



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
AREA SERVIZI STUDENTI

**CALL FOR APPLICATIONS FOR THE ALLOCATION OF GRANTS TO COVER RENT OF NON-RESIDENT STUDENTS (*FUORI SEDE*) ENROLLED IN THE 2023/2024 ACADEMIC YEAR
(Issued with P.D. Rep. n. 5163/2023 of 31/08/2023 e rectified with P.D. Rep. n. 5740/2023 of 22/09/2023)**

CLOSING DATE FOR APPLICATIONS: 30/11/2023 at 6 p.m.

Art. 1 – Purpose, number and amount of grants

Alma Mater Studiorum – University of Bologna has issued a call for applications for the allocation of 600 grants, amounting to €1,000.00 each, to non-resident students (*fuori sede*) to cover a portion of the rent incurred in the 2023/2024 academic year.

The initiative is co-funded by Fondazione Cassa di Risparmio in Bologna.

Art. 2 – Participation requirements - Enrolment

1. This call for applications is open to students enrolled in first cycle, second cycle and single cycle degree programmes of the University of Bologna in the 2023/2024 academic year, from the first year of the degree programme and up to the first year past envisaged completion of time for the degree programme (*fuori corso*).

First cycle graduates who enrol in a single cycle degree programme may participate for a number of years equal to the difference between the duration of the degree programme, plus one year, and the number of academic years they have been enrolled in the degree programme of origin, to be determined based on the first year of enrolment (matriculation).

The first year of matriculation is moved back proportionally to the period for which the student is still eligible for the grant.

2. In order to calculate the number of years of enrolment, consideration is given to the first year of matriculation, even in a different University or degree programme, except in the case of withdrawal from studies.

3. This call for applications is not open to:

a) Those who enrol in a degree programme that awards a qualification identical to or lower than that they already hold, i.e.:

- Those who already hold a degree awarded under the previous system and enrol in a first cycle, second cycle or single cycle degree programme;
- Those who already hold a university diploma and enrol in a first cycle degree programme;
- Those who already hold a first cycle degree and enrol in a different first cycle degree programme or those who already hold a second cycle degree and enrol in a different second cycle degree programme;
- Those who already hold a first cycle degree or first-level diploma awarded by an Advanced Artistic and Musical Training institution and enrol in a first cycle degree programme;
- Those who already hold a second cycle degree or second-level diploma awarded by an Advanced Artistic and Musical Training institution and enrol in a second cycle degree programme;

b) Those who obtain full recognition of a foreign academic qualification of equivalent or higher value than the one for which they enrol.



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4. The requirement of enrolment in the 2023/2024 academic year must be met by the closing date for applications. However, the benefit will be revoked if, after the date of the closing of the deadline, student's career is cancelled or closed as the result of loss of student status or withdrawal from studies, transferring to another university, graduating in the academic year 2022/2023.

5. Students who are enrolled in two degree programmes at the same time, pursuant to Law 33/2022, may only apply in this call in relation to the programme for which they have exercised the option relating to the right to higher education benefits.

Art. 3 – Participation requirements - Merit

1. General merit assessment criteria

- Merit is assessed based on the first year of enrolment, even in a different university, university-level institution, faculty or degree programme, including abroad, except in the case of withdrawal from studies. Hence, in case of transfer from a different university or university-level institution, including abroad, or in case of change of degree programme within a university or university-level institution, the required number of credits is based on the number of years of enrolment, rather than on the year of the degree programme in which the student is enrolled in the 2023/2024 academic year.
- Any credits earned are only valid if recognised for the degree programme for which the student applies, even if different from the one in which they were enrolled in the previous year. In case of change/transfer, any recognised credits are deemed valid, even if they are only partially recognised and the student is required to pass supplementary learning activities in order to be awarded the qualification.
- The credits required to be eligible for the grant must be earned by **10/08/2023**. For this purpose, reference is made to exams recorded by that date. As regards students enrolled in health professions degree programmes, any credits earned by participating in curricular internships will be taken into account, even if recorded after 10/08/2023.
- As regards integrated exams, all credits for all tests that make up each integrated exam must be earned and validated by 10/08/2023.
- For the purpose of assessing merit, no consideration will be given to any interruption of studies in the following cases:
 1. For female students, during the year in which each child is born;
 2. Due to a serious and long illness, duly certified;
 3. Interruption of studies for at least two academic years.
- **Those who enrol in the first year of first cycle, second cycle and single cycle degree programmes will be assessed based on their financial status only.**

2. Merit assessment criteria - Special cases

a) Students who, in the 2023/2024 academic year, transfer from a different university or university-level institution or change degree programme within a university or university-level institution may avail themselves of recognitions of credits from learning activities/exams taken in the past, but their merit will be assessed based on the first year of enrolment, rather than on the year of the degree programme in which they have been admitted (e.g. a student who enrolled for the first time in a degree programme in the 2022/2023 academic year, who transfers to and enrolls



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in the 1st year of a degree programme in the 2023/2024 academic year, will be assessed for merit as a 2nd-year student; as such, they must have earned at least 25 credits to be eligible).

b) Students who lost their status or withdrew from studies in past years

b1) If they have been admitted in the first year of any first cycle, second cycle or single cycle degree programme in the 2023/2024 academic year: Students who lost their status or withdrew from studies in past years and have been admitted in the first year will be assessed based on their financial status only.

b2) If they have been admitted in years after the first one of any first cycle or single cycle degree programme in the 2023/2024 academic year: Students who lost their status or withdrew from studies in past years and have been admitted in years after the first one may avail themselves of any recognised credits. In order to calculate the number of eligible credits for the purpose of being awarded the grant, the year of matriculation must be virtually moved back based on the year of the degree programme in which they have been admitted (e.g. for a student who has been admitted in the 2nd year in the 2023/2024 academic year, the 2022/2023 academic year is deemed to be the first year of matriculation and the grant may be awarded if they have earned at least 25 credits).

c) International students who spent a period of study abroad

c1) If they have been admitted in the first year of any first cycle, second cycle or single cycle degree programme, they will be assessed based on their financial status only.

c2) If they have been admitted in years after the first one, they may avail themselves of recognitions of learning activities/exams taken in the past. In this case, the year of matriculation is moved back proportionally to the year of the degree programme in which they have been admitted (e.g. for a student who has been admitted in the 3rd year in the 2023/2024 academic year, the 2021/2022 academic year is deemed to be the first year of matriculation).

d) Exams and credits earned at foreign universities (e.g. during the Erasmus+ programme) will only be considered if taken prior to 10/08/2023 and validated or recognised by the University of Bologna.

e) Students who have earned credits from single course units and professional master's programmes, which have been recognised for the degree programme in which they are enrolled in the 2023/2024 academic year

e1) If they have been admitted in the first year of any first cycle, second cycle or single cycle degree programme, they will be assessed based on their financial status only;

e2) If they have been admitted in years after the first one of any first cycle or single cycle degree programme, they may avail themselves of recognitions of learning activities/exams taken in single course units and professional master's programmes. In order to calculate the number of eligible credits for the purpose of being awarded the grant, the year of matriculation must be virtually moved back to the year of the degree programme in which these students have been admitted in the 2023/2024 academic year (e.g. for a student who has been admitted in the 2nd year of a first cycle degree programme with recognised credits, the 2022/2023 academic year is deemed to be the first year of matriculation and the grant may be awarded if they have earned at least 25 credits).

f) Special provisions for students enrolled in second cycle degree programmes

- The credits required for the subsequent years of a second cycle degree programme may not include any recognised credits in excess of the 180 credits earned in the first cycle degree programme;

- In order to be awarded the grant, first cycle graduates who were admitted directly in the 2nd year of a second cycle degree programme in the 2022/2023 academic year must have earned at least 30



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credits for the 1st year past envisaged completion time, without availing themselves of recognitions, by 10/08/2023;

- Students who have enrolled for the first time in the 2021/2022 academic year in a second cycle degree programme, in which the sum of credits for the final examination and related internship or for preliminary activities is higher than or equal to 40, will be deemed to meet the merit requirement if they have earned 65 credits by 10/08/2023.

g) For the purpose of assessing merit, no consideration will be given to any **Additional Learning Requirements**, unless the requirement itself is to pass an exam regularly included in the study plan (within the first year of the degree programme).

Students who are repeating the first year for failing to meet their Additional Learning Requirements will be assessed for merit based on their year of matriculation.

h) Special provisions for students who change or transfer from a first cycle to a single cycle degree programme and for first cycle graduates who apply to shorten their single cycle degree programme

Merit is calculated based on the number of credits recognised in the selected degree programme, by considering the year of the degree programme in which the student has been admitted in the 2023/2024 academic year.

3. The merit requirements to be met are as follows:

| First cycle degree programmes | Number of credits |
|--|--|
| 2nd year (first enrolment 2022/2023 academic year) | 25 in addition to meeting any learning requirements provided upon admission in the degree programme |
| 3rd year (first enrolment 2021/2022 academic year) | 80 |
| additional year (first enrolment 2020/2021 academic year) | 135 |

| 5-year single cycle degree programmes | Number of credits |
|--|---|
| 2nd year (first enrolment 2022/2023 academic year) | 25 in addition to meeting any learning requirements provided upon admission in the degree programme |
| 3rd year (first enrolment 2021/2022 academic year) | 80 |
| 4th year (first enrolment 2020/2021 academic year) | 135 |
| 5th year (first enrolment 2019/2020 academic year) | 190 |
| additional year (first enrolment 2018/2019 academic year) | 55 in addition to the number provided for the last year of the degree programme, in accordance with the applicable regulations |

| 6-year single cycle degree programmes | Number of credits |
|---|--|
| 2nd year (first enrolment 2022/2023 academic year) | 25 in addition to meeting any learning requirements provided upon admission in the degree programme |
| 3rd year (first enrolment 2021/2022 academic year) | 80 |



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| | |
|--|---|
| 4th year (first enrolment 2020/2021 academic year) | 135 |
| 5th year (first enrolment 2019/2020 academic year) | 190 |
| 6th year (first enrolment 2018/2019 academic year) | 245 |
| additional year (first enrolment 2017/2018 academic year) | 55 in addition to the number provided for the last year of the degree programme, in accordance with the applicable regulations |

| Second cycle degree programmes | Number of credits |
|--|-------------------|
| 2nd year (first enrolment 2022/2023 academic year) | 30 |
| additional year (first enrolment 2021/2022 academic year) | 80 |

4. The following special merit requirements apply to students with a certification under Law no. 104 of 05 February 1992 or with a certified disability rating of 66% or more:

| First cycle degree programmes | Number of credits |
|--|--|
| 2nd year (first enrolment 2022/2023 academic year) | 15 in addition to meeting any learning requirements provided upon admission in the degree programme |
| 3rd year (first enrolment 2021/2022 academic year) | 48 |
| 4th year (first enrolment 2020/2021 academic year) | 81 |
| additional year (first enrolment 2019/2020 academic year) | 114 |

| 5-year or 6-year single cycle degree programmes | Number of credits |
|--|--|
| 2nd year (first enrolment 2022/2023 academic year) | 15 in addition to meeting any learning requirements provided upon admission in the degree programme |
| 3rd year (first enrolment 2021/2022 academic year) | 48 |
| 4th year (first enrolment 2020/2021 academic year) | 81 |
| 5th year (first enrolment 2019/2020 academic year) | 114 |
| 6th year (first enrolment 2018/2019 academic year) | 147 |
| 7th year (first enrolment 2017/2018 academic year) | 180 |
| additional year (first enrolment 2016/2017 academic year) | 216 |

| Second cycle degree programmes | Number of credits |
|---|-------------------|
| 2nd year (first enrolment 2022/2023 academic year) | 18 |
| 3rd year (first enrolment 2021/2022 academic year) | 48 |
| additional year | 81 |



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| | |
|---|--|
| (first enrolment 2020/2021 academic year) | |
|---|--|

5. Merit requirements for students who have opted for a shorter curriculum than normal in a first cycle or single cycle degree programme:

| First cycle degree programmes | Number of credits |
|---|--|
| 2nd year (first enrolment 2022/2023 academic year) | 60 in addition to meeting any learning requirements provided upon admission in the degree programme |

| Single cycle degree programme in Law | Number of credits |
|---|--|
| 2nd year (first enrolment 2021/2022 academic year) | 31 in addition to meeting any learning requirements provided upon admission in the degree programme |
| 3rd year (first enrolment 2020/2021 academic year) | 112 |
| 4th year (first enrolment 2019/2020 academic year) | 169 |

6. Merit requirements for students who have opted for a longer curriculum than normal in a first cycle, second cycle or single cycle degree programme:

| First cycle degree programmes | Number of credits |
|---|--|
| 2nd year (first enrolment 2022/2023 academic year) | 15 in addition to meeting any learning requirements provided upon admission in the degree programme |
| 3rd year (first enrolment 2021/2022 academic year) | 47 |
| 4th year (first enrolment 2020/2021 academic year) | 79 |
| 5th year (first enrolment 2019/2020 academic year) | 110 |
| 6th year (first enrolment 2018/2019 academic year) | 140 |

| Single cycle degree programmes | Number of credits |
|---|--|
| 2nd year (first enrolment 2022/2023 academic year) | 17 in addition to meeting any learning requirements provided upon admission in the degree programme |
| 3rd year (first enrolment 2021/2022 academic year) | 54 |
| 4th year (first enrolment 2020/2021 academic year) | 90 |
| 5th year (first enrolment 2019/2020 academic year) | 127 |
| 6th year (first enrolment 2018/2019 academic year) | 164 |
| 7th year (first enrolment 2017/2018 academic year) | 201 |
| 8th year (first enrolment 2016/2017 academic year) | 238 |



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| Second cycle degree programmes | Number of credits |
|---|-------------------|
| 2nd year (first enrolment 2022/2023 academic year) | 18 |
| 3rd year (first enrolment 2021/2022 academic year) | 47 |
| 4th year (first enrolment 2020/2021 academic year) | 79 |

Art. 4 – Participation requirements - Financial status

The following financial status requirements apply:

- ISEE indicator up to €28,000.00 and ISPE indicator up to €62,000.00.

Students who wish to apply must be in possession of the new ISEE certificate (ISEE 2023) for benefits supporting the right to higher education, issued before the closing date for applications.

Students who have already submitted their ISEE certificate for calculation of their tuition fee or for other University or ER.GO benefits in the 2023/2024 academic year before applying for this call do not need to do anything else. The Administration will use the information already entered for the purposes of this call too. However, students will still be required to submit their application in accordance with the procedures detailed in Art. 8 below.

The following provisions apply to those who have not submitted their ISEE certificate for any other purposes and intend to do so for this call for applications.

In order to be issued an ISEE certificate, students may contact INPS (Italian National Social Security Institute), a Tax Assistance Centre (CAF) or the Municipality and must expressly request the ISEE calculation for benefits supporting the right to higher education.

At the time of applying, a RECEIPT is issued, attesting to the submission of the Single Declaration in Lieu (DSU), with instructions as to the METHOD OF COLLECTION of the ISEE certificate (from INPS, a Tax Assistance Centre, the Municipality or directly via the certified email address indicated by the applicant).

The ISEE certificate stating the Single Declaration in Lieu (DSU) protocol number assigned by INPS (e.g. INPS-ISEE-2023-XXXXXXXX-00) and containing the calculation of the ISEE will be available 15 days after the application.

It is therefore important to act promptly in order to obtain the new ISEE certificate (ISEE 2023) for benefits supporting the right to higher education. ORDINARY ISEE certificates, which are not applicable to benefits supporting the right to higher education, will not be accepted.

In order for the ISEE to be calculated, the applicant must submit the necessary documentation (see [Guida all'ISEE a.a. 2023/2024](#)).

Alternatively, students may access the so-called “pre-filled” Single Declaration in Lieu (DSU) from Portale Unico ISEE <https://servizi2.inps.it/servizi/PortaleUnicolsee>, either directly or through a Tax Assistance Centre (CAF), to obtain their ISEE certificate (ISEE 2023) for benefits supporting the right to higher education. For further information, see [Guida all'ISEE a.a. 2023/2024](#).

Students may apply using their CURRENT ISEE, which is based on the ISEE certificate (ISEE 2023) for benefits supporting the right to higher education.

The ISEE certificate submitted by 15 November 2023 at 6 p.m. for the purposes of this call will also be valid for calculation of the tuition fee payable on enrolment in the 2023/2024 academic year.



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The ISEE certificate submitted after 15 November 2023 at 6 p.m. will only be valid for the purposes of this call.

Art. 5 – Participation requirements - Non-resident student (*fuori sede*) status

This call for applications is open to students who meet both of the following requirements:

- a) Residence in a municipality from which the commute via public transport to the campus where their degree programme is delivered takes more than ninety minutes;
- b) Domicile in rented accommodation at or near the location where their degree programme is delivered, provided it is in a municipality listed in Table A attached to this call for applications, under a rental agreement of at least 10 months in the period between 01 October 2023 and 30 September 2024 or under an agreement for the assignment of rented accommodation at private halls of residence and the like; residential rental agreements must be drafted in accordance with Law no. 431 of 09 December 1998, as amended, and duly registered with the Italian Revenue Agency.

Art. 6 – Ranking criteria

1. Candidates will be ranked in ascending ISEE order.
2. The ISEE value being equal, preference will be given to the younger candidate.

Art. 7 – Incompatibility

The grant is incompatible with other accommodation-related benefits supporting the right to higher education in the 2023/2024 academic year, including the scholarship awarded by ER.GO to non-resident students (*fuori sede*).

Art. 8 – Application procedures

1. Applications must be submitted by 30 November 2023 at 6 p.m. To apply, students must visit the ER.GO website www.er-go.it, go to “INTERNATIONAL STUDENTS - HOW TO APPLY” and fill in the following online forms:

- **Benefits application form, as per the following items 1a) and 1b)**
- **Self-certification of domicile or Declaration of domicile/valid multi-year rental agreement with the flat tax (*cedolare secca*) option.**

Applications will not be considered unless both online forms are submitted.

1a) Students who have NOT applied for ER.GO benefits in the 2023/2024 academic year (scholarship, accommodation, catering service, etc.).

Students may access the online application only via SPID Digital Identity, Electronic Identity Card (CIE) or National Service Card (CNS).

Unless they already have done so, students will therefore be required to obtain a digital identity (SPID, CIE or CNS) whenever:

- They have an Italian identity document (identity card, driving license or passport);
- They are resident in Italy (residency in Italy allows holders to be issued an identity card and SPID).

Students who are not resident in Italy may access the online application by using the credentials issued by the University.

Students who access the online application by using the University credentials even though they meet the requirements to obtain a digital identity (SPID, CIE or CNS) will be subject to checks and



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their eligibility for/the allocation of benefits will be suspended pending completion of identification procedures.

The online application consists of a first section for PERSONAL DATA and a second section for ECONOMIC DATA: only after completing and confirming the first and second sections, the applicant may access the form for requesting the benefit. Once the application has been filled in, the information entered must be confirmed.

Once the application has been confirmed:

- If the application has been filled in using a digital identity (SPID, CIE or CNS), the procedure is completed and the application is automatically finalised;
- If the application has been filled in using the University credentials:
 - If a PEC (certified electronic mail) address has been provided in the online application, ER.GO will send an email with the confirmed application form. The applicant must reply to this email using the same PEC address indicated in the online application, by the closing date for applications;
 - If no PEC (certified electronic mail) address has been provided in the online application, ER.GO will send an SMS (only applicants who did not provide a mobile number will receive an email), containing a personal PIN CODE, which must be entered in the confirmed online application form, strictly by the closing date for applications, using the same access credentials used to apply online.

Once finalised, the application form – containing the personal PIN CODE and duly registered – can be viewed in and downloaded from DOSSIER UTENTE directly by the student, and must be stored in such a way as to ensure its integrity and inviolability.

ONLY the INPS protocol number of the Single Declaration in Lieu (e.g. **INPS-ISEE-2023-XXXXXXXX-00**) must be entered in the ECONOMIC DATA section. This will show the ISEE data, ISP data and ISEE certificate equivalence coefficient in real time, as obtained directly by ER.GO from the INPS database.

PLEASE NOTE: The sender protocol number (e.g. **CAF000XX-PG0000-2023-N0000000**), stated in the RECEIPT issued at the time of the application for the ISEE certificate, is **NOT** the same as the INPS protocol number of the Single Declaration in Lieu (e.g. **INPS-ISEE-2023-XXXXXXXX-00**); the latter will be available 15 days after the application.

PLEASE NOTE: If the ISEE certificate used to apply for the grant contains **ANNOTATIONS**, the student must contact INPS, a Tax Assistance Centre (CAF) or the Municipality again, in order to sign a new Single Declaration in Lieu (DSU) replacing that which contains omissions or discrepancies. Once obtained, the corrected ISEE certificate must be submitted to ER.GO by filling in the ECONOMIC DATA section again and then entering the INPS protocol number for the corrected ISEE certificate. Failure to submit the corrected ISEE certificate by the date stated in the email sent upon confirmation of the online application will result in the eligibility revocation procedure to start and in the obligation to timely submit certain documents concerning any omissions or discrepancies, under penalty of ineligibility.

Students who have income and/or assets abroad must send the documentation detailed on the University website at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/ISEE-and-other-documentation-for-tuition-fee-exemptions>, through their DOSSIER UTENTE, by the same deadline.



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Starting from the day prior to the closing date for applications, students who are not in possession of the INPS protocol number of the Single Declaration in Lieu (e.g. INPS-ISEE-2023-XXXXXXXX-00) will be able to confirm the ECONOMIC DATA section by entering the sender protocol number (e.g. CAF000XX-PG0000-2023-N0000000), stated in the RECEIPT issued at the time of the application for the ISEE certificate, and then confirm the online application by the relevant deadline.

ER.GO will subsequently obtain the details of the ISEE certificate, by querying the INPS information system, and send the student the ISEE data, ISPE data and ISEE certificate equivalence coefficient, indicating for which benefits the application will be considered.

After the details of the ISEE certificate are obtained from the INPS information system, the student will have to confirm the ECONOMIC DATA section once again, as detailed above.

Eligibility for benefits may not be determined until the student finalises their application after obtaining the data from the INPS information system. As a consequence, students are strongly advised to monitor the status of their application.

Once finalised, the application form – containing the personal PIN CODE and duly registered – can be viewed in and downloaded from DOSSIER UTENTE directly by the student, and must be stored in such a way as to ensure its integrity and inviolability.

1b) Students who have already applied online for ER.GO benefits in the 2023/2024 academic year (scholarship, accommodation, catering service, etc.).

To apply, students must visit the ER.GO website, “**INTERNATIONAL STUDENTS - HOW TO APPLY**” section, select “**FILL IN THE APPLICATION FORMS**” and answer the question: “Do you want to apply for Grants to cover rent of non-resident students (*fuori sede*) – University of Bologna benefit?”

For the purpose of establishing the student’s residence and degree programme location, reference will be made to the ER.GO benefits application form.

The application form submitted and duly registered can be viewed in and downloaded from DOSSIER UTENTE directly by the student, and must be stored in such a way as to ensure its integrity and inviolability.

2. After completing the benefits application form relating to this call for applications, all students in groups 1a) and 1b) must fill in the Self-certification of domicile or Declaration of domicile/valid multi-year rental agreement with the flat tax (*cedolare secca*) option. To do so, students must visit the ER.GO website, “**INTERNATIONAL STUDENTS - HOW TO APPLY**” section, and select “**FILL IN THE APPLICATION FORMS**”.

The Self-certification of domicile or benefits application form relating to this call for applications, duly registered, can be viewed in and downloaded from DOSSIER UTENTE directly by the student, and must be stored in such a way as to ensure its integrity and inviolability.

Art. 9 – Procedures and deadlines to submit the rental agreement documentation

1. In order to be awarded the grant, students must submit the following documentation according to the procedures and by the deadlines stated below:



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- a) A copy of a rental agreement of at least 10 months in the period between 01/10/2023 and 30/09/2024, if the applicant is also the holder of the rental agreement;
- b) A copy of a rental agreement as detailed above and a copy of a takeover (*subentro*) or transfer or sublease agreement, if the applicant is not the holder of the rental agreement for the place where they are domiciled;
- c) A copy of an agreement for the assignment of rented accommodation at private halls of residence and the like, of at least 10 months in the period between 01/10/2023 and 30/09/2024.

Since the rental agreement must be duly registered, the receipt of payment of the registration tax for the current academic year must also be attached (F24 ELIDE FORM, RLI 12 FORM or other forms, as provided by the Italian Revenue Agency).

If the flat rate (*cedolare secca*) option applies, students will have to submit the documentation issued by the Italian Revenue Agency proving that the option is valid for the current year. To prove that the flat rate (*cedolare secca*) option applies, students may submit:

- A declaration issued by the Italian Revenue Agency confirming that the flat rate (*cedolare secca*) option applies;
- A declaration issued by the Italian Revenue Agency extending the flat rate (*cedolare secca*) option and indicating the details of the rental agreement;
- The Italian Revenue Agency RLI FORM, if the option is in paper form.

The landlord statement concerning the flat rate (*cedolare secca*) option – which must be sent to each tenant for the option to be valid – does not replace any of the documents mentioned above.

2. All relevant documentation must be submitted via DOSSIER UTENTE, “SUBMIT DOCUMENTATION” section of the ER.GO website www.er-go.it by **31 January 2024**.

3. If the rental agreement attached before 31 January 2024 expires after that date without covering the 10-month period, the student must send the corresponding renewal documentation or a new registered rental agreement via email to ases.contributoaffitti@unibo.it.

4. Students who change their domicile during the year must timely inform the University via email to ases.contributoaffitti@unibo.it within thirty days of changing it, by submitting the documentation regarding both the old and the new agreements according to the procedure above.

5. All documentation submitted will be subject to thorough checks in cooperation with ER.GO. Furthermore, the University reserves the right to carry out sample checks on any documentation concerning rented accommodation that has been deemed complete and appropriate, to make sure that the applicable fee/rent has been duly paid, by requesting proof of payment (e.g. receipts, copies of payment mandates, etc.). If the outcome is negative, the benefit will be revoked.

Art. 10 – Publication of ranking lists - Appeals

1. The temporary and final ranking lists will be published in the ER.GO DOSSIER UTENTE, which may be accessed via Dossier Utente > Personal file > See ranking lists.

2. Students can appeal by sending an email from their institutional email address (name.surname@studio.unibo.it) to ases.contributoaffitti@unibo.it. The appeal must include the **reason** for the appeal and the student’s **requests**.

The appeal must be filed strictly within 7 business days of the publication of the temporary ranking list. Any appeals received after that date will be dismissed.

3. After considering any appeals and checking the admission requirements, the University will publish the final ranking list within 60 days of the deadline for appeals.



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4. Appeals against the final ranking list may only be filed with the Regional Administrative Court.

Art. 11 – Disbursement of grants

1. The grant will be paid by the University Administration in a lump sum.

Art. 12 – Checks on financial documentation

1. Self-certifications and documents relating to financial requirements will be checked by ER.GO on behalf of the University by querying the databases that feed the ISEE information system, first and foremost those of the Italian Revenue Agency and INPS.

2. ER.GO will thoroughly check all self-declarations in the Single Declaration in Lieu (DSU) and any ISEE certificates that contain omissions or discrepancies detected directly by the Italian Revenue Agency or INPS. Students may be asked to submit additional documentation to prove that the information in the DSU is complete and correct. Also based on these checks, ER.GO will send the Italian Revenue Agency the lists of recipients, for the purpose of planning audits by the Italian Tax Police, in order to verify the income and assets declared according to selection criteria.

3. In any case, at least 20% of eligible candidates will be randomly extracted and audited by sending the lists of recipients to the Headquarters of the Italian Tax Police. Audits may be extended to all eligible candidates.

Art. 13 – Penalties

1. If the checks referred to in the article above reveal that false statements have been made or forged documents have been produced, the benefit to which this call for applications refers will be immediately revoked.

2. The University is under an obligation to report any false statements to the judicial authority, for the latter to consider if any offence has been committed.

Art. 14 – Personal data

Information about the processing of personal data for the purposes of this call for applications is published on the University website at <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/information-for-students> and on ER.GO website at [https://www.er-go.it/privacy e sicurezza informatica](https://www.er-go.it/privacy_e_sicurezza_informatica).