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Assignment of financial contribution as partial reimbursement for housing rental expenses for PhD Students of the International PhD College at the Collegio Superiore for the Academic Year 2024/25 – funded by ex DM291/2024 e Avviso DD 594/2024 destinato al rafforzamento della missione 4 Istruzione e ricerca-Componente 1 - Tematica PNRR M4C1-Investimento 3.4

This notice provides further information to what has already been indicated in the Call for applications for admission to the International PhD College of the Collegio Superiore of Alma Mater Studiorum - Università di Bologna, A.Y. 2024/25 (Rep. 1672 - Prot. 297113 - 1/10/2024) and A.Y. 2023/24 (Rep. no. 1297/2023 Prot. 290268 of 09/10/2023) and to define the procedures and deadlines for the submission of documentation for the purpose of the above-mentioned grant.

Article 1 – The benefit

Academic bodies annually approve benefits, as specified in the I-PHD College Regulations. For the academic year 2024/2025, PhD students admitted to the I-PHD College will receive a grant equal to 90% of the monthly rent amount, not exceeding €500.00 per month, as a partial reimbursement of housing rental expenses, as long as they do not receive any other forms of financial support for housing related to their enrolment in the academic year 2024/2025.

Article 2 – Required documentation

To be awarded the grant, students must submit the following documentation:

1. **declaration of non-eligibility** for other housing-related support grants for the a.y. 2024/25;
2. **an agreement of at least 10 months in the period between 01/11/2024 and 31/10/2025, if the applicant is also the holder of the rental agreement**

alternatively

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, of at least 10 months in the period between 01/11/2024 and 31/10/2025

alternatively

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 01/11/2024 and 31/10/2025;

3. **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)

alternatively

if the flat rate option (*cedolare secca*) applies, **the documentation issued the Revenue Agency confirming its validity**, which can be:

- 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 property owner 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.

Article 3 – Submission methods and deadlines

All required documentation must be sent via email to segreteria.collegio@unibo.it by **31/01/2025**.

Failure to submit the required documents will be considered an implicit waiver of the benefit for the current academic year but not for future years.

Article 4 – Contracts shorter than 10 months

If a contract does not cover the required 10 months, reimbursement will only be granted if proof of renewal or a new registered agreement covering the missing months (Article 2) is sent to segreteria.collegio@unibo.it.

Article 5 – Change of residence

In case of a change of residence during the year, I-PHD students must promptly notify the Collegio Superiore Administration office at segreteria.collegio@unibo.it within 30 days of the start date of the new agreement, and submit documentation for both the old and new contracts.

Article 6 – Timeline

The reimbursement process will follow this timeline:

February 2025	Rental months of November and December 2024, and January 2025
May 2025	Rental months of February, March, and April 2025
August 2025	Rental months of May, June, and July 2025
November 2025	Rental months of August, September, and October 2025

* For 39th cycle-I-PhD Students, the final tranche for A.Y. 2023/24 will be paid in January 2025, as specified in the decree (Ref. 268 – Prot. 53390 - 02/27/2024).

Starting in February 2025, the timelines will be the same for all cohorts.

Reimbursements are granted only for the actual days and months of renting.

For joint tenancy agreements, it is assumed that the rent is equally divided among the tenants unless explicitly stated otherwise in the contract or supported by payment receipts for the applicant's share of the monthly rent.

Article 7 – Withdrawal and return of contribution

In the event of withdrawal or loss, I-PhD students must return the contribution for the entire academic year.

If one or more agreements fail to cover the 10 months required under Article 2, the benefit will be revoked.

All submitted documentation will be subject to verification. **The Collegio Superiore also reserves the right to conduct checks on rental documentation found to complete and compliant to verify the actual payment of rent.**

Appropriate supporting documents (e.g., receipts, copies of payment orders, etc.) may be requested. In the event of a negative outcome of this check, the benefit will be revoked.

Article 9 – Validity period of the benefit

The benefit terms and amounts are valid for the academic year 2024/25, as determined annually by the Collegio Superiore's governing bodies upon the proposal of its Board (Art. 20, Para. 6 – Chapter IV of the Collegio Superiore Regulations).

An appeal against this decision may be filed with the competent Regional Administrative Court within sixty days of this notice.

Pursuant to Articles 5 and 22 of Law 241/1990, the Regulation on Administrative Procedures, and Article 5 of Legislative Decree No. 33/2013 on public access to data and documents, the following information is provided:

Competent Organizational Unit: Collegio Superiore

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Public Access and Freedom of Information (FOIA): For basic public access (Article 5, Paragraph 1, Legislative Decree No. 33/2013), contact: Dr. Elisabetta De Toma, Corruption Prevention and Transparency Officer Email: e.detoma@unibo.it PEC: scriviunibo@pec.unibo.it Phone: +39 051-2099101 For generalized public access (FOIA) (Article 5, Paragraph 2, Legislative Decree No. 33/2013), contact: Dr. Luisa Finotto Email: accessocivicogeneralizzato@unibo.it PEC: scriviunibo@pec.unibo.it Phone: +39 051-2088596.

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