



AREA BIBLIOTECHE E SERVIZI ALLO STUDIO

RIGHT TO HIGHER EDUCATION UNIT

CALL FOR APPLICATIONS FOR THE ASSIGNMENT OF GRANTS TO UNIVERSITY STUDENTS FACED WITH DIFFICULTIES ENROLLED IN THE 2019/2020 ACADEMIC YEAR

(Executive Measure no. 3286 dated 11/06/2020)

CLOSING DATE FOR APPLICATIONS: 29 September 2020 at 12 noon

ART. 1 – Purpose

Alma Mater Studiorum - University of Bologna makes cash grants available, from a fund totalling 640,000.00 euro, to support students faced with difficulties due to the COVID-19 epidemic or for other reasons.

ART. 2 – Beneficiaries

The cash grants are reserved for students, duly enrolled at the University of Bologna in the 2019/2020 academic year, who are faced with particular personal, family or economic difficulties that compromise the continuation their University studies due to (incomplete list providing examples):

- death of an income earner in the household;
- loss of employment by an income earner in the household;
- suspension of work (lay-off - suspension of entrepreneurial activity) by an income earner in the household;
- serious illness of the student or a member of the household.

All difficulties must be adequately documented and, objectively, have an adverse impact on the academic career of the student.

In this context, participants are asked to attach to their applications the self-certification form referred to in art. 5 below and all suitable documentation in support of their declarations.

Applications of a general nature or presented without reasons will not be considered, neither will those submitted without sufficient evidence to verify the specific difficulty faced by the participant.

Similarly, applications will not be considered if they only make reference to the ISEE amount.

ART. 3 – 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) be enrolled in the **2019/2020 academic year** for one of the following degree programmes:
 - First and Second cycle degree programmes up to the 1st year past the envisaged completion time;
 - Single cycle degree programmes up to the 2nd year past the envisaged completion time;
 - PhD programme degrees (solely for those without a PhD student scholarship)



AREA BIBLIOTECHE E SERVIZI ALLO STUDIO

RIGHT TO HIGHER EDUCATION UNIT

- b) satisfy the following requirements regarding economic status for students enrolled in First, Second or Single cycle degree programmes:
- ISEE less than or equal to € 35,000.00
 - ISPE less than or equal to € 76,000.00
- c) satisfy the following requirements regarding economic status for students enrolled in PhD programme degrees:
- ISEE less than or equal to € 23,000.00
 - ISPE less than or equal to € 50,000.00

NB: see art. 5 for instructions on presenting the ISEE

- d) have earned the following minimum number of University educational credits by **31/12/2019**:

First cycle degree programmes	Number of credits
For 2nd year (first enrolment AY 2018/2019)	18
For 3rd year (first enrolment AY 2017/2018)	36
1st year past envisaged completion time (first enrolment AY 2016/2017)	54

Single cycle degree programmes over 5 years	Number of credits
For 2nd year (first enrolment AY 2018/2019)	18
For 3rd year (first enrolment AY 2017/2018)	36
For 4th year (first enrolment AY 2016/2017)	54
For 5th year (first enrolment AY 2015/2016)	72
1st year past envisaged completion time (first enrolment AY 2014/2015)	90
2nd year past envisaged completion time (first enrolment AY 2013/2014)	108

Single cycle degree programmes over 6 years	Number of credits
For 2nd year (first enrolment AY 2018/2019)	18
For 3rd year (first enrolment AY 2017/2018)	36
For 4th year (first enrolment AY 2016/2017)	54
For 5th year (first enrolment AY 2015/2016)	72



AREA BIBLIOTECHE E SERVIZI ALLO STUDIO

RIGHT TO HIGHER EDUCATION UNIT

For 6th year (first enrolment AY 2014/2015)	90
1st year past envisaged completion time (first enrolment AY 2013/2014)	108
2nd year past envisaged completion time (first enrolment AY 2012/2013)	126

Second cycle degree programmes	Number of credits
For 2nd year (first enrolment AY 2018/2019)	18
For 3rd year (first enrolment AY 2017/2018)	36

There are no merit requirements for students enrolled in the first year of First, Second and Single cycle degree programmes or those enrolled in PhD programme degrees.

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 31/12/2019.

Students cannot participate in this call for applications if they are enrolled in a degree programme that awards a qualification identical to or lower than that already held.

ART. Art. 4 – Amount of grants

Up to the amount of the fund referred to in art. 1 above, those deemed entitled by the Award Committee referred to in art. 6 below, will be awarded a variable grant that makes reference to the economic conditions specified below:

- 1) students with ISEE \leq 23,000.00 euro – maximum amount 2,000.00 euro
- 2) students with ISEE $>$ 23,000.00 euro and \leq 30,000.00 euro – maximum amount 1,300.00 euro
- 3) students with ISEE $>$ 30,000.00 euro and \leq 35,000.00 euro – maximum amount 800.00 euro

The grant is understood to include all charges borne by the funding body and the recipient.

ART. 5 – 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 2019/2020 at the University of Bologna”.



AREA BIBLIOTECHE E SERVIZI ALLO STUDIO

RIGHT TO HIGHER EDUCATION UNIT

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 2020 attestation for services regarding the right to University education must be presented in the manner described below by no later than the closing date for applications.

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. 2020/2021 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 calculation of their A.Y. 2020/2021 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 2020/2021 academic year¹.

Instructions for international students

Due to the COVID-19 emergency, international students are NOT required to present foreign income documentation if they have already provided COMPLETE AND VALID documentation in accordance with the University Regulations/Calls for Applications governing requests for tax relief/reductions and/or ER.GO benefits for the 2019/2020 academic year.

If the above documentation has not been submitted or is incomplete, students must correct the situation by submitting full documentation of their foreign income and assets in accordance with the procedures detailed on the University Portal at the following link www.unibo.it/documentitasse.

International students who have never submitted the above documentation should also follow the procedures indicated on the University Portal at the same link www.unibo.it/documentitasse.

Attestations submitted separately by students who do not follow the above procedure will be ignored.

¹ The ISEE must be presented in the manner described, even by those who do not intend to enrol for the 2020/2021 A.Y.



AREA BIBLIOTECHE E SERVIZI ALLO STUDIO

RIGHT TO HIGHER EDUCATION UNIT

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 0512080301 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. 6 – 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 specific self-certifications presented by the participants and the documentary evidence provided.

Applications will be ignored if they are not accompanied by the duly completed self-certification, or if that form does not present clearly the evidence needed to identify the particular difficulties faced.

Applications of a general nature or presented without reasons will not be considered.

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, giving particular attention to the continuation of studies.

Priority will be given to those who:

- were suitable for an ER.GO study grant in A.Y. 2019/2020 but who had not earned enough credits for the confirmation of that grant by 10/08/2020;
- are enrolled in first or single cycle degree programmes;
- demonstrate the greatest economic difficulty;
- have earned a larger number of University educational credits, considering the number of years since initial enrolment, as confirmed by checking their career results on the date of the Award Committee session.

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. 2019/2020 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. 7 – Incompatibility

The grant is incompatible with the special grants awarded by ER.GO for the 2019/2020 academic year.

The grant is also incompatible with the special financial measures made available by the University



AREA BIBLIOTECHE E SERVIZI ALLO STUDIO

RIGHT TO HIGHER EDUCATION UNIT

and ER.GO in the context of the joint call for applications for the assignment of benefits to students facing particular difficulties - A.Y. 2019/2020.

ART. 8 – Disbursement of grants

The University Administration will notify the outcome of this call for applications to all participants, by e-mail sent to their *institutional e-mail address @studio.unibo.it*.

Students awarded the grant must submit their tax details declaration to the Study Grant Office as an essential condition for its payment.

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

ART. 9 – 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.

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. 10 - 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, 11/06/2020

HEAD OF ADMINISTRATIVE
DIVISION

signed Michele Menna