



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

EDUCATION  
AND PHD PROGRAMME  
DIVISION

**CALL FOR APPLICATIONS FOR A GRANT TOWARDS FEES  
FOR INTERNATIONAL LANGUAGE CERTIFICATES  
OBTAINED BETWEEN 01/08/2023 AND 13/09/2024 AT 1 PM  
(UNIVERSITY STUDENTS ONLY)**

**DEADLINE FOR APPLICATIONS: 13/09/2024 AT 1 PM**

In order to promote multilingualism, exchange programmes and students' access to the world of work, the University Language Centre (CLA) of Alma Mater Studiorum University of Bologna is offering a grant towards the cost of obtaining one of the international certificates accepted and recognised for curricular language proficiency tests administered by the CLA. The level must be at least B2 CEFR or equivalent as indicated in Annex 1, which is an integral part of this call.

**Art. 1 – Grant fund**

The grant consists in a contribution to obtain one of the international language certificates listed in the table in Annex 1. The amount of the grant (€150, €200 or €250) is given in the same table. Grants will be available until the special fund - which amounts to €200,000 - is exhausted.

**Art. 2 – Application requirements**

To apply to the call, the following conditions must be met. You must:

1. be enrolled in a First or Second cycle or Single cycle Degree Programme at Alma Mater Studiorum University of Bologna for the academic year 2023/2024;
2. have an ISEE 2024 for uses regarding the right to university study that does not exceed €35,000.00;
3. have obtained one of the language certificates (minimum B2 CEFR) listed in the table in Annex 1. You must have taken the examination and passed it either in Italy or abroad between 01/08/2023 and 13/09/2024 at 1PM.

**NB.: you must be in possession of the final certificate by 13/09/2024 at 1 PM. Alternatively, a certificate stating the level achieved and issued by the certifying body will be accepted.**

**Art. 3 – How to present the documentation on your economic position (submitting your ISEE)**

The ISEE 2024 certificate for benefits relating to the right to university education must be submitted in the manner described below by **no later than 13/09/2024 at 1 PM**. Students who have already submitted their ISEE 2024 certificate for calculation of their tuition fee or for other University or ER.GO benefits in the 2024/2025 academic year before applying for



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this call are not required to do anything else. The Administration will use the information already entered for the purposes of this call as well.

## ITALIAN – EU – OECD COUNTRY STUDENTS

To submit your ISEE certificate for the purposes of this call, you **must** log on using your SPID credentials to the “Fai domanda online” section of the ER.GO website and fill in the “Dati personali” (Personal data) and “Dati economici” (Economic data) sections **by the closing date of the call, i.e. 13/09/2024 at 1 PM**. In the “Economic data” section, enter the Single Declaration in Lieu (DSU) protocol number assigned by INPS, which is necessary to obtain your ISEE certificate. On 12 and 13 September, if you are not in possession of the INPS protocol number of the Single Declaration in Lieu yet, you may enter the sender protocol number stated in the receipt issued at the time of applying for the ISEE certificate, **no later than 13/09/2024 at 1 PM**.

The ISEE certificate for the purposes of this call will also be valid for calculation of the tuition fee payable on enrolment in the 2024/2025 academic year.

International students who are EU or OECD country nationals and cannot apply for an ISEE certificate can find detailed information about how to submit the documentation for the calculation of their economic status on the University website at [www.unibo.it/DocumentiTasseInternazionali](http://www.unibo.it/DocumentiTasseInternazionali).

If not resident in Italy, these students must access the ER.GO “Fai domanda online” platform with their University credentials.

The ISEE certificate for the purposes of this call will also be valid for calculation of the tuition fee payable on enrolment in the 2024/2025 academic year.

PLEASE NOTE: All documentation relating to the economic status will be checked thoroughly by ER.GO. If the outcome is negative, any benefits will be revoked and any sums already paid will be claimed back.

## STUDENTS FROM PARTICULARLY POOR AND DEVELOPING COUNTRIES – NON-EU AND NON-OECD COUNTRIES

For international students who are nationals of one of the countries included in one of the following lists [www.unibo.it/PaesiParticolarmentePoveri](http://www.unibo.it/PaesiParticolarmentePoveri) or [www.unibo.it/PaesiNonOcse](http://www.unibo.it/PaesiNonOcse), a fixed and subsidized contribution is envisaged without the need to submit any documents relating to their economic status; they may therefore decide to submit economic documentation, as indicated on the University website at [www.unibo.it/DocumentiTasseInternazionali](http://www.unibo.it/DocumentiTasseInternazionali), for the sole purpose of participating in this call. To this end, students must access the “Fai domanda online” section of the ER.GO website, fill in the “Dati personali” section and tick the box “Accetto la contribuzione in misura fissa” (I accept the flatrate contribution) that pops up before accessing the “Economic data”

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section. The documentation for the sole purposes of this call must be submitted **by the closing date of the call, i.e. 13/09/2024 at 1 PM.**

**PLEASE NOTE:** All documentation relating to the economic status will be checked thoroughly by ER.GO. If the outcome is negative, any benefits will be revoked and any sums already paid will be claimed back.

### **STUDENTS WHO ARE CHILDREN OF UNIBO EMPLOYEES**

Those who have applied for exemption from the overall tuition fee for enrolment in first, second and single cycle degree programmes at the University of Bologna because they are children of Professional Staff or Foreign Language Instructors at the University, must send an email to [cla.almacert@unibo.it](mailto:cla.almacert@unibo.it) in order to verify the ISEE 2024 certificate submitted to the competent Student Administration Office. The **ISEE 2024 will be accepted provided that it is submitted by the closing date of this call for applications, i.e. 13/09/2024 at 1 PM and it is also valid for benefits supporting the right to higher education.**

**NB: you must submit your ISEE 2024 as outlined above no later than 13/09/2024 at 1 PM.**

### **Art. 4 – Deadlines and how to submit your application**

The deadline for submission of your application is **13/09/2024 at 1 PM**. Your application must be submitted by the deadline and exclusively via the SOL “Studenti Online” [studenti.unibo.it](http://studenti.unibo.it) app.

To use the app you need to:

1. Log on to [studenti.unibo.it](http://studenti.unibo.it) using your SPID credentials. Non-EU students who do not have an identity document issued in Italy and who cannot request a SPID can log on with their university credentials;
2. Click on “Bandi”;
3. Choose “Bando AlmaCert”.

**Applications must be in the form of one PDF file only. To apply, you must include as an attachment a front/back scan, if possible in full colour, of your language certificate. To be accepted, the certificate must show the level achieved and be issued by the certifying body.**

**Only one application (for one certificate) will be accepted.**

Students who require help or guidance to complete the online component of the application can telephone the “Studenti Online” Help Desk on this number: + 39 051 2080301 from Monday to Friday 9am-1pm and 2pm-5pm or send an email to: [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

For any further information or clarification, contact: [cla.almacert@unibo.it](mailto:cla.almacert@unibo.it).

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NB.: correspondence regarding the present call must be sent using your institutional email address: [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it) .

**NOTES:**

- a. The application will only be deemed valid if the above procedure is followed in full;
- b. All contact details indicated should be checked carefully;
- c. Application cannot be made in paper format or via email to the University offices.

**WARNING:**

Information regarding the application itself (e.g. “Domanda inserita”) that relates exclusively to the technical aspects of the procedure is visible during the online submission of applications. However, there is no indication during this process to tell you that your application is complete/is valid for the purposes of this call. All applications will be checked by the relevant offices *after the deadline* to ensure they meet the application requirements and respect the terms of the call.

**Art. 5 – Preliminary checks on applications**

The applications will be assessed following the checks carried out by the offices on:

- admissibility or completeness of the application
- possession of the participation requirements.

Applicants will be notified of the outcome of the aforementioned checks via the Studenti Online application in the section containing the details of the application. Applicants may appeal said decision by sending an email to the University Language Centre (CLA) at following address: [cla.almacert@unibo.it](mailto:cla.almacert@unibo.it) within 10 days of publication. After this deadline, appeals will not be accepted.

**Art. 6 – Criteria to formulate the ranking**

The ranking will be formulated on the basis of the lowest ISEE 2024 for uses regarding the right to university study. In the event of equal ISEE values, applicants will be ranked by age, with the youngest first.

**Art. 7 – Ranking publication**

The ranking will be made available to the applicants on the SOL “Studenti Online” app in the section giving details of the application.

**Art. 8 – Allocation of the contributions**

Grants will be awarded by Executive Decision according to the ranking and paid by the

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university Administration.

The amount of the grant is **gross**.

Successful applicants will be informed of the steps necessary to receive the grant payment exclusively via email to their institutional email address (name.surname@studio.unibo.it).

### **Art. 9 – Correspondence**

**All correspondence sent by the University to the students who apply for the grant will be via institutional email (name.surname@studio.unibo.it) and will be regarded as having been correctly effected.**

### **Art. 10 – Incompatibility**

Certificates awarded within the AlmaCert Call 2023 of the Alma Mater Studiorum – University of Bologna, will not be accepted.

### **Art. 11 – Verification and penalties**

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

All language certificates presented will be checked, including via verification portals as well as direct checks with the certifying bodies. To this end, you may be requested to provide your original language certificate.

The checks on the self-certifications relating to 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 certificates submitted by students whose immediate family has income and/or assets in Italy will be carried out by ER.GO on behalf of the University. The checks will address those ISEE certificates that contain non-conformities and/or omissions identified directly by the Italian Revenue Agency and/or by INPS, as well as – on a sample basis – the self-declarations in the DSU. For this purpose, ER.GO may request that the persons concerned provide suitable documentation to prove that the information in the DSU is complete and true.

Also based on these checks, ER.GO will send the Italian Revenue Agency the lists of individuals to be subjected to audits by the Italian Tax Police, in order to verify the income and assets declared.

If the above checks reveal that false statements have been made or forged documents have been produced in order to obtain a benefit pertaining to the University or ER.GO, or relating to a call for applications managed by the University on behalf of other entities, the benefit to which this call refers will be immediately revoked and any sums already paid will be claimed back.

In the event of false declarations made to the University, the latter will be required to inform the judicial authorities, which will establish whether any criminal offence has been committed.

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#### **Art. 12 – Data protection**

Information on the use of personal data collected by the University through applications to the present call is available on the University Website at the following link: <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/information-for-students> .

#### **Art. 13 – Publication of the call**

The present call is published on the University Website at the following link: <https://bandi.unibo.it/agevolazioni/borse>.

#### **Art. 14 – Official responsible for procedure**

Catia Cantarelli, head of CLA Romagna Office, is responsible for procedure regarding the present call. For information while the call is open, contact: [cla.almacert@unibo.it](mailto:cla.almacert@unibo.it) .

#### **Art. 15 – Interpretation of the provisions**

**In the event of any dispute regarding the interpretation of the provisions of the present call, the original Italian language text shall be binding.**

Alice Trentini  
Head of Education and PhD Programme Division  
(signed digitally)