

AREA BIBLIOTECHE E SERVIZI ALLO STUDIO

RIGHT TO HIGHER EDUCATION UNIT - STUDY GRANT OFFICE

CALL FOR APPLICATIONS FOR THE ASSIGNMENT OF GRANTS TO UNIVERSITY STUDENTS FACED WITH DIFFICULTIES ENROLLED IN THE 2018/2019 ACADEMIC YEAR

(Executive Measure 5521 dated 9/07/2019 and 5885 dated 19/07/2019 and 6516 dated 28/08/2019)

CLOSING DATE FOR APPLICATIONS: 31/10/2019 at 12 noon

ART. 1 – Purpose of call for applications and amount of grants

Alma Mater Studiorum - University of Bologna issues a call for applications for the assignment of **100 grants, amounting to Euro 2,000.00 each** (gross of the tax charges envisaged by law and to be borne by the Body and the recipient), to assist University students who find themselves in one of the following types of difficulty (merely examples, without limitation):

- serious economic difficulties as a result of, for example, job loss (unemployment, lay-off, bankruptcy, dismissal etc.), death of the principal income earner (with reference to the family unit as a whole), birth of a child or other events;
- serious illnesses afflicting the student or immediate family that have adversely affected the student's academic curriculum;
- serious difficulties following earthquakes or other natural calamities affecting the student or immediate family.

ART. 2 – Requirements for participation

In order to participate in this call for applications, it is necessary to satisfy **all of the following requirements** on the above closing date:

- a) enrolled in the **2018/2019 academic year** for one of the following years of the degree programme concerned:
 - from 2nd year of enrolment to 1st year past the envisaged completion time for a first cycle degree programme;
 - from 2nd year of enrolment to 2nd year past the envisaged completion time for a single cycle degree programme;
 - from 1st year of enrolment to 1st year past the envisaged completion time for a second cycle degree programme;
- b) not more than 32 years of age (32nd birthday after the closing date for the call for applications);
- c) satisfaction of the following requirements regarding economic status:
 - ISEE less than or equal to € 23,000.00
 - ISPE less than or equal to € 50,000.00

NB: see art. 3 for instructions on presenting the ISEE

- d) earned the following minimum number of University educational credits by **31 December 2018:**



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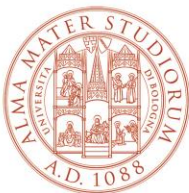
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<i>First cycle degree programmes</i>	Number of credits at 31/12/2018
For 2nd year (first enrolment AY 2017/2018)	18
For 3rd year (first enrolment AY 2016/2017)	36
1st year past envisaged completion time (first enrolment AY 2015/2016)	54

<i>Single cycle degree programmes over five years</i>	Number of credits at 31/12/2018
For 2nd year (first enrolment AY 2017/2018)	18
For 3rd year (first enrolment AY 2016/2017)	36
For 4th year (first enrolment AY 2015/2016)	54
For 5th year (first enrolment AY 2014/2015)	72
1st year past envisaged completion time (first enrolment AY 2013/2014)	90
2nd year past envisaged completion time (first enrolment AY 2012/2013)	108

<i>Single cycle degree programmes over six years</i>	Number of credits at 31/12/2018
For 2nd year (first enrolment AY 2017/2018)	18
For 3rd year (first enrolment AY 2016/2017)	36
For 4th year (first enrolment AY 2015/2016)	54
For 5th year (first enrolment AY 2014/2015)	72
For 6th year (first enrolment AY 2013/2014)	90
1st year past envisaged completion time (first enrolment AY 2012/2013)	108
2nd year past envisaged completion time (first enrolment AY 2011/2012)	126

<i>Second cycle degree programmes</i>	Number of credits at 31/12/2018
For 2nd year (first enrolment AY 2017/2018)	18
1st year past envisaged completion time (first enrolment AY 2016/2017)	36



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There are no University educational credit requirements for students enrolled for the 1st year of their degree programme

NOTE ON MERIT REQUIREMENTS

The credits are considered with reference to the first year of enrolment, even if at another University or for another degree programme, except in the case of withdrawal from studies.

The credits earned are only valid if recognised for the degree programme for which the student requests the benefits, even if different to that followed in the preceding year. The University educational credits earned are understood to be those deriving from exams recorded and registered by **31/12/2018**.

ART. 3 – Application procedures

Applications to participate in the call must be **presented by the closing date exclusively via the “Studenti Online” application.**

To use the application:

1. access studenti.unibo.it using your University username and password;
2. click on the “calls for applications” button;
3. select “Call for applications for the assignment of grants to University students faced with difficulties enrolled in AY 2018/2019 at the University of Bologna”.

Only students who satisfy the requirements specified in art. 2 of this call will be able to complete the on-line application.

The application will only be valid if the student completes the procedure described above. Applications cannot be submitted to the office on paper or by e-mail.

The application to participate must be accompanied by the following documents:

1. Self-certification form detailing the difficult situation that justifies participation in the call (art. 1) - **TO BE ATTACHED, SUBJECT OTHERWISE TO EXCLUSION;**
2. Any documentation evidencing the difficult situation (in the event of illnesses affecting the applicant or immediate family, attach suitable certification issued by structures within the National Health Service)

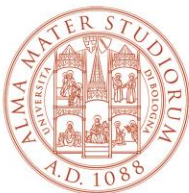
All documentation must be attached solely in PDF format

The ISEE 2019 attestation for services regarding the right to University education must be presented in the manner described below by no later than 30/10/2019.

HOW TO PRESENT THE DOCUMENTATION ON ECONOMIC STATUS

Students do not need to do anything if they presented the ISEE for the calculation of their A.Y. 2019/2020 tuition fee prior to applying to participate in this call. The Administration will use the data already input for this purpose too.

Students who, when applying to participate in this call, have not yet presented the ISEE for the



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calculation of their A.Y. 2019/2020 tuition fee must use their University username and password to access the [ER.GO form](#) and complete the "Personal data" and "Economic data" sections. The "Economic Data" section requires the Self Certification (DSU) registration number obtained from INPS, which is needed to obtain the ISEE.

The presentation of the ISEE and/or documentation needed to check economic status for the purposes of this call is also valid for the calculation of the tuition fee payable on enrolment for the 2019/2020 academic year¹.

For the purposes of this call for applications, the deadline for presenting the ISEE is 30 October 2019. On 29 and 30 October, students who have not yet received their INPS registration number may input the Sender's Registration Number stated on the DSU submission receipt. The next steps are described in the [ISEE Guide](#) (page 3).

International students who cannot request the ISEE can find detailed information about how to present the documentation for the calculation of their economic status on the University Portal at the following link www.unibo.it/documentitasse.

Attestations submitted separately by students who do not follow the above procedure will be ignored. More information about the ISEE is available on the University Portal at the following link www.unibo.it/tasse

Students can obtain help or guidance regarding the on-line completion of the application to participate by calling the Studenti Online Help Desk at the following number: +39 0512099882 from Monday to Friday, between 9 am and 1 pm and between 2 pm and 5 pm, or by sending an e-mail to the following address help.studentionline@unibo.it.

Students can obtain information and/or clarification about the call for applications by sending an e-mail to the Study Grant Office at the following address uborstudio@unibo.it.

Communications about the call for applications will be sent to the institutional e-mail address @studio.unibo.it.

ART. 4 – Award Committee and assignment of grants

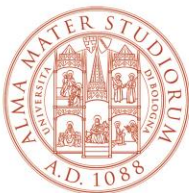
The grants will be assigned by an Award Committee appointed by the Rector, which will assess the difficulties with reference to the self-certifications presented by the participants in accordance with the previous article and the documentary evidence provided.

Applications will be ignored if they are not accompanied by the duly completed self-certification of the difficult situation faced, as described in point 1 of art. 3 above.

The Committee will only take account of situations relating to facts that arose in or actually affected the past two years.

Working on a case-by-case basis, the Committee will consider the impact of each difficult situation on the University career of the student concerned.

¹ The ISEE must be presented in the manner described, even by those who do not intend to enrol for the 2019/2020 academic year



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Priority will be given to those who:

1. were suitable for an ER.GO study grant in A.Y. 2017/2018 but who had not earned enough credits for the confirmation of that grant by 10/08/2018;
2. demonstrate the greatest economic difficulty;
3. have earned a larger number of University educational credits, considering the number of years since initial enrolment.

Applications from students who received grants in earlier academic years will only be considered if, in the year following their assignment, they earned at least 30 University educational credits.

The Committee will only consider applications from students who obtained an ER.GO study grant for A.Y. 2018/2019 if insufficient applications are received from students who did not receive that benefit. In that case, the Committee will take into account the amount of the grant obtained.

Art. 5 – Incompatibility

The grant is incompatible with the special measures made available by the University and ER.GO as part of the integrated system of measures and services for the benefit of students facing particular difficulties - A.Y. 2018/2019.

Art. 6 – Disbursement of grants

The Study Grant Office will notify the outcome of this call for applications to each participant individually, by e-mail sent *to the institutional e-mail address @studio.unibo.it*.

Successful applicants must deliver their confirmation of grant acceptance to the Study Grant Office within 10 days of receiving the above communication, subject otherwise to its withdrawal.

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

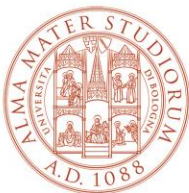
Art. 7 – Enquiries and penalties

The University will check the truth of all self-certifications provided by students applying to participate in this call.

The self-certification checks on the economic status of students who have foreign income and/or assets will be carried out by ER.GO on behalf of the University, based on the documentation supplied by the students concerned.

The checks on the ISEE Attestations presented by students whose immediate family has income and/or assets in Italy will be carried out by ER.GO on behalf of the University. These checks will address those ISEE Attestations that highlight non-conformities and/or omissions identified directly by the Tax Authorities and/or by INPS, as well as - on a sample basis - the self-declared components of the DSU. For this purpose, ER.GO may request the persons concerned to provide suitable documentation evidencing the completeness and truth of the data indicated in the DSU.

Based in part on these checks, the Tax Authorities will be sent lists of positions to be audited by the Tax Police in order to verify the income and assets declared.



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Grants obtained on the basis of declarations that are found to be untruthful upon further enquiry will be revoked, and any amounts already disbursed will be recovered.

ART. 8 - Personal Data

Information about the processing of the personal data provided together with the application to participate in this call is published on the University Portal at the following link <https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/informazioni-sul-trattamento-dei-dati-relativi-alla-gestione-dei-procedimenti-per-la-concessione-di-borse-di-studio-agevolazioni-e-servizi-per-il-diritto-allo-studio-da-parte-alma-mater-studiorum-universita-di-bologna>

Bologna, 28/08/2019

HEAD OF ADMINISTRATIVE
DIVISION

signed Michele Menna