in Bologna or Modena</p> <p style="text-align: center;">Total value: € 4.442,53</p>
From € 19.152,98 to € 23.000,00	<p style="text-align: center;">€ 1.097,55 money amount + € 2.400,00 value of free lodging (August included) + € 250,00 for catering +</p>

	<p><i>€ 300,00 for sport activity at CUS in Bologna or Modena</i></p> <p><i>Total value: € 4.047,56</i></p>
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**Note: Scholarship amounts for students enrolled in a “further semester”** are specified in the Announcement for Scholarships for Bologna and Modena and Reggio Emilia, article 2.1.

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 and/or sport, 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.

**Free accommodation service** consists in being assigned of a bed for 12 months (August included) in one of ER.GO Residences in the city of Bologna or Modena; it is established as representing a value of €. 2.400,00.

**Free catering service** consists in the possibility of having a certain number of free meals, up to the total annual value, as specified in the table above (€ 900, € 500, € 400 and € 250 according to ISEE bracket). To eligible students the prepaid credit for catering will be given with lunch vouchers or pre-paid card or by a code to be downloaded through DOSSIER STUDENTE and to be used in affiliated eateries.

**Free sport activity** consists in the possibility of enrolling for free in courses proposed by the University Sport Centre of Bologna or Modena (CUS) up to the amount of € 300.00, covered for the 50% by ER.GO and for the other 50% by the University Sport Centre of Bologna or Modena (CUS). You can check the activities proposed by the University Sport Centre of Bologna Modena (CUS) and included in BAPS on the respective websites (<http://www.cusb.unibo.it> – [www.cusmore.it](http://www.cusmore.it)).

New enrolments in courses of the sport season a. y. 2019/2020 will be accepted from September 2019. To be admitted to courses students will need: 1. CUS annual card released for free to BAPS assignees; 2. Medical certificate for non-competitive sport activity: BAPS assignees, not having the certificate, can schedule a medical examination to certify their eligibility to non-competitive sport activity at the Medical Centre suggested or established by convention with CUS. The cost of the certificate will be paid by ER.GO. To BAPS assignee, the University Sport Centre of Bologna or Modena (CUS) reserves the right to book playgrounds with a 50% discount during the whole season a. y. 2019/2020 to the conditions set independently by the CUS itself.

In case of giving up to accommodation when eligible, the amount of catering will be halved. If the accommodation will be revoked, the prepaid credit for catering service will be revoked as well. In both cases the scholarship amount and the free sport activity are confirmed.

Scholarship amounts for non-resident students (as to say: not resident in towns as listed in Tables 6 and 7, annexed to the Announcement), enrolled at Bologna or Modena University, formerly assignee of an accommodation in the a. y. 2018/2019 and **not applying for BAPS in the a. y. 2019/2020**, are specified in articles 1, 4 and 5 of the Announcement for Scholarships.

Scholarship amounts for **other non-resident students** (as to say: not resident in towns as listed in Tables 6 and 7, annexed to the Announcement), enrolled at Bologna or Modena University, applying or not applying for an accommodation in the a. y. 2019/2020, are specified in articles 1, 4 and 5 of the Announcement for Scholarships.

## 7.2 International Scholarships

For students enrolled at University courses issuing double or multi-degrees spending an exchange period of six or more months abroad at the partner University, the scholarship amount is defined as follows, according to the below specified ISEE brackets:



ISEE BRACKET	INTERNATIONAL SCHOLARSHIP AMOUNT	
	(no less than 6 months abroad staying)	
Up to € 15.333,33		€ 5.495,11
From € 15.333,34 to € 16.866,66		€ 3.936,38
From € 16.866,67 to € 19.152,97		€ 3.042,53
From € 19.152,98 to € 23.000,00		€ 2.797,56

The International Scholarship amount is independent from the condition of “Non-resident, Commuter or Resident” student. The International Scholarship assignee students are not subject to the “self-certification of domicile” regulations.

The International Scholarship cannot be combined with the Grant for International Mobility supplied by ER.GO and with any other type of grant provided by the partner University.

In case of concomitant allocation of both ER.GO International Mobility Grant and other grants awarded by national and foreign Institutions, aimed to complete students’ learning and research activity with exchange periods abroad (Erasmus+ or similar programmes), considered all the provided cases of not-combination, the total amount of the paid grants shall not exceed the maximum cap of € 7,195.11.

For students enrolled at University courses issuing double or multi-degrees, spending an exchange period of less than six months abroad at the partner University, the scholarship amount is fixed according to article 1 and followings of ER.GO Announcement.

## 8. 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 1 October 2019 to 30 September 2020 ;
- 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 1 October 2019 to 30 September 2020 .

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 -1<sup>st</sup> July to 21 October 2019 after having filled in and confirmed the online scholarship application form; ( Students are not required 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 Scholarships, art. 5.13, may attach a scan of these documents to the online self certification of domicile Form.**

**- Those, who, on the other hand, will not be able to attach the domicile documentation to the online self-certification form, will then have to send by registered post to ER.GO the documentation concerning their domicile address, as specified in the Announcement, by 30 January 2020.**

As regards stateless students, with international or special protection as defined by art. 2.3 - paragraph - 7- of the General Rules of the Announcement, whose family unit is not resident in Italy, the amount of their scholarship is that provided for non-residential students , regardless of their residence or domicile.

### 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 **1 October 2019 to 30 September 2020**).

**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”.

As far as their eligibility to scholarship is concerned, students are considered as residential students, if they have their domicile in a lodging owned by themselves or by one of their parents, if present in the student's family unit or in the ISEE requested in order to apply for Higher Education Benefits.

### **Self-certification of domicile**

Students who applied to get a scholarship as “Non-resident” or “Commuters” must fill in the online the self-certification of domicile form, on the website [www.er-go.it](http://www.er-go.it) , after having filled in and confirmed the scholarship application form from 1<sup>st</sup> July-2019 to -21<sup>st</sup> October 2019.

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](mailto:info@postacert.er-go.it), or by “DOSSIER STUDENTE”, in the area “Documents to send to ER.GO” (documenti da inviare/inviati all'Azienda) by 30 January 2020.

Students who have already attached their complete documentation to the online self-certification of domicile by 21<sup>st</sup> October 2019, are not required to send it by post again.

### **Documentation about domicile**

#### ACCOMMODATION 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 original 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 this academic year 2019/2020 ( Forms MOD. F24 ELIDE, MOD. RLI 2019 or other forms, as provided by the Revenue Agency). In case of the flat rate tax option (*cedolare secca*), students will have to submit the documentation issued by the Revenue Agency proving that the option is still valid for the current year.

If the agreement sent by 30 January 2020 expires after that date without covering the 10-month period, the student must provide the renewal documentation or a new registered lease.

- 3) Students enrolled in subsequent years, who confirm the domicile documented in the previous academic year, are exempt from submitting a copy of the same contract, but they must send documentation proving its registration at the Revenue Agency for the a. y. 2019/2020. In particular: a) if they have a multi-year

contract registered with the flat rate tax option, they will have to submit the receipt of the registration at the Revenue Agency, or alternatively a query (*interrogazione*) realised by the Revenue Agency proving that the option is still valid for the current year; b) if they have a contract that is renewed automatically by tacit agreement, at its first expiration, they must in any case submit a copy of the receipt of its renewal released by the Revenue Agency (Form MOD. F24 ELIDE, Form MOD. RLI 2019 or other form, as provided for by the Revenue Agency).

4) Students having their domicile in residences, hostels, B&B, etc. must submit the copy of their online booking confirmation and the receipt of the online payment; or a statement of the owner declaring their check-in date and check-out date (staying of at least 10 months in period 1 October 2019 – 30 September 2020) and the monthly rent; or the copies of the monthly payments receipts in order to demonstrate a domicile covering the 10 months required.

#### ACCOMMODATION FOR FREE

1) If the student lives free of charges in a flat, a registered gratuitous commodatum agreement must be provided.

2) In case that the provided gratuitous commodatum agreement for the A. Y. 2018/2019 has expired, the student must provide a document written by the flat's owner with attached a blueprint of the latter's ID, certifying the student's stay in that flat during the A.Y. 2019/2020 and specifying the beginning and end date of student's stay.

3) In case that the provided gratuitous commodatum agreement for the A. Y. 2018/2019 is an open-ended contract or a contract lasting for the whole student's period of studying, the student must provide a document written by the flat's owner with attached a blueprint of the latter's ID, certifying the student's stay in that flat during the A. Y. 2019/2020 and specifying the beginning 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](http://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 services PARLA CON ER.GO and ERGO RISPONDE/SCRIVICI.

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

## 9. Economic requirements

The economic condition of the student is assessed considering ISEE (Index of the Economic Condition) and ISPE (Index of Property Condition), two indexes measured according to the composition of the family, the incomes and assets owned by the family. The -regulation in force about ISEE 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, corresponds with the ORDINARY ISEE, in this case, the ISEE certificate (Attestazione) must specify that it is applied to the supporting services of the right to University studies on behalf of the student concerned. In case of particular situations, please see the General Rules of the Announcement for the academic year 2019/2020 and the Guide to ISEE for the academic year 2019/2020.

## **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 housing not belonging to a member of the native family,

b) Earned income or similar of at least € 6.500,00 per year in the last two years, declared by the student in his/her income tax return.

c) If the student is married, it will be taken into account the student's new family unit, only if he/she meets the residence requirement (according to letter a) and in case the income requirements (according to letter b) are fully met, also considering the student's spouse income. In this case, to meet the income requirements, the spouse's income (referred to the two previous years) can be taken into consideration, even if the student at that time was not yet married.

Rules for spouses are valid also for both parties of same-sex civil union, as provided for by the current regulations (law 20th May 2016, no. 76).

d) Only in case of a student enrolled at PhD courses, the family unit is composed of the student applying for benefits, his/her spouse, under-age children (younger than 18 years old) and adult children, according to the rules provided for by article 3, paragraph 2 and 5, of D.P.C.M. 5 Dec. 2013, no. 159. In this specific case, the ISEE is calculated on the basis of the so called "restricted family unit" and it is provided in a specific section of the ISEE certificate. The applying to benefits student, enrolled at PhD courses, can however reserve the chance to establish a family unit according to the ordinary rules provided for by article 3 of D.P.C.M. 5 Dec. 2013, no. 159. In this case, it is taken into account the "ISEE ORDINARIO" of the ISEE certificate.

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 members 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, ER.GO will consider the residence of the native family.

## **10. 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 (4<sup>th</sup> column) requirements **on 30/11/2019 forfeit** their right to total exemption from university fees.

The credits obtained must not be less than:

Type of course	Access requirements for the 1 <sup>st</sup> instalment of scholarship	Requirements at 28/02/2020 for the 2 <sup>nd</sup> instalment of scholarship	Requirements at 10/08/2020 for the 3 <sup>rd</sup> instalment of scholarship (balance)	Requirements at 30/11/2020 to confirm the award of the scholarship and to not refund the 1 <sup>st</sup> and 2 <sup>nd</sup> instalment
Three-year degree courses, single-cycle degree courses	Economic condition	9 credits - no bonus allowed	25 credits with the possibility to use up to 5 bonus credits	20 credits no bonus allowed
Master degrees	Economic condition	9 credits - no bonus allowed	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,
- > get the second instalment of scholarship,
- > confirm the allocation of the scholarship and get the payment of the ~~second~~ third instalment (balance). If the scholarship is not confirmed, it is revoked and the first and second instalments, received in money and services, must be paid back. Students enrolled in subsequent years, who do not achieve the relevant requirements by 10/08/2020 maintain, nevertheless, their right to full exemption and to the reimbursement of the regional tax.

The credits obtained must be no less than:

#### For first cycle degrees

Year of course	Requirements at 10/08/2019 for the 1 <sup>st</sup> instalment of scholarship	Requirements at 28/02/2020 for the 2 <sup>nd</sup> instalment of scholarship	Requirements at 10/08/2020 to confirm the award of the scholarship and to receive the 3 <sup>rd</sup> instalment (balance)
Second (first enrolment in A. Y. -,2018/2019)	25 credits	50 credits	80 credits
Third (first enrolment A. Y 2017/2018)	80 credits	100 credits	135 credits
Extra semester (first enrolment A. Y 2016/2017)	135 credits	The 2 <sup>nd</sup> instalment is paid only after having verified, that the student has not graduated within the extra session a.y. 2018/2019	Not required

#### For single cycle degrees

Year of course	Requirements at 10/08/ 2019 for the 1 <sup>st</sup> instalment of - scholarship	Requirements at 28/02/2020 for the 2 <sup>nd</sup> instalment of scholarship	Requirements at 10/08/2020 to confirm the award of the scholarship and to receive the 3 <sup>rd</sup> instalment (balance)
Second (first enrolment A. Y. 2018/2019)	25 credits	50 credits	80 credits
Third (first enrolment A. Y. 2017/2018)	80 credits	100 credits	135 credits
Fourth (first enrolment A. Y. 2016/2017)	135 credits	100 credits	190 credits
Fifth (first enrolment A. Y. 2015/2016)	190 credits	215 credits	245 credits
Extra semester (first enrolment A. Y. 2014/2015)	245 credits	The 2 <sup>nd</sup> instalment is paid only after having verified,	Not required

		that the student has not graduated within the extra session a.y. 2018/2019	
Sixth (Medicine only) (first enrolment A. Y. 2014/2015)	245 credits	270 credits	300 credits
Extra semester for Medicine (first enrolment A. Y. 2013/2014)	300 credits	The 2 <sup>nd</sup> instalment is paid only after having verified, that the student has not graduated within the extra session a.y. 2018/2019	Not required

### For second cycle degrees

Year of course	Requirements at 10/08/ 2019 for the 1 <sup>st</sup> instalment of tscholarship	Requirements at 28/02/2020 for the 2 <sup>nd</sup> instalment of scholarship	Requirements at 10/08/2020 to confirm the award of the scholarship and to receive the 3 <sup>rd</sup> instalment (balance)
Second year (first enrolment A. Y. 2018/2019)	30 credits	50 credits	80 credits
Extra semester (first enrolment A. Y. 2017/2018)	80 credits	The 2 <sup>nd</sup> instalment is paid only after having verified, that the student has not graduated within the extra session a.y. 2018/2019	Not required

Students enrolled in short or long term degree courses must always view the tables, reserved to them in the Benefits Announcement.

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

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

### BONUS

The bonus is an amount 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. -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. If for example a student, enrolling at the second year of a First Cycle Degree or of a Single Cycle Degree and having right to a 5 credits bonus, has achieved 23 credits and uses a 2 credits bonus to reach the required 25 credits, he can use the remaining 3 credits of bonus during the following years. His/her real credits are in any case 23. If, on the contrary, the student uses the bonus for the first time when enrolling at the third year, he/she has right to use 12 credits; if he/she needs only 6 credits, he/she can use the remaining 6 credits during the following years of study.

### 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.

**For any doubts or question, please check the application Announcement – or contact our services “PARLA con ERGO” and ERGO RISPONDE/SCRIVICI.**

## 11. Benefits revocation

Benefits revocation occurs in case of:

a) loss of eligibility requirements at the access (see art. 2.2 of the General Rules of the Announcements “Causes of exclusion and of relinquishment”);

b) lack of academic achievement requirements for benefits confirmation by 10/08/2020 for students enrolled in subsequent years of first and second cycle degree courses and by 30/11/ 2020 for freshmen of first and second cycle degree courses. No enrolment in the subsequent academic year for students enrolled in third cycle degree courses (Specialization Schools and PhD). Students with a disability rating 66% or higher, students enrolled in the further semester of the first and second cycle, students enrolled in the last year of the third cycle have no academic achievement requirements to confirm their benefits. For further information see art. 8 and 9 of the General Rules of the Announcements.

In case of benefits revocation, students must pay back the sums of money received as scholarship and as other aids and also the value of the enjoyed services, with consequences also on associated benefits, as summarized in the table below:

<b>Benefit</b>	<b>NO eligibility requirements at access</b> - <b>All the students</b>	<b>No academic achievement requirements by 10/08/ 2020</b> - <b>Students in subsequent years</b>	<b>No academic achievement requirement by 30/11/ 2020</b> - <b>Freshmen</b>	<b>NO enrolment in the subsequent a. y.</b> - <b>PhD and Specialization Schools</b>
Scholarship	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS
Grant for international mobility	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS
Catering service for students eligible for scholarship (or BAPS)	REPAYMENT OF THE FULL AMOUNT  In case of lunch vouchers, unused prepaid credit can be repaid by giving un-	REPAYMENT OF THE FULL AMOUNT  In case of lunch vouchers, unused prepaid credit can be repaid by giving un-	REPAYMENT OF THE FULL AMOUNT  In case of lunch vouchers, unused prepaid credit can be repaid by giving un-	REPAYMENT OF THE FULL AMOUNT  In case of lunch vouchers, unused prepaid credit can be repaid by giving unused

	used vouchers back	used vouchers back	used vouchers back	vouchers back
Lodging with admission by ranking list	MANDATORY PAYMENT OF THE MONTHLY FEE ( GUEST RATE) FROM THE LODGING ALLOCATION START DATE	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST
Free Lodging (only BAPS - Bologna or Modena)	MANDATORY PAYMENT OF THE LODGING ( GUEST RATE) FROM THE LODGING ALLOCATION START DATE	MANDATORY PAYMENT OF THE LODGING FROM THE LODGING ALLOCATION START DATE	MANDATORY PAYMENT OF THE LODGING FROM THE LODGING ALLOCATION START DATE	MANDATORY PAYMENT OF THE LODGING FROM THE LODGING ALLOCATION START DATE
Free Sport (only BAPS - Bologna or Modena)	REPAYMENT OF THE 50% OF THE FREE SERVICE (with the exception of graduates of the extra-session of the a. y. 2018/2019 who have no dues)	NO REPAYMENT	NO REPAYMENT	NO REPAYMENT
Regional tax reimbursement	LOSS OF THE RIGHT TO REIMBURSEMENT	RIGHT TO REIMBURSEMENT	LOSS OF THE RIGHT TO REIMBURSEMENT	LOSS OF THE RIGHT TO REIMBURSEMENT
Total university fee exemption	LOSS OF THE RIGHT TO EXEMPTION	RIGHT TO EXEMPTION	LOSS OF THE RIGHT TO EXEMPTION	LOSS OF THE RIGHT TO EXEMPTION

**See art. 5 of the General Rules of the Announcement to know how to give benefits back.**

## 12. Accommodation service

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

a. **with admission by ranking list**, aimed at non-resident students with all the required income and academic achievements, who will stay in the same University branch for a continuous period of time, corresponding to the whole academic year. Only for the University branches of Bologna and Modena, the admission by ranking list is free for those students assignee of Scholarship + free lodging + subsidies for catering + Sport at the University Sport Centre of Bologna and Modena (BAPS).

b. **with assisted admission**, aimed at non-resident students assignee of grants for postgraduate professional trainings, at students enrolled at University courses (which issue double or multiple degrees), coming from the partner University abroad, and who attend for a period of time the University of Bologna and Romagna and aimed also to students enrolled at the courses of the Polytechnic Institutes (ITS) or to other non-resident students belonging to specific conventions drawn up with ER.GO. About the monthly fees, please have a look to the specific tables in the Accommodation Announcements.



c. **with free admission**, aimed at students, researchers, recent graduates, who need to stay temporarily and occasionally at Emilia Romagna Universities. It isn't required any income and academic achievements.

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

Lodgings are managed by the Lodging Booking Desk (**BORSINO** delle offerte di alloggi – in Italian) on the website [www.er-go.it](http://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. 2018/2019**, must use the following pre-confirmation procedure:

a) **Check their position in the ranking list** on the website [www.er-go.it](http://www.er-go.it) when the provisional ranking lists are published;

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

- by 3<sup>rd</sup> September 2019 students enrolled for subsequent years of all the degree courses and first year students of single cycle degrees, and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.), first and subsequent years of Specialization Courses, PhD and SPISA must pay the pre-confirmation fee and **fill in** the self-certification form of the payment on the website [www.er-go.it](http://www.er-go.it) **within the same date**;

- by 13 September 2019 first year students of First Cycle and Single Cycle Degrees and first cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.), must pay the pre-confirmation fee and **fill in** the self-certification form of the payment on the website [www.er-go.it](http://www.er-go.it) **within 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 for the first month of allocation.

**The payment of the pre-confirmation fee must be notified to ER.GO exclusively online, by filling in the specific form, in the website [www.er-go.it](http://www.er-go.it), clicking on self-certification of pre-confirmation payment 2019/2020.**

A printed copy of the payment must be shown at the assignment of the lodging.

The amount paid for the pre-confirmation will be paid back in full to students to whom accommodation is not assigned by 15 October 2019, due to unavailability of lodgings.

Students not assigned an accommodation by 15 October 2019 can self-certify a domicile from 16 October 2019 to 15 November 2019, in order to obtain a scholarship for Non-Resident Students.

As regards stateless students, with international or special protection as defined by art. 2.3 – paragraph – 7- of the General Rules of the Announcement, whose family unit is not resident in Italy, in case of application for lodging, the following special terms are given:

- Students eligible in the provisional lodgings ranking list (article 13 of the General Rules) must not pay the pre-confirmation (see the Lodgings Announcement);
- Students eligible in the pre-definitive lodgings ranking list (article 13 of the General Rules), and awarded with an Er.Go lodging, must not pay the monthly housing charges, since they will be totally deducted from their scholarships. Dispositions about free lodging apply to students enrolled in Bologna and Modena and eligible to a B.A.P.S. Scholarship, as provided for by article 2.1 of Bologna and Modena Scholarship Announcement and by article 2 of Bologna and Modena and Reggio Emilia Lodgings Announcement.

On their DOSSIER STUDENTE, 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 Counselling 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 contact our services PARLA CON ER.GO AND ERGO RISPONDE/SCRIVICI.

### **13. Facilitated access to the catering service**

The catering service is open to all students.

Students awarded with a scholarship residing out of town (except from Students enrolled at Bologna or Modena University assigned with BAPS– scholarship, free lodging, subsidies for catering service, as defined in art.7.1) 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
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€ 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 Bologna or Modena University- see art 1 of The Scholarship Announcement of Bologna or Modena and Reggio Emilia)

Only students enrolled at Bologna or Modena University assigned with BAPS (scholarship, free lodging, subsidies for catering service, as defined in art.7.1), are entitled to the following contribution, according to their ISEE as declared in their application form:

ISEE BRACKETS	Students enrolled at regular course	Students enrolled at their extra semester
Up to € 15.333,33	€ 900,00	€ 450,00
From € 15.333,34 to € 16.866,66	€ 500,00	€ 250,00
from € 16.866,67 to € 19.152,97	€ 400,00	€ 200,00
From € 19.152,98 to € 23.000,00	€ 250,00	€ 125,00

In case these students renounce to the lodging service after the publishing of the Provisional ranking lists, their contribution will be halved; ; in case of revoke of accommodation, the student will lose the right to the pre-paid catering amount, regardless of the period spent in the accommodation. In both cases, the already spent pre-paid catering amount, must be refunded.

In case scholarships are not paid because of lack of fund, these students are assigned free catering service as above indicated, in addition to free lodging and free sport activity as stated in art.7.1.

All the students with ISEE up to € 28.000,00 and ISPE up to € 62.000,00 can be assigned a contribution of € 300,00 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 € 300,00 will be assigned primarily to those student assigned with a scholarship in academic year -2018/2019.

## 14. Grant 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 2019/2020 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) or “Sostegno Giovani” fund 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 degree course, and it cannot be combined with the international scholarship.

## 15. Hardship Awards

ER.GO provides hardship awards for students who lose their achievement requirements due to a particularly and exceptional 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 with fee according to the ranking lists (only for students already assigned in the academic year 2018/2019).

The grants are meant only for students eligible/assignee with a scholarship in the academic year 2018/2019 .

Hardship awards are granted only once, and they are incompatible one another. Hardship awards are also incompatible with money grants, with the same purposes, given by Universities in the A.Y. 2019/2020. In some cases, there can be grants integrated with Universities.

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

The hardship awards are assigned after evaluation of the produced documentation and taking into account the academic achievements; it's up to ER.GO asking for an informal interview in order to define better the student's situation. The benefit is assigned according at the incontestable discretion of ER.GO.

Er.Go reserves itself the right to take into consideration particular request of loan made by female students regularly enrolled at the University, who are mothers with a child under the age of one, exclusively if the student's family unit is composed only by the student and her child, in the absence of a parental support.

### **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.

It is possible to pay the registration fee with the so-called Mod. F24 Elide and with the so-called Mod. RLI, that can be found on the Revenue Agency website [www.agenziaentrate.gov.it](http://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 -2019
- 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 sublease (subaffitto) the registration can be paid with the so-called Mod. F 23. and Mod. RLI 2019.

## CONTACTS

Website: [www.er-go.it](http://www.er-go.it)

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

### **PARLA CON ER.GO:**

051/19907580 for all other students

For specific information about the Benefits Announcements, this service is working; from Monday to Friday, from 9.30 to 16.00.

### REGIONAL OFFICES

#### **BOLOGNA AND ROMAGNA**

- Bologna, via Schiavonia 3/a – 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.)

#### **FERRARA**

Residenza Santa Lucia, Via Ariosto 35 – phone +39 0532 688408, fax +39 0532 688423

#### **MODENA**

Via Vignolese 671/1 – phone +39 059 413711, Fax +39 059 413750

#### **REGGIO EMILIA**

- Via Paolo Borsellino 26 – 42124 Reggio Emilia - phone +39 0522 406333

#### **PARMA**

Vicolo Grossardi, 4 – 43125 Parma - phone +39 0521 2139, Fax +39 0521 213620