

# GUIDE TO APPLICATION Announcements A.Y. 2021/2022

## Contact ER.GO

The Competition Announcements are all available online, on the website [www.er-go.it](http://www.er-go.it), where you can look carefully at and download them.

You can apply to ER.GO benefits only on-line, on the website [www.er-go.it](http://www.er-go.it).

Contacts:

PARLA CON ER.GO: a service available for students asking for help in the online applying procedures and in the different steps to follow, to get access to the benefits and services offered by ER.GO. It also gives detailed information about matters concerning the right to education.

tel. ++39 051/19907580

The service is available from Monday to Friday, from 9.30 a.m. to 4.00 p.m.

The service allows students to listen to pre-recorded automatic messages, monthly updated, with useful information about deadlines and application procedures.

**ER.GO RISPONDE (ER.GO REPLIES):** this service is chiefly for students, who contact us for the first time and, however, **it does not substitute the careful reading of the Announcement**. You can contact online – [www.er-go.it](http://www.er-go.it) – going to the page ER.GO RISPONDE/SCRIVICI!.

The service provides general information about access and management of the benefits/services. It allows to ask for more detailed information to the qualified ER.GO offices through the service **SCRIVICI !**

**Live Assistance! Online chat service**, available on our website, for simple and quick questions - answering from Monday to Friday, from 8.30 to 10.00 am. -

## DOSSIER UTENTE:

Service available for applicant students, to check the status of their application to ER.GO benefits.

Connecting to [www.er-go.it](http://www.er-go.it), you can get access to “DOSSIER UTENTE”, entering with your personal credential, the same you used for applying online. The service is also available on mobile and tablet devices, using the optimized release, at the following page:

<https://servizionline.er-go.it/dossier/mobile>.

“DOSSIER UTENTE” is a personal file available to the student throughout his /her university career, in which it is possible to look through each academic year.

In the “Dossier”, according to each academic year, student can also:

- view the required benefits and print the whole application form
- check the ranking lists

- view the status of assignment of the benefits required by the student
- view the academic achievement data certified by University
- get access to ER.GO news for the student
- send an IBAN code and view the payment notices of scholarship and other economic benefits provided by ER.GO.
- send documents to ER-GO to be filed into the 'Dossier' available for consultation
- view the “account” (debt and credit position with Er-go)
- view all communication sent by ErGo
- Start up and view all emails received/sent from/to ER.GO through SCRIVICI!
- access PAGOPA system to pay the confirmation advance fee of the lodging
- Get access to the online 'booking system' “ABITARE ERGO” for any information and initiatives about life in a Hall of Residence and for entering the BORSINO ALLOGGI to check and book a free-access lodging
- View the QR code in order to use catering vouchers.

**All written** communications from ER.GO to students (including those related to the loss of requisites for benefits, check procedures, etc.), will be issued on their “Dossier Utente”, which will have official value to all extents and purposes, instead of postal correspondence.

**ER.GO certified mail: [info@postacert.er-go.it](mailto:info@postacert.er-go.it)**

Certified electronic mail (PEC) allows traceable, secure correspondence to be exchanged with ER.GO.

You need a personal certified electronic mailbox, easy to set up by a simple request on-line - [www.postacertificata.gov.it](http://www.postacertificata.gov.it) - to send to the company managing the service.

Once you have stated the certified electronic mail address in the on-line application, the PEC completely replaces the “registered post with return receipt”, specified in some parts of the application notices (i.e. sending the rental agreement, etc.), and allows formal replies, documents and correspondence to be received from ER.GO.

As regards documents requested to international students about their family economic condition, PEC does not replace the “registered post with return receipt”, since they must be legalized and sent in original.

**For further information, regarding all ER.GO Benefits, please read carefully the General Rules and the Announcements A. Y. 2021/2022 in their whole.**

**For the AY 2021/2022 there could be changes to the General rules and Competition announcements because of specific measures due to COVID-19 emergency outbreak.**

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**Annex: the self-certification of domicile**

# 1. Benefits

Submit your application for the following benefits:

Benefits	Benefit Manager
Scholarship	ER.GO
Accommodation facilities	ER.GO
Accommodation facilities “Sport Excellence” Unimore	ER.GO and University of Modena and Reggio Emilia
Grants for students involved in International mobility programmes (not for freshmen)	ER.GO
Subsidies for the catering service	ER.GO
Disabled Students’ Allowances	ER.GO
Hardship awards (not for freshmen)	ER.GO in collaboration with the Universities
Fee exemption (for students applying also for scholarship)	Universities and Higher Institutes for Arts and Music; Fee exemption will be granted to students eligible for scholarship
Full and partial exemption from university fees “Top Student” Unimore	University; ER.GO accepts applications for Modena and Reggio Emilia University
Full and partial exemption from university fees “Sport Excellence” Unimore	University; ER.GO accepts applications for Modena and Reggio Emilia University
Full and partial fee exemption for disabled students - Unimore	University; ER.GO accepts applications for Modena and Reggio Emilia University
No tax area exemption/tuition fee based on the ISEE (UNIBO)	University; ER.GO accepts applications for the Universities of: Bologna, Modena and Reggio Emilia, Parma
Application for personalized reduced university fees (UNIPR)	
No tax area exemption and reduced university fees (UNIMORE)	
Paid internship for students (part time) – not for freshmen	University; ER.GO accepts applications for the Universities of Modena and Reggio Emilia, and Parma
Paid internship for students (part time) of the inter-University courses “MUNER” and other inter-university degree courses of the Universities of Emilia-Romagna region, located in Emilia Romagna	ER.GO
Education allowances (vouchers)	ER.GO

# 2. Who can apply

All students enrolled for the A.Y. 2021/2022 at the Universities, Higher Institutes for Arts and Music and all Higher-level Institutions in Emilia Romagna, regardless of citizenship or country of residence, as follows:

- > Degree courses
- > **Second cycle Degree courses** = your master course is so called here
- > Single cycle degree courses
- > Specialisation Schools for professionals (legal careers), Specialisation School for Public Administration Studies (SPISA). Post-graduate programmes are excluded.
- > First, second cycle Diplomas, Specialisation Schools as the Higher Institutes for Arts and Music (A.F.A.M.).

> Ph.D. Courses, started by Universities according to Legislative Decree 3rd July 1998, no.210, article 4, as modified by Law 30th December 2010, no. 240.

**For students enrolled in Inter-University courses “MUNER”** (Association joining the four Universities of Bologna, Ferrara, Modena and Reggio Emilia and Parma together with the Motor Valley famous brands, with the specific target of encouraging the development of innovation and education provided in Emilia Romagna in the automotive sector) and in other inter-university degree courses of the Universities of Emilia-Romagna region, located in Emilia Romagna there are specific procedures of benefits supply, taking into account the different locations of the courses (administrative office and teaching branch) for semester or year. Please, refer to each Benefit Announcement for the specific procedures to follow.

### 3. Necessary conditions to get the benefits

#### - The family unit's economic condition (income/assets)

The family unit's economic condition to get access to ER.GO services should not overtake two indicators (the so-called ISEE and ISPE), which must not exceed respectively the following maximum values:

<b>Benefits</b>	<b>ISEE Threshold</b>	<b>ISPE Threshold</b>
Scholarship	€ 23.000,00	€ 50.000,00
Accommodation facilities with assisted access	€ 23.000,00	€ 50.000,00
International mobility grants	€ 23.000,00	€ 50.000,00
Hardship awards	€ 23.000,00	€ 50.000,00
Subsidies for the catering service	€ 28.000,00	€ 62.000,00
Disabled Students' Allowances: - Individual assistance - Contributions	€ 32.000,00 € 28.000,00	€ 62.000,00 € 62.000,00
Education allowances (vouchers) for enrolling at and attending: Masters, Higher Training courses and Specialisation courses abroad	€ 40.000,00	€ 62.000,00
Grant for-non resident students assignee of an accommodation and involved in postgraduate professional trainings in Emilia Romagna	€ 23.000,00	€ 50.000,00
ER.GO Paid internship for students (part time) of the inter-University courses “MUNER” and other inter-university degree courses of the Universities of Emilia-Romagna region, located in Emilia Romagna	€ 28.000,00	€ 62.000,00

#### - Educational Achievement

Students enrolled in the first year, unlike for subsequent years, can get access to scholarship only by their economic conditions. All students, in the first and subsequent years, must reach a certain level of achievement over the academic year, in order to maintain the Scholarship and not to pay back the first and second instalment received.

- **Enrolment** at University, Higher Institutes for Arts and Music, San Pellegrino School for Interpreter Cultural Mediators in Misano Adriatico and CIELS Bologna must be made by the deadlines stated in General Rules, article 11, to be eligible to benefits.

- **Applications** must be submitted by the deadlines specified under paragraph “**When to apply**”.

## 4. How to apply if you are an international student

FALSE!

**You can exclusively access the online application by using SPID digital identity, the electronic identity card (CIE) or the National service card (CNS).**

It is mandatory to apply for a digital identity (SPID, CIE or CNS) to access the online services for the students who:

- have an Italian identity document (identity card, driving licence or passport);
- are resident in Italy (if you have a residency in Italy you can ask for an identity card and therefore, for a SPID).

Students, who **do not** have a residency in Italy, can access **online application** by using credentials issued by University. **i.e., your ESSE3 ID and password**

Students, who access the online application using University credentials even if they meet the requirements to request a digital identity (SPID, CIE, or CNS), will undergo controls and the possible eligibility for/assignation of benefits will be suspended in order to end the identification procedures.

**To apply for benefits there is no need to enrol in advance at University.** Higher Institutes for Arts and Music, and San Pellegrino School for Interpreter Cultural Mediators in Misano Adriatico and CIELS Bologna.

Students, to be eligible to benefits, must in any case enrol at University within the deadlines stated in the General Rules of the Announcements, article 11; otherwise the assigned benefits will be revoked.

Regarding the education achievement requirements, for students enrolling in subsequent year at the Universities, the credits obtained, according to the University archives, will be stated in the on-line application form, as recorded within 10/08/2021.

Students, however, have the chance to add any more credits obtained within 10/08/2021, if those credits haven't been recorded by the University yet (e.g. ERASMUS + Programme exams). They have just to follow the directions suggested by the on-line application form.

The information about credits will be sent at the same time to the Universities for the necessary checks.

**Before applying, it is advisable to check your own electronic exam transcripts, in order to view all the exams and didactic works passed and consequently recorded by 10/08/2021, as they are relevant with regards to the education achievement required to apply for benefits.**

**Students can apply only online, on the website [www.er-go.it](http://www.er-go.it), or at the CAF (Tax Assistance Centres) recognised by ER.GO (see their complete list on the website [www.er-go.it](http://www.er-go.it): "elenchi CAF").**

**In order to delegate the CAF to fill out the benefits application, the interested students must pay attention to the instructions in the On line Services Suite.**

Students who do not use the CAFs to apply:

- if they have specified a PEC (certified electronic mail) address in the online application, they will receive an email from ER.GO, containing the confirmed application form. In order to complete the application process, it is compulsory to reply to this email using the same PEC address indicated in the online application, within the deadlines set in the following Chapter 5;

- if they did not specify a PEC (certified electronic mail) address in the online application, they will receive an SMS (**only applicants, who didn't specify a mobile number, will receive an e-mail**), containing a personal PIN code. The application will not be considered finalized until the student enters the PIN, in the online application, using the same credentials he/she used to apply online, within the deadlines set in the following Chapter 5.

Students, who use CAF recognised by ER.GO to apply for benefits, will receive an email from ER.GO to their own email address (specified in the application form) with their personal PIN CODE. In order to fill out the benefits application form, it is compulsory to follow carefully all the instructions given in the email, to fill in the personal PIN CODE. The application form completion and confirmation must be done absolutely within the deadlines, as stated in the following paragraph 5.

your case

The filled-out application form, with its PIN CODE and regularly registered, can be viewed and downloaded directly in DOSSIER UTENTE by the student himself/herself. ER.GO will keep the application form in a special data storage media, which guarantees their integrity and inviolability.

MAY TAKE LONG TIME  
ACT EARLY

### Important suggestions for the filling out of the application:

- a) Please, gather as soon as possible the documents about your family's incomes and assets abroad, as they will be necessary to fill in the economic data section; or, if your family has incomes and assets only in Italy, ask for the new ISEE/2021 certificate for services connected to the right to University Study, as it will take about 15 days to get the registration number from INPS, which is essential to apply online;
- b) before applying, please, check your own electronic exam transcripts, in order to view all the exams and didactic works passed and consequently recorded by 10/08/2021, as they are important for the education achievement useful to apply for benefits;
- c) try to bring forward, as much as possible, the online application for benefits, as the high concentration of connections might slow down access to the site;
- d) to get easily in touch with ER.GO, it is necessarily required to: (in the online application)
  - specify an email address; 
  - a mobile phone number with an Italian SIM CARD (essential for receiving the own PIN code, necessary to finalize the application after the online confirmation; a text message information service is also activated for further communications).

In the application form you can also specify a Certified Electronic Mail (PEC) address. Certified electronic mail messages have the same value as registered post with return receipt.

- e) Once the application has been completed, please confirm the data entered. Only then will the application be correctly sent to ER.GO. Upon confirmation, you will receive an email notification of the application being completed and, so you will be able to finalize by PEC or by PIN, as above mentioned.

To compete for the A.Y. 2021/2022 benefits, students, referred to in these paragraphs, must submit the documentation about income and assets abroad, referred to the year 2020, complete, translated and legalized, uploading it in the DOSSIER UTENTE within the deadlines for the completing of the application, provided for by art. 12 of the General Rules, under penalty of being ineligible for benefits.

It will be within Er.Go's power, during the academic year, to ask for the original paper documents, submitted through DOSSIER UTENTE, for check purposes.

deadline for tax reductions at UNIPR  
is normally NOVEMBER 3

Please, note that even students, who complete the benefit application in an ER.GO-affiliated CAF, are required to submit the complete documents about income and assets abroad, translated and legalized, uploading them in the DOSSIER UTENTE within the deadlines indicated above, under penalty of being ineligible for benefits.

The documentation to be submitted is the one specified in the following paragraphs 4.1 and 4.2 below.

#### 4.1 Documentation required to international students from Non-EU countries.

ONLY GOVERNMENTAL AGENCIES  
ARE ACCEPTED (IE, NO PRIVATE  
LAWYER AGENCIES)

International students, coming from Non-EU countries, must provide the complete documentation about economic and financial conditions, issued by the competent authorities for the territory, in which the incomes were produced and where the assets are owned. The documents must be translated into Italian and legalized by the Italian diplomatic authorities competent for that territory or, where applicable, apostilled in accordance with the current regulations.

In case of countries where there are particular difficulties in issuing the certification attested by the local Italian Embassy, the documentation can be replaced by a certificate in Italian issued by the Embassy or by a Consulate in Italy of the country of origin, legalized by the Prefecture office competent for the territory.

For information on how to translate and legalize international documents, consult the website of the Ministry of Foreign Affairs at this address: <https://urlly.it/350y>.

**In any case, the documentation must attest:**

a) the composition of the family unit, a certificate specifying the composition of the family to which the students belong. For the composition of the family, the rules provided for by the ISEE regulations for benefits of the Right to Higher Education (see art.7 General Rules) are valid.

**Special situations**

Family status with only one parent:

- **in case of divorce:** it is required the divorce decree or a document of the court, if the separation is still in progress;
- **in case of death:** it is needed a death certificate, if it has not been already provided to Er. Go in the previous academic years;
- **the student has not been legally recognized by his/her father:** it is necessary the student's birth certificate;
- **a parent is untraceable:** it is required the certification attesting the parent's unavailability, issued by the competent authority;
- **presence of a guardian in the family status certificate:** it is necessary to provide a deed of appointment of the guardian issued by the competent authorities;

The student is an orphan of both parents: it is necessary to submit the death certificates of both parents (if not already provided to Er.go in the previous academic years).

Presence in the family status of married older brothers/sisters: the marriage certificate must be submitted or the brother'/sister's marital status must be specified in the family composition certificate;

Presence in the family status of older siblings not living with the family of origin: it is necessary to submit the residence certificate of the non-cohabiting brother/sister or this should be specified in the certificate of the family composition.

- b) the working activity carried out in 2020 by each family member, including all siblings of legal age. In cases where some members do not carry out any activity, the status of not working or unemployment and the amount of any unemployment benefit or similar received must be specified in the documentation;
- c) the period of performance of the work activity of each member (specifying whether it is a period of less than or more than six months during 2020);
- d) the income amount earned in the year 2020: certification, issued by the <sup>GOVERNMENT</sup> public administration competent in fiscal management, attesting the total gross income (taxes included) from work or pension received by each adult member of the family in the calendar year 2020.

**Special situations**

If you do not have the above-mentioned certificate, you can submit one of the following documents:

- Certificate issued by the employer attesting the salary received in the calendar year 2020 (from January to December) including taxes;
- Last paycheck (December 2020) only if it attests the total income received in the year 2020;
- All 12 monthly payslips attesting the income received in the calendar year 2020, if the total income is not specified in the last paycheck;

"SQUARE METERS" MUST BE DECLARED, OR APPLICATION WILL NOT BE CONSIDERED VALID!!!!!!

apartments, shops etc

e) **Buildings:** certification of all the buildings owned on December 31st 2020 by each family member, attesting the building surface area in square meters.

In particular:

Residential house: if owned: a certificate of ownership, attesting the building surface area, is required.

In all other cases (lease, free use agreement, etc.) it is necessary to attach a specific declaration, issued by the competent authority, attesting that no member of the family unit is owner of properties.

Other buildings: it is necessary to submit the relevant ownership certificates;

f) the amount of any residual mortgage loan in effect at the time December 31st, 2020 on the house and/or on other properties;

g) the assets amount for each individual member of the family unit owned on December 31st, 2020;

h) any document certifying the student's disability or handicap.

All the income/assets local values must be expressed in Euro, on the basis of the average exchange rate of foreign currencies for the year 2020, as provided for by institutional sources.

International students from Non-EU countries, which are "particularly poor", (Table A, General Rules), must provide a certification of the Italian Representation in the country of origin, attesting that the student does not belong to a family, known as to be of high income and high social level.

#### **4.2 Documentation required to International students from European Union countries**

International students from one of the countries of the European Union are considered equal to Italian citizens, also with regard to the rules about the simplification of administrative procedures, and therefore can self-certify their income and assets, declaring in the application:

- the composition of the family unit. For the composition of the family, the rules provided for by the ISEE regulations for benefits of the Right to Higher Education (see art.7 General Rules) are valid.
- the total income received abroad in the year 2020: the income is assessed on the basis of permanent parities and expressed in Euro;

Assets owned abroad on 31/12/2020: real estates are considered only as buildings, assessed on the basis of the conventional value of € 500.00 per square meter; assets are evaluated on the basis of permanent parities and expressed in Euro.

**In order to get started the necessary checks, according to art. 15 of the General Rules**, all students are in any case required to submit, by the deadline specified in paragraph 5, the family status certificate and the documentation concerning the self-certified incomes and assets, translated into Italian and, where necessary, legalized or apostilled in accordance with the current regulations.

#### **4.3 Provisions common to international students from EU and Non-EU countries**

International students, whose family unit resides and receives income and/or owns assets in Italy, submit the application in the same way settled for Italian students. In case of mixed income and/or assets (part in Italy and part abroad), income and/or assets abroad must be documented within the deadlines and according to the procedures specified above, in paragraph 4. and following, even if included in the DSU declaration of the ISEE certificate.

International students with dual citizenship must apply choosing one of the two citizenships. In case that one of the two citizenships is Italian, this one prevails.

#### **4.4 International students recognized as stateless or holders of international protection (with residence permit for political asylum or subsidiary protection) or of complementary protection (e.g. special protection and special cases)**

Students recognized as **stateless or beneficiaries of international protection** (with residence permit for political asylum or subsidiary protection), or of complementary protection (e.g. special protection and special cases), are exempt from submitting declarations issued by embassies or consulates, since only their eventual income and assets in Italy are taken into consideration to evaluate their economic condition. Therefore their economic situation will be evaluated according to the same procedure provided for Italian students.

These students must submit:

- a) a copy of their valid residence permit
- b) a copy of their passport or identity card, or other valid I.D.
- c) ISEE certificate 2021

Students with a residence permit for asylum application, whose procedure to recognise their status as eligible for international protection is still underway, and do not have their residence permit, must submit the documents listed above at points a), b), c). The eventual benefits awarding depends on the status recognition and on the issuing of the corresponding residence permit.

Students whose procedure to renew their residence permit is still underway and do not have it yet, must submit the documents listed above at points a), b), c). Any benefits awarding depends on the status recognition and on the issuing of the corresponding residence permit.

In case of change of the residence permit, as stated in this article 4.4, into a residence permit with a purpose different from the original one, no more within the scope of international or complementary protection, ER.GO reserves the right to evaluate the economical condition, without implementing the regulations about the family unit to refer to, according to art. 7 of the General Rules.

**International students must also submit self-certification of domicile and subsequent documentation within the specified deadlines, to be eligible for the "non resident" or "Commuter" scholarship (with the exception of the students referred to in paragraph 4.4 with their family unit not resident in Italy).**

**5. When to apply** (LOOK DOWN FOR UNIPR)

**STRICTLY**

**You must scrupulously respect the deadlines shown in the following table, as late applications will not be taken into account.**

<b>Benefit</b>	<b>online application deadline</b>	<b>Finalizing by PEC or PIN – Documents sending</b>
Scholarship and fee exemptions for: - students enrolling in the first year or in subsequent years of all courses	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	By 6 <sup>th</sup> September 2021
Lodgings (and BAPs) for all students already assignee of ER.GO accommodation in the a.y. 2020/2021 ( <b>CONFIRMATION</b> ): - enrolled in subsequent years of single cycle degree, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - first year students of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - enrolled in Specialisation Schools, PhD and S.P.I.S.A. first and subsequent years  <b>Accommodation for students who APPLY FOR THE FIRST TIME in a.y. 2021/2022:</b> - enrolled in subsequent years of single cycle degree, first and	From 5 <sup>th</sup> July to 10 <sup>th</sup> August 2021*	By 12 <sup>th</sup> August 2021

second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.); - enrolled in Specialisation Schools, PhD and S.P.I.S.A. first and subsequent years		
Lodgings for: - <b>first year students</b> of first cycle degree courses and single-cycle degree courses and of first cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.)  - <b>first year students of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) who apply for the first time in a.y. 2021/2022</b>	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	by 6 <sup>th</sup> September 2021
Accommodation UNIMORE SPORT EXCELLENCE	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	By 6 <sup>th</sup> September 2021
Subsidies for the catering service available to - students enrolling in the first year or subsequent years of all courses	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	By 6 <sup>th</sup> September 2021
Grant for non-resident students assignee of an accommodation and involved in postgraduate professional trainings in Emilia Romagna	From 5 <sup>th</sup> July to 10 <sup>th</sup> August 2021 (first deadline)  From 29 <sup>th</sup> October to 28 <sup>th</sup> December 2021 (second deadline)	By 12 <sup>th</sup> August 2021 (first deadline)  By 30 <sup>th</sup> December 2021 (second deadline)
University fees exemption/reduction TOP STUDENT - UNIMORE - first year students of first cycle degree or single cycle degree; - first year students of second cycle degree	From 5 <sup>th</sup> July to 4 <sup>th</sup> November 2021  From 5 <sup>th</sup> July to 21 <sup>st</sup> December 2021	By 8 <sup>th</sup> November 2021  by 23 <sup>rd</sup> December 2021
No tax area exemption/tuition fee based on ISEE (UNIBO)	From 22 <sup>nd</sup> April to 2 <sup>nd</sup> November 2021 <b>The application form can be filled out no later than 6.00 p.m. on 2<sup>nd</sup> November 2021</b> From 3 <sup>rd</sup> to 15 <sup>th</sup> November 2021 with a 100.00 € penalty <b>The application form can be filled out no later than 6.00 p.m. on 15<sup>th</sup> November 2021</b>	by 5 <sup>th</sup> November 2021 (Online applications confirmed from 22 <sup>nd</sup> April to 2 <sup>nd</sup> November 2021)  by 19 <sup>th</sup> November 2021 (Online applications confirmed from 3 <sup>rd</sup> to 15 <sup>th</sup> November 2021)
No tax area exemption and reduced university fees	From 5 <sup>th</sup> July to 4 <sup>th</sup> November 2021	By 8 <sup>th</sup> November 2021

(UNIMORE) - for all students  No tax area exemption and reduced university fees (UNIMORE) - first year second cycle degree	<b>The application form can be filled out no later than 6.00 p.m. on 4<sup>th</sup> November 2021</b>  From 5 <sup>th</sup> July to 21 <sup>st</sup> December 2021 <b>The application form can be filled out no later than 6.00 p.m. on 21<sup>st</sup> December 2021</b>	by 23 <sup>rd</sup> December 2021
Application for ad hoc reduced university fees (UNIPR)	<b>From 5<sup>th</sup> July to 3<sup>rd</sup> November 2021</b> <b>The application form can be filled out no later than 6.00 p.m. on 3<sup>rd</sup> November 2021</b>	<b>by 5<sup>th</sup> November 2021</b>
Full or partial fee exemption for disabled students	From 5 <sup>th</sup> July to 4 <sup>th</sup> November 2021	by 8 <sup>th</sup> November 2021
International mobility grants	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	by 6 <sup>th</sup> September 2021
Paid internship/part-time	University of Modena and Reggio Emilia From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021  University of Parma From 5 <sup>th</sup> July to 3 <sup>rd</sup> November, 2021 by 6.00 p.m.	University of Modena and Reggio Emilia by 6 <sup>th</sup> September 2021  University of Parma by 5 <sup>th</sup> November 2021
Peer tutoring partnerships in favour of students with disabilities UNIMORE	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	By 6 <sup>th</sup> September 2021
ER.GO paid internship (part time) for students of the inter-University courses "MUNER" and other inter-university courses of the Universities of Emilia-Romagna region, located in Emilia-Romagna.	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	By 6 <sup>th</sup> September 2021
Volunteering Opportunities	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	Printed copy to be sent by 6 <sup>th</sup> September 2021
Peer tutoring for disabled students - <b>all students already assignee of ER.GO accommodation in the a.y. 2020/2021 (CONFIRMATION):</b> - enrolled in subsequent years of single cycle degree, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - enrolled in first year of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - enrolled in Specialisation Schools, PhD. and S.P.I.S.A. first and	From 5 <sup>th</sup> July to 10 <sup>th</sup> August 2021	by 12 <sup>th</sup> August 2021

subsequent years  <b>students who APPLY FOR THE FIRST TIME in a.y. 2021/2022:</b> - enrolled in subsequent years of single cycle degree, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.); - enrolled in Specialisation Schools, PhD and S.P.I.S.A. first and subsequent years		
Personal support service for disabled students: - <b>first year students</b> of first cycle and of single cycle degrees and of first cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) - <b>first year students of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) who apply for the first time in a.y. 2021/2022</b>	From 5 <sup>th</sup> July to 2 <sup>nd</sup> September 2021	By 6 <sup>th</sup> September 2021
Self-certification of domicile **	From 5 <sup>th</sup> July to 25 <sup>th</sup> October, 2021 ***	Not required
Sending of Contract and/or documentation proving the self-certified domicile	by 31 <sup>st</sup> January 2022	Not required
Hardship awards	from 25 <sup>th</sup> October 2021 to 30 <sup>th</sup> December 2021	Not required
Grants for students with disabilities	downloadable form from 10 <sup>th</sup> January to 22 <sup>nd</sup> February 2022	Not required
Education allowances (vouchers)	downloadable form from 13 <sup>th</sup> September to 6 <sup>th</sup> December 2021	Not required

\* the specified deadline concerns also the possible application for extraordinary accommodation assignment

\*\* Please check the Announcement for Scholarship

\*\*\* For students eligible in Ranking lists but not called for the Lodging assignment by 30<sup>th</sup> September 2021, the deadline starts from 1<sup>st</sup> to 25<sup>th</sup> October 2021.

## 6. Ranking Lists

All the ranking lists are published on the website [www.er-go.it](http://www.er-go.it). available in their entirety in the 'DOSSIER UTENTE' in accordance with the local Privacy Policy /Transparency Code

Service	Temporary ranking lists	Pre-definitive ranking lists
<p>Lodgings for all students already assignee of ER.GO accommodation in the a.y. 2020/2021 (<b>CONFIRMATION</b>):</p> <ul style="list-style-type: none"> <li>- enrolled in subsequent years of all the degree courses, single cycle degree, first and second cycle degree, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.)</li> <li>- enrolled in first year of second cycle degrees and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.)</li> <li>- enrolled in first and subsequent years of specialisation courses, PhD and S.P.I.S.A.</li> </ul> <p><b>Lodgings for students who APPLY FOR THE FIRST TIME in a.y. 2021/2022:</b></p> <ul style="list-style-type: none"> <li>- enrolled in subsequent years of single cycle degree, first and second cycle degrees, first and second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) ;</li> <li>- enrolled in Specialisation Schools, PhD and S.P.I.S.A. first and subsequent years</li> </ul>	<p>(for all students already assignee of ER.GO accommodation in the a.y. 2020/2021 – <b>CONFIRMATION</b> – it is issued a unique ranking list in alphabetical order)</p> <p>25<sup>th</sup> August 2021</p>	<p>(for all students already assignee of ER.GO accommodation in the a.y. 2020/2021 – <b>CONFIRMATION</b> – it is issued a unique ranking list in alphabetical order)</p> <p>8<sup>th</sup> September 2021</p>
<p>Lodgings:</p> <ul style="list-style-type: none"> <li>- <b>first year students</b> of first cycle courses, single-cycle degrees and of first cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.)</li> <li>- <b>first year students of second cycle courses, and of second cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.) who apply for the first time in a.y. 2021/2022</b></li> </ul>	<p>9<sup>th</sup> September 2021</p>	<p>20<sup>th</sup> September 2021</p>
<p>Scholarship, full exemption from university fees (applicants for scholarship), paid internship/ part-</p>	<p>28<sup>th</sup> October 2021</p>	<p>2<sup>nd</sup> December 2021</p>

time at UNIMORE, peer tutoring for disabled students at UNIMORE, ER.GO paid internship for students (part time) of the inter-University courses “MUNER” and other inter-University courses of the Emilia-Romagna Universities, located in the region Emilia-Romagna.		
Paid internship/part-time at UNIPR	1 <sup>st</sup> March 2022  30 <sup>th</sup> November 2021 (all students)	Only definitive ranking list to be issued on 29 <sup>th</sup> April 2022  20 <sup>th</sup> January 2022 (all students)
No tax area exemption and reduced university fees UNIMORE	20 <sup>th</sup> January 2022 (first year students of second cycle degree)	15 <sup>th</sup> February 2022 (first year students of second cycle degree)
University fees exemption TOP STUDENT Modena and Reggio Emilia University: all students	20 <sup>th</sup> January 2022	15 <sup>th</sup> February 2022
UNIMORE PROJECT SPORT EXCELLENCE (accommodation + fee exemption)	1 <sup>st</sup> February 2022	
Education allowances (vouchers)	27 <sup>th</sup> January 2022	17 <sup>th</sup> February 2022 (definitive lists for this benefit)
Such dates may vary depending on the number of applications received. For other benefits see the specific paragraphs and respective announcements.		

Students can file an appeal against the provisional ranking lists only online and only within the deadlines, as stated in the General Rules of the Announcements.

## 7. Scholarships

The minimum budget available for the A.Y. 2021/2022 is estimated in € 42,000,000, equivalent to at least 12,000 scholarships, that will be assigned for the 75% to students enrolled in subsequent years and for the 25% to freshmen, proportionally to the number of eligible students in each ranking list.

The amount of scholarship goes from a maximum of € 5.397,74 to a minimum of € 1.097,55 and varies according to the economic conditions of the family unit and to the condition of non-resident student, commuter student and resident student.

Students can apply for converting a part of the scholarship into credit for the catering service. In this case, ER.GO will add a 50% extra amount.

Therefore, the scholarship is split into four different amounts, which can be converted into the catering service, corresponding to four different ER.GO grants:

Scholarship amount converted into catering service	ER.GO contribution	Total amount of prepaid credit for the catering service
€ 200	€ 100	€ 300
€ 400	€ 200	€ 600
€ 500	€ 250	€ 750
€ 600	€ 300	€ 900

The amount of the scholarship is defined depending on the ISEE value and whether the student is non-resident (“fuori sede”), resident (“in sede”) or commuter (“pendolare”), as follows:

<b>ISEE value brackets</b>	<b>non-resident Students</b>	<b>Commuters</b>	<b>Resident Students</b>
Up to € 15.333,33	€ 5.397,74	€ 3.038,51	€ 2.195,11
From € 15.333,34 to € 16.866,66	€ 3.778,42	€ 2.126,95	€ 1.536,58
From € 16.866,67 to € 19.152,97	€ 2.860,80	€ 1.762,33	€ 1.342,53
From € 19.152,98 to € 23.000,00	€ 2.698,87	€ 1.519,26	€ 1.097,55

The scholarship for the students enrolled in the “further semester” beyond the Course time span is equal to the 50% of the amounts above.

The scholarship will be paid in three annual instalments: the **first instalment** paid by 31/12/2021 to students, who will be by 16/11/2021 regularly enrolled at University for the A. Y. 2021/2022.

The **second instalment** will be paid in March 2022 to those students, who will have already achieved by 28/02/2022 the number of credits specified in the table no.1 (first year students) and no.5 (not first year students) of the Benefits Announcement.

For students enrolled in subsequent years, the academic achievements, specified in table 5, is met only if students got at least 9 credits after 10/08/2021.

Students, who achieve the number of ECTS specified in Table 1 (freshpeople) and in Table 5 (subsequent years) after February 28th, 2022 will receive the second instalment together with the third instalment, upon having achieved the number of ECTS specified respectively in Table 2 (freshpeople) and in Table 6 (subsequent years).

The **third instalment** will be paid from June 2022 (except August 2022), with monthly payments, to those students **who will have achieved** the credits as noted in tables 2 (for first year students) and 6 (for students enrolled in subsequent years) of the Announcement.

In any case, the payment of the scholarship is suspended if the student’s eligibility is under investigation to verify his/her possession of the requirements.

The amount of the three instalments is different depending on the student, if he/she is first-year or not first-year (of all grades of degrees):

<b>Student</b>	<b>Percentage of the assigned scholarship amount provided with the paid instalment</b>		
	<b>First instalment</b>	<b>Second instalment</b>	<b>Third instalment (balance)</b>
Enrolled at first year	40%	20%	40%
Enrolled at subsequent years	50%	10%	40%

In case of Scholarship + free accommodation + pre-paid catering + Sport at the University Sport Centre (BAPS), the three instalment amount is determined referring to the money sum.

## **7.1 Scholarship (grant and services) for non-resident students enrolled at Bologna and Romagna campuses (Cesena, Forlì and Rimini), at Modena or Parma University, formerly assigned with an ER.GO accommodation in the a. y. 2020/2021**

For those non-resident students (as to say, non-resident in the towns listed in tables 6 and 7 annexed to the Announcement), enrolled at Bologna or Romagna campuses - Cesena, Forlì and Rimini- at Modena or Parma University, already assignee of an accommodation in the a. y. 2020/2021 and applying in the a. y. 2021/2022

for the Scholarship + Lodging + prepaid credit for the catering service + Sport at the University Sport Centre in Bologna, in Bologna or in Romagna campuses - Cesena, Forli and Rimini- in Modena or Parma (BAPS), the scholarship amount is set, according to ISEE values, as follows:

ISEE value brackets	Amount for Scholarship + free Accommodation + prepaid credit for the catering service + Sport (BAPS) for students enrolled in normal course schedule at university
Up to € 15.333,33	<p style="text-align: center;">€ 2.195,11 money amount + € 2.400,00 value of free lodging (August included) + € 900,00 for catering + € 300,00 for sport activity at CUS in the respective University campus</p> <p style="text-align: center;">Total value: 5.795,11</p>
From € 15.333,34 to € 16.866,66	<p style="text-align: center;">€ 1.536,58 money amount + € 2.400,00 value of free lodging (August included) + € 500,00 for catering + € 300,00 for sport activity at CUS in the respective University campus</p> <p style="text-align: center;">Total value: € 4.736,58</p>
From € 16.866,67 to € 19.152,97	<p style="text-align: center;">€ 1.342,53 money amount + € 2.400,00 value of free lodging (August included) + € 400,00 for catering + € 300,00 for sport activity at CUS in the respective University campus</p> <p style="text-align: center;">Total value: € 4.442,53</p>
From € 19.152,98 to € 23.000,00	<p style="text-align: center;">€ 1.097,55 money amount + € 2.400,00 value of free lodging (August included) + € 250,00 for catering + € 300,00 for sport activity at CUS in the respective University campus</p> <p style="text-align: center;">Total value: € 4.047,56</p>

**Note:** Scholarship amounts for students enrolled in a “further semester” are specified in the Announcement for Scholarships *of the respective University campus*, article 2.1.

The **amount of money** for students assignee of scholarship shall not exceed the sum as noted in the previous table, even in case of their giving up to accommodation and/or catering and/or sport, or in the event of revoking the lodging as a consequence of the violation of the General Rules for University Residences.

In the lack of supply of the money grant, because of lack of funds, students however keep the right to get free services, as in the previous table, and according to their economic brackets.

**Free accommodation service** consists in being assignee of a bed for 12 months (August included) in one of ER.GO Residences in the city of Bologna or in Romagna campuses - Cesena, Forlì and Rimini- and in Modena or Parma; it is quantified in an amount of €. 2.400,00.

**Free catering service** consists in the possibility of having a certain number of free meals, up to the total annual value, as specified in the table above (€ 900, € 500, € 400 and € 250 according to ISEE bracket). To eligible students the prepaid credit for catering will be given as electronic tool with an identification code to be downloaded through DOSSIER UTENTE in the affiliated and authorised eateries.

**Free sport activity** consists in the possibility of enrolling for free in courses proposed by the University Sport Centre of Bologna or Romagna campuses - Cesena, Forlì and Rimini - Modena or Parma (CUS) up to the amount of € 300.00, covered for the 50% by ER.GO and for the other 50% by the University Sport Centre of Bologna or Romagna campuses - Cesena, Forlì and Rimini- of Modena or Parma (CUS). You can check the activities proposed by the University Sport Centre of Bologna or Romagna campuses - Cesena, Forlì and Rimini- of Modena or Parma (CUS) and included in BAPS on the respective websites ([cusb.unibo.it](http://cusb.unibo.it) – [cusmore.it](http://cusmore.it) - [cusparma.it](http://cusparma.it)).

New enrolments in courses of the sport season a.y. 2021/2022 will be accepted from September 2021. To be admitted to courses students will need: 1. CUS annual card released for free to BAPS assignees ; 2. Medical certificate for non-competitive sport activity: BAPS assignees, not having the certificate, can schedule a medical examination to certify their eligibility to non-competitive sport activity at the Medical Centre suggested or established by convention with CUS (in Modena only, the medical examination will take place at the medical centre in convention with ER.GO). The cost of the certificate will be paid by ER.GO.

In case of revocation of accommodation because of the loss of eligibility to the benefits, also the right to the prepaid amount for catering is revoked, regardless of period spent in the accommodation, and the prepaid amount already used for the catering, must be refunded.

In case of giving up to accommodation after at least 6 months of assignment the amount of prepaid catering will be halved, in case of giving up after the issue of the accommodation provisional ranking lists and before 6 months of assignment the prepaid credit for catering will be revoked as well. The already used, but not due, prepaid amounts must be refunded. The same rules will be enforced in case of revocation of accommodation due to serious violations of the Halls of Residence Rules.

Non-resident students (not resident in towns as listed in Tables 6 and 7, annexed to the Announcement), enrolled in University of Bologna, Cesena, Forlì, Rimini, Ferrara, Modena or Parma, formerly assignee of an accommodation in the a.y. 2020/2021 and **not applying for BAPS** , can apply for accommodation for the **a. y. 2021/2022** with a scholarship value according to articles 1, 4 and 5 of the Announcement for Scholarships.

The Scholarship amounts for **other non-resident students** (not resident in towns as listed in Tables 6 and 7, annexed to the Announcement), enrolled in University of Bologna, Cesena, Forlì or Rimini, Ferrara, Modena or Parma , applying for an accommodation in the a. y. 2021/2022, are specified in articles 1, 4 and 5 of the Announcement for Scholarships.

## 7.2 International Scholarships

For students enrolled at University courses issuing double or multi- or combined degrees spending an exchange period of six or more months abroad at the partner University, the scholarship amount is defined as follows, according to the below specified ISEE brackets:

ISEE BRACKET	INTERNATIONAL SCHOLARSHIP AMOUNT	
	(no less than 6 months abroad staying)	
Up to € 15.333,33		€ 5.495,11
From € 15.333,34 to € 16.866,66		€ 3.936,38

From € 16.866,67 to € 19.152,97	€ 3.042,53
From € 19.152,98 to € 23.000,00	€ 2.797,56

The International Scholarship amount is independent from the condition of “Non-resident, Commuter or Resident” student. The International Scholarship assignee students are not subject to the “self-certification of domicile” regulations.

The International Scholarship cannot be combined with the Grant for International Mobility supplied by ER.GO and with any other type of grant provided by the partner University.

In case of concomitant allocation of both ER.GO International Mobility Grant and other grants awarded by national and international Institutions, aimed to complete students’ learning and research activity with exchange periods abroad (Erasmus+ or similar programmes), considered all the provided cases of not-combination, the total amount of the paid grants cannot exceed the maximum cap of € 7,195.11.

For students enrolled at University courses issuing double or multi- or combined degrees, spending an exchange period of less than six months abroad at the partner University, the scholarship amount is fixed according to article 1 and followings of ER.GO Announcement.

### **8. Cash subsidy for non-resident students, assignee of accommodation in ER.GO Halls of Residence, carrying out an internship in Emilia Romagna after graduation.**

ER.GO offers cash subsidies to support non-resident students who carry out a post-graduation internship in the Region Emilia Romagna. The subsidies are allocated to the students, who meet all the following conditions:

- enrolled at the last year or at the first year outside the prescribed time of all Degree courses (First Cycle Degree), Master Degree (Second Cycle Degree), Single Cycle Degrees, except for: School of Dentistry and Orthodontics, School of Medicine and other courses of healthcare professions;
- eligible to accommodation in ER.GO ranking lists, issued as stated in art. 13 of the General Rules and assignee of accommodation in the a.y. 2021/2022.
- eligible to scholarship in ER.GO ranking lists, issued as stated in art. 13 of the General Rules and formerly assignee of scholarship in the previous a.y.;
- carry out an internship in the Region Emilia Romagna after graduation (First Cycle Academic Degree or Diploma) or Master's Degree (or Second Cycle Diploma), or Single Cycle Degree for a period of no less than 3 months and no more than 6 months.

The value of **ER.GO subsidy** is in relationship with the duration of the internship for a unit amount of € 250,00 per month and can be assigned only once in the whole course of studies.

In order to benefit from the cash subsidy, it is necessary to meet all the following conditions:

- earn a Bachelor's Degree (First Cycle Diploma) or Master's Degree (Second Cycle Diploma), or Single Cycle Degree within the legal duration of the Degree Course, and in any case no later than the first year outside the prescribed time, and do not continue your studies in the a.y. 2022/2023;
- attend a career consultancy path **BEFORE** the graduation at the ER.GO Careers Service;
- begin an internship within 90 days from your graduation (First Cycle Academic Degree or Diploma) or Master's Degree (or Second Cycle Diploma), or Single Cycle Degree for all the a.y. 2021/2022 degree sessions.

The **career consultancy path**, conducted by the consultants of ER.GO Careers Service, must be attended **BEFORE** the graduation and it consists of at least 7 hours, 4 hours of which are seminars on job search techniques (especially the seminars: “job search techniques – instructions” and “CV and Cover Letter” and 3 hours of individual career counselling in a range of scheduled interviews, aimed at defining professional goals and personalized action plans for internship/job search after graduation. To book the first interview it is necessary to get access to the DOSSIER UTENTE.

The internships realized in Emilia Romagna, in accordance with the Regional law 1<sup>st</sup> August 2005, no. 17 (art. 24 – 27) as modified by the regional law 4<sup>th</sup> March 2019, no.1 can be carried out in state and private companies.

For the post-graduation internships, the host company must absolutely pay to the intern an **attendance allowance, amounting to no less than € 450,00 per month. The contribution of € 250,00/month paid by ER.GO will add up to the € 450,00/month paid by the host company.**

The first assignment of subsidy will be given to the summer session graduates (June/July 2022). In case that other available funds will remain after the first assignment, ER.GO will assign subsidies to the graduates of the following sessions of the a.y. 2021/2022 up to the end of the available resources.

The cash subsidy is paid in two instalments: the first instalment consisting in the 50% of the full amount, will be paid within 30 days from the start-up of the internship, while the final payment will be paid within 30 days from the end of the internship.

**During the period of the internship carrying out**, in case of availability of accommodations, ER.GO can assign to the interested interns the **accommodation service at a favourable price**, as provided for by art.1 of the Accommodation Services Announcements of Bologna and Romagna, Ferrara, Modena e Reggio Emilia, Parma. According to the available lodgings, the interested intern can remain in the accommodation also in the 90 days previous to the start-up date of the internship, paying the fee as eligible student up to 7 days after the date of graduation and then the guest fee (see the tables of the Accommodation Services Announcement).

In order to remain in the same lodging, intern must submit an application at least 30 days before the date of graduation.

In the period of the internship, intern can access to the catering service under the conditions provided for the majority of the University students.

## **9. Condition of Non-resident student, Commuter student and Resident student**

### **Non-Resident Students**

Students can get scholarship as “**Non-Resident Students**”, if :

They are resident at a distance, from the location of the course attended, that takes more than 90 minutes on public transport (in a municipality not included in either Table 6 or Table 7 of the Announcement) and if they meet one of the following conditions:

1) They are lodging assignee in ER.GO residences for at least 10 months, in the period going from 1 October 2021 to 30 September 2022;

2) They pay for accommodation in the university city attended, (or nearby, provided it is within the municipalities listed in Table 6 or Table 7), using public residential facilities or lodgings owned by private parties or authorities, for at least 10 months within the period from 1 October 2021 to 30 September 2022.

Students who intend to get the benefits for “Non-Resident Student” must:

**- fill in the online form “self-certification of domicile” during the period from 5<sup>th</sup> July to 25<sup>th</sup> October 2021 after having filled in and confirmed the online scholarship application form; ( Students are not required to send the printout of this form);**

**Those, who will already have the documents about this paid or free accommodation, according to the rules stated in the Announcement for Scholarships, art. 5.12, may attach a scan of these documents to the online self certification of domicile Form.**

**- Those, who, on the other hand, will not be able to attach the domicile documentation to the online self-certification form, will than have to send by registered post to ER.GO the documentation concerning their domicile address, as specified in the Announcement, by 31<sup>st</sup> January 2022.**

As regards stateless students, with international or complementar protection as defined by art. 2.3.4 of the General Rules of the Announcement, whose family unit is not resident in Italy, the amount of their scholarship is that provided for non-residential students, regardless of their residence or domicile.

### Commuter students

Students can get the scholarship as “**Commuters**”, if:

They are resident at a distance, from the location of the course attended, that takes between 45 and 90 minutes on public transport (in a municipality included in Table 7 of the Announcement )

*or*

though considered “non-resident” because of the distance from the University attended, they live however in a free accommodation in the university site, or nearby, provided it is within the municipalities included in Table 6 or in Table 7 of the Announcement, for at least 10 months of the academic year (from **1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2022**).

**The procedures and deadlines for sending the self-certification of domicile and relative documentation, required for “Non-resident Students” must be respected also in this latter case.**

### Resident Students

Students can get the scholarship as “**Resident Students**”, if:

they are resident at a distance, from the location of the course attended, that takes up to 45 minutes on public transport or if they have accommodation in the site of the course attended or nearby, for less than 10 months or do not have any accommodation.

Students who live in the municipalities indicated in Table 6 of the Announcement are considered as “Resident students”.

As far as their eligibility to scholarship is concerned, students are considered as residential students, if they have their domicile in a lodging owned by themselves or by one of their parents, if present in the student's family unit or in the ISEE requested in order to apply for Higher Education Benefits.

### **Self-certification of domicile**

Students who applied to get a scholarship as “Non-resident” or “Commuters” must fill in the online the self-certification of domicile form, on the website [www.er-go.it](http://www.er-go.it) , after having filled in and confirmed the scholarship application form from 5<sup>th</sup> July 2021 to 25<sup>th</sup> October 2021.

The self-certification of domicile temporarily replaces the documents concerning the paid or free accommodation (such as the contract relative to the self-certified domicile) which have to be sent, exclusively, by registered post with return receipt (postmark date), to:

- for the Bologna and Romagna sites, Via Schiavonia 3/a – 40121 Bologna
- for the Ferrara site, c/o Residenza Santa Lucia, Via Ariosto 35 – 44121 Ferrara
- for the Modena and Reggio Emilia sites, Via Vignolese 671/1 – 41125 Modena
- for the Parma site, Vicolo Grossardi 4 – 43125 Parma

or by Certified Electronic Mail (PEC) to the address [info@postacert.er-go.it](mailto:info@postacert.er-go.it), or by “DOSSIER UTENTE”, in the area “Documents to send to ER.GO” (documenti da inviare/inviati all'Azienda) by 31<sup>st</sup> January 2022.

Students who have already attached their complete documentation to the online self-certification of domicile by 25<sup>th</sup> October 2021, are not required to send it by post again.

It will be within Er.Go’s power, to do sample checks on the complete and correct documentation about "upon payment domicile", in order to verify the real payment of the due lease/rent, asking for the suitable receipts documents (e.g. receipts, copies of payment arrangements, etc...)

### **Documentation about domicile**

#### **ACCOMMODATION UPON PAYMENT:**

- 1) If the student is the holder of a lease agreement, he/she must provide a copy of the agreement;
- 2) If the student lives in a place, where he/she is not the holder of a lease agreement, he/she must provide, besides a copy of the original agreement, a regularly registered sublease (*subentro*):

The agreement must be officially registered, hence it is also necessary to attach the receipt of payment of the registration tax for this academic year 2019/2020 (Forms MOD. F24 ELIDE, MOD. RLI 12 or other forms, as provided by the Revenue Agency). In case of the flat rate tax option (*cedolare secca*), students will have to submit the documentation issued by the Revenue Agency proving that the option is still valid for the current year.

If the agreement sent by 31<sup>st</sup> January 2022 expires after that date without covering the 10-month period, the student must provide the renewal documentation or a new registered lease.

3) Students enrolled in subsequent years, who confirm the domicile documented to ER.GO in the previous academic years, are exempt from submitting again a copy of the same contract, but they must prove its renewal submitting the copy of its registration at the Revenue Agency, valid for the a.y. 2021/2022, which attests the contract extension (Form MOD. F24 ELIDE, Form MOD. RLI 12 or other form, as provided for by the Revenue Agency).

4) Students having their domicile in residences, hostels, B&B, etc. must submit the copy of their online booking confirmation and the receipt of the online payment; or a statement of the owner declaring their check-in date and check-out date (staying of at least 10 months in period 1<sup>st</sup> October 2021 – 30<sup>th</sup> September 2022) and the monthly rent; or the copies of the monthly payments receipts in order to demonstrate a domicile covering the 10 months required.

5) **Special provisions in case of multi-year contract registered with the option “Cedolare secca” (flat tax), already sent to ER.GO in the previous years**

Students enrolled in subsequent years having a multi-year contract registered with the option “Cedolare secca” (flat tax), already sent to ER.GO in the previous years and still valid, must not submit the self-certification of domicile nor send the documentation according to art. 5.1 of the Scholarship Announcement, if they confirm the same domicile for the a.y. 2021/2022. They must in any case confirm this, communicating it on line. On the contrary, in case of expired contract or of domicile change for the a.y. 2021/2022, must submit the self-certification of domicile and provide the documents according to art. 5.1 of the Scholarship Announcement.

#### **ACCOMMODATION FOR FREE**

1) If the student lives free of charges in a flat, a registered gratuitous commodatum agreement must be provided.

2) In case that the provided gratuitous commodatum agreement for the A. Y. 2020/2021 has expired, the student must provide a document written by the flat's owner with attached a blueprint of the latter's ID, certifying the student's stay in that flat during the A.Y. 2021/2022 and specifying the beginning and end date of student's stay.

3) In case that the provided gratuitous commodatum agreement for the A. Y. 2020/2021 is an open-ended contract or a contract lasting for the whole student's period of studying, the student must provide a document written by the flat's owner with attached a blueprint of the latter's ID, certifying the student's stay in that flat during the A. Y. 2021/2022 and specifying the beginning and end date of student's stay.

Note:

In order to avoid omissions or lacking data, it is advisable to use ER.GO set of forms available on ER.GO website [www.er-go.it](http://www.er-go.it), in the area “Modulistica”.

In full respect of laws and rules in force, Er-go reserves its rights to accept other certified documentation.

For any doubts or questions, please see the Announcement or contact our services PARLA CON ER.GO and ERGO RISPONDE/SCRIVICI.

*Also, you will find herein annexed a “Glossary” of technical terminology about Lease agreements.*

## **10. Economic requirements**

The economic condition of the student is assessed considering ISEE (Index of the Economic Condition) and ISPE (Index of Property Condition), two indexes measured according to the composition of the family, the incomes and assets owned by the family. The regulation in force about ISEE introduces a specific ISEE as regards services connected with the right to higher education. Usually, in case of parents living with the applying student, the ISEE, issued for services connected to the right to university studies, corresponds with the ORDINARY ISEE, in this case, the ISEE certificate (Attestazione) must specify that it is applied to the supporting services of the right to higher education on behalf of the student concerned. In case of particular situations, please see the General Rules of the Announcement for the academic year 2021/2022 and the Guide to ISEE for the academic year 2021/2022.

## **Independent student**

In case of parents not living with the student applying for an ISEE for services connected to the right to higher education, the applying student is member of the parent's family unit, except in case both the following requirements occur.

a) Official residence outside the family home for at least two years before the date of submission of the ISEE certificate, in a housing not belonging to a member of the native family;

b) Earned income or similar of at least € 6.500,00 per year in the last two years, declared by the student in his/her income tax return.

c) If the student is married, or cohabitant under a cohabitation de facto (art. 1 paragraph 36 of Law 76/2016) registered at the city of residence, it will be taken into account the student's new family unit, only if he/she meets the residence requirement (according to letter a) and in case the income requirements (according to letter b) are fully met, also considering the income of the student's spouse or cohabitant under a cohabitation de facto (art. 1 paragraph 36 of Law 76/2016) registered at the city of residence. In this case, to meet the income requirements, the spouse's or cohabitant's income (referred to the two previous years) can be taken into consideration, even if the student at that time was not yet married or cohabitant under a cohabitation de facto (art. 1 paragraph 36 of Law 76/2016) registered at the city of residence.

Rules for spouses are valid also for both parties of same-sex civil union, as provided for by the current regulations (law 20th May 2016, no. 76).

d) Only in case of a student enrolled at PhD courses, the family unit is composed of the student applying for benefits, his/her spouse, under-age children (younger than 18 years old) and adult children, according to the rules provided for by article 3, paragraph 2 and 5, of D.P.C.M. 5 Dec. 2013, no. 159. In this specific case, the ISEE is calculated on the basis of the so called "restricted family unit" and it is provided in a specific section of the ISEE certificate. The applying to benefits student, enrolled at PhD courses, can however reserve the chance to establish a family unit according to the ordinary rules provided for by article 3 of D.P.C.M. 5 Dec. 2013, no. 159. In this case, it is taken into account the "ISEE ORDINARIO" of the ISEE certificate.

In this case the student can be considered as independent student and we will consider only the economic condition of his/her new family unit, and not of his/her native family.

Students not resident with their native family, who do not have both the requirements indicated above, cannot be considered as independent students, but as members of their parents' family unit and must fill in the application form with reference to the ISEE including their native family. To define the student's condition as Resident Student, Non-Resident Student or Commuters, ER.GO will consider the residence of the native family.

## **11. Academic Achievement requirements** OR: HOW TO KEEP YOUR BENEFITS AFTER THE FIRST YEAR

The academic achievement requirements are evaluated on the basis of the very first year of enrolment at the University.

### **First year students:**

> gain access to scholarships, and receive payment of the first instalment on the basis of their incomes and asset conditions only and

> must obtain specific and distinct academic achievements in order to maintain the allocation of the scholarship, and to receive the payment of the second instalment and/or to not have to give back the first instalment.

First year students without the relevant (4<sup>th</sup> column) requirements **on 30/11/2022 forfeit** their right to total exemption from university fees.

The credits obtained must not be less than:

Type of course	Access requirements for the 1 <sup>st</sup> instalment of scholarship	Requirements at 28/02/2022 for the 2 <sup>nd</sup> instalment of scholarship*	Requirements at 10/08/ 2022 for the 3 <sup>rd</sup> instalment of scholarship (balance)	Requirements at 30/11/2022 to confirm the award of the scholarship and to not refund the 1 <sup>st</sup> and 2 <sup>nd</sup> instalment
Three-year degree courses, single-cycle degree courses	Economic condition	9 credits - no bonus allowed	25 credits with the possibility to use up to 5 bonus credits	20 credits no bonus allowed
Master degrees	Economic condition	9 credits - no bonus allowed	30 credits with the possibility to use the bonus not used before	20 credits no bonus allowed

**\* Students who achieve the number of ECTS required for the second instalment after February 28th, 2022 will get the second instalment together with the third instalment of scholarship, upon having achieved the number of ECTS required within 10<sup>th</sup> August 2022 to get the balance.**

**Students enrolled in subsequent years** must obtain distinct academic achievement in order to:

- > gain access to scholarships and receive the first instalment,
- > get the second instalment of scholarship,
- > confirm the allocation of the scholarship and get the payment of the third instalment (balance). If the scholarship is not confirmed, it is revoked and the first and second instalments, received in money and services, must be paid back. Students enrolled in subsequent years, who do not achieve the relevant requirements by 10/08/2022 maintain, nevertheless, their right to full exemption and to the reimbursement of the regional tax.

The credits obtained must be no less than:

#### For first cycle degrees

Year of course	Requirements at 10/08/2021 for the 1 <sup>st</sup> instalment of scholarship	Requirements at 28/02/2022 for the 2 <sup>nd</sup> instalment of scholarship**	Requirements at 10/08/ 2022 to confirm the award of the scholarship and to receive the 3 <sup>rd</sup> instalment (balance)
Second (first enrolment in A. Y. , 2020/2021)	25 credits	50 credits	80 credits
Third (first enrolment A. Y 2019/2020)	80 credits	100 credits	135 credits
Extra semester (first enrolment A. Y 2018/2019)	135 credits	The 2 <sup>nd</sup> instalment is paid only after having verified, that the student has not graduated within the extra session a.y. 2020/2021	Not required

#### For single cycle degrees

Year of course	Requirements at 10/08/2021 for the 1 <sup>st</sup> instalment of - scholarship	Requirements at 28/02/ 2022 for the 2 <sup>nd</sup> instalment of scholarship**	Requirements at 10/08/ 2022 to confirm the award of the scholarship and to receive the 3 <sup>rd</sup> instalment (balance)
Second (first enrolment A.	25 credits	50 credits	80 credits

Y. 2020/2021)			
Third (first enrolment A. Y. 2019/2020)	80 credits	100 credits	135 credits
Fourth (first enrolment A. Y. 2018/2019)	135 credits	100 credits	190 credits
Fifth (first enrolment A. Y. 2017/2018)	190 credits	215 credits	245 credits
Extra semester (first enrolment A. Y. 2016/2017)	245 credits	The 2 <sup>nd</sup> instalment is paid only after having verified, that the student has not graduated within the extra session a.y.2020/2021	Not required
Sixth (Medicine only) (first enrolment A. Y. 2016/2017)	245 credits	270 credits	300 credits
Extra semester for Medicine (first enrolment A. Y. 2015/2016)	300 credits	The 2 <sup>nd</sup> instalment is paid only after having verified, that the student has not graduated within the extra session a.y. 2020/2021	Not required

**LMCE IS A "SECOND-CYCLE DEGREE"**

**For second cycle degrees**

Year of course	Requirements at 10/08/2021 for the 1 <sup>st</sup> instalment of scholarship	Requirements at 28/02/2022 for the 2 <sup>nd</sup> instalment of scholarship**	Requirements at 10/08/2022 to confirm the award of the scholarship and to receive the 3 <sup>rd</sup> instalment (balance)
Second year (first enrolment A. Y.2020/2021)	30 credits	50 credits	80 credits
Extra semester (first enrolment A. Y. 2019/2020)	80 credits	The 2 <sup>nd</sup> instalment is paid only after having verified, that the student has not graduated within the extra session a.y.2020/2021	Not required

**\*\* The academic achievement required within 28<sup>th</sup> February 2022 is considered met only if the student got at least 9 credits after 10/08/2021**

**Students who achieve the number of ECTS required for the second instalment after February 28th, 2022 will get the second instalment together with the third instalment of scholarship, upon having achieved the number of ECTS required within 10<sup>th</sup> August 2022 to get the balance.**

Students enrolled in short or long term degree courses must always view the tables, reserved to them in the Benefits Announcement.

Students enrolled in courses at Higher Institutes for Arts and Music and at non-university higher education institutions must check the specific tables in the Benefits Announcement.

**For all other courses please check the Announcement to manage the evaluation process and evaluation criteria.**

**BONUS**

The bonus is an amount of extra credits that can be used to reach the minimum achievement level required to get the benefits of the year in which the student is going to enrol. It has to be required in the online application form.

It can be used also to confirm the scholarship of the year in which the student is enrolled.

If the bonus is not used, it increases as follows:

- At the end of the first year: 5 credits
- At the end of the second year: 12 credits
- At the end of the third year: 15 credits

If the bonus is used, it is not possible to increase it further . Any remaining bonus credits can be used only over subsequent years .-Any bonus not used during the first level degree course can be used during the second level degree course. The bonus used in previous academic years-can not be counted in subsequent years. If for example a student, enrolling at the second year of a First Cycle Degree or of a Single Cycle Degree and having right to a 5 credits bonus, has achieved 23 credits and uses a 2 credits bonus to reach the required 25 credits, he can use the remaining 3 credits of bonus during the following years. His/her real credits are in any case 23. If, on the contrary, the student uses the bonus for the first time when enrolling at the third year, he/she has right to use 12 credits; if he/she needs only 6 credits, he/she can use the remaining 6 credits during the following years of study.

## QUALIFICATIONS

There are special criteria to evaluate academic achievement in case of:

- Qualifications for educational activities after abandonment or forfeiture of studies, or by attending single or master courses.
- Qualifications for educational activities/exams for international students who have attended study periods abroad;
- Qualifications for educational activities/exams for students who move from former degree courses of the Faculty of Law to the single-cycle degree in Law; move or transfer from degree courses to single-cycle degrees; for graduates who request to shorten their courses in the single-cycle degree.

**For any doubts or question, please check the application Announcement – or contact our services “PARLA con ERGO” and ERGO RISPONDE/SCRIVICI.**

## 12. Methods of collection of economic interventions

The economic benefits payment is organized as follows:

- by inward transfer into an account in the student's name. In case that the IBAN code specified by the student is wrong or incomplete, the charge applied by the Treasury Bank for interventions made with incorrect instructions (currently amounting to € 11,00) will be debited to the student;
- by bank transfer into an IBAN code linked to rechargeable prepaid credit card registered in the student's name;
- into a rechargeable prepaid credit registered card (offered by the Treasury Bank without the opening of a bank account) without charges to the beneficiary. The following instalments payments can be made with bank transfer into the card IBAN code. Student must send the IBAN code through the DOSSIER UTENTE on ER.GO website, just choosing the Menu “Comunicazione coordinate bancarie”.

**International IBAN extra SEPA will not be accepted as collection methods.**

For each payment, the student will receive specific communication in DOSSIER UTENTE, on our website [www.er-go.it](http://www.er-go.it)

## 13. Benefits revocation

YOU MAY LOSE YOUR BENEFITS IF.....

Benefits revocation occurs in case of:

- a) loss of eligibility requirements at the access (see art. 2.2 of the General Rules of the Announcements “Causes of exclusion and of relinquishment”);
- b) **lack of academic achievement requirements** for benefits confirmation by 10/08/2022 for students enrolled in subsequent years of first and second cycle degree courses and by 30/11/2022 for freshmen of first and second cycle degree courses. No enrolment in the subsequent academic year for students enrolled in third cycle degree courses (Specialization Schools and PhD). Students with a disability rating 66% or higher, students enrolled in the further semester of the first and second cycle, students enrolled in the last year of the third cycle have no academic achievement require-

ments to confirm their benefits. For further information see art. 8 and 9 of the General Rules of the Announcements.

BE AWARE OF THIS!



**In case of benefits revocation, students must pay back the sums of money received** as scholarship and as other aids and also the value of the enjoyed services, with consequences also on associated benefits, as summarized in the table below:

<b>Benefit</b>	<b>NO eligibility requirements at access-all the students</b>	<b>No academic achievement requirements by 10/08/2022 Students in subsequent years</b>	<b>No academic achievement requirement by 30/11/ 2022 Freshmen</b>	<b>NO enrolment in the subsequent a. y. - PhD and Specialization Schools</b>
Scholarship	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS
Grant for international mobility	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS	REPAYMENT OF THE RECEIVED AMOUNTS
Catering service for students eligible for scholarship (or BAPS)	REPAYMENT OF THE FULL AMOUNT	REPAYMENT OF THE FULL AMOUNT	REPAYMENT OF THE FULL AMOUNT	REPAYMENT OF THE FULL AMOUNT
Lodging with admission by ranking list	MANDATORY PAYMENT OF THE MONTHLY FEE ( GUEST RATE) FROM THE LODGING ALLOCATION START DATE	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST	RATE FOR ELIGIBLE STUDENTS IN THE RANKING LIST
Free Lodging (only BAPS)	MANDATORY PAYMENT OF THE LODGING ( GUEST RATE) FROM THE LODGING ALLOCATION START DATE	MANDATORY PAYMENT OF THE LODGING FROM THE LODGING ALLOCATION START DATE	MANDATORY PAYMENT OF THE LODGING FROM THE LODGING ALLOCATION START DATE	MANDATORY PAYMENT OF THE LODGING FROM THE LODGING ALLOCATION START DATE
Free Sport (only BAPS)	REPAYMENT OF THE 50% OF THE FREE SERVICE (with the exception of graduates of the extra-session of the a. y. 2020/2021 who have no dues)	NO REPAYMENT	NO REPAYMENT	NO REPAYMENT
Regional tax reim-	LOSS OF THE	RIGHT TO REIM-	LOSS OF THE RIGHT TO	LOSS OF THE

bursement	RIGHT TO REIMBURSEMENT	BURSEMENT	REIMBURSEMENT	RIGHT TO REIMBURSEMENT
Total university fee exemption	LOSS OF THE RIGHT TO EXEMPTION	RIGHT TO EXEMPTION	LOSS OF THE RIGHT TO EXEMPTION	LOSS OF THE RIGHT TO EXEMPTION

**See art. 5 of the General Rules of the Announcement to know how to give benefits back.**

## 14. Accommodation service

ER.GO offers three kinds of residential facilities services in Bologna, Cesena, Ferrara, Forlì, Modena, Parma, Reggio Emilia and Rimini:

a. **with admission by ranking list**, aimed at non-resident students with all the required income and academic achievements, who will stay in the same University branch for a continuous period of time, corresponding to the whole academic year. Only for the University branches of Bologna and Romagna campuses (Cesena, Forlì and Rimini), Modena and Parma, the admission by ranking list is free for those students assignee of Scholarship + free lodging + subsidies for catering + Sport at the University Sport Centre of Bologna, Bologna and Romagna campuses (Cesena, Forlì and Rimini), Modena or Parma (BAPS).

b. **with assisted admission**, aimed at non-resident students assignee of cash subsidies for postgraduate internships, at students enrolled in University courses (which issue double or multiple or combined degrees), coming from the partner University abroad, and who attend for a period of time the University of Bologna and Romagna and aimed also to students enrolled at the courses of the Polytechnic Institutes (ITS) or to other non-resident students belonging to specific conventions drawn up with ER.GO. About the monthly fees, please have a look to the specific tables in the Accommodation Announcements.

c. **with free admission**, aimed at students, researchers, recent graduates, who need to stay temporarily and occasionally at Emilia Romagna Universities. It isn't required any income and academic achievements.

ER.GO residential facilities are diversified in different types, arrangements, services offered and fees/prices, outlined on the website [www.er-go.it](http://www.er-go.it).

Lodgings are managed by the Lodging Booking Desk (**BORSINO** delle offerte di alloggi – in Italian) on the website [www.er-go.it](http://www.er-go.it), where:

### assigned students in the ranking list can

- > pay their rent on-line
- > book their bed at the residences open in each local seat during the Summer and Christmas closure

### other guests can

- > check the available rooms and book them for short and occasional stays
- > pay for the accommodation on-line

### Pre-confirmation of the service by students in the ranking list

**Students in the ranking list, only if they have not been assigned a lodging in A. Y. 2020/2021**, must use the following pre-confirmation procedure:

a) **Check their position in the ranking list** on the website [www.er-go.it](http://www.er-go.it) when the provisional ranking lists are published;

b) Students eligible (“idonei”) to an accommodation **must pre-confirm** their acceptance of the lodging by paying € **100.00** exclusively through the payment platform “PAGOPA” on ER.GO website – in the section “DOSSIER UTENTE – situazione economica – documenti fiscali e PAGOPA” within the deadlines indicated below:

- by 3<sup>rd</sup> September 2021 the students who apply for the first time, enrolled to subsequent years of all the courses of single cycle degree courses, first and second cycle degree courses and the students enrolled to the I and II cycle Diplomas of the Higher Institutes for Arts and Music (A.F.A.M.), and students enrolled at first and subsequent years of Specialization Courses, PhD and SPISA must pay the pre-confirmation fee ;

- by 15 September 2021 must pay the pre-confirmation fee:

- **first year students** of first cycle and single cycle degrees and first cycle diplomas of the Higher Institutes for Arts and Music (A.F.A.M.)

- **first year students** of second cycle degrees and second cycle diplomas of the Higher Institutes for Arts and Music (A.F.A.M.), **who apply for the first time in a.y. 2021/2022;**

Failure to make the payment within the pre-confirmation payment deadlines will automatically be considered a **waiver of the service.**

The amount paid as pre-confirmation is considered to be a down payment of the rent for the first month of allocation.

The amount paid for the pre-confirmation will be paid back in full to students to whom accommodation is not assigned by 30<sup>th</sup> September 2021, due to unavailability of lodgings. **In this case it is not necessary a specific reimbursement request by the interested student.**

In the following cases, the 70% of the pre-confirmation payment will be paid back upon on-line request through DOSSIER UTENTE, on ER.GO website, **NO LATER THAN 13/11/2021:**

- waiver of the accommodation before the issue of the ranking lists upon evaluation of the appeals;
- waiver of the accommodation for non-enrolment at the University because of non-admission to the chosen course.

Students not assignee of an accommodation by 30<sup>th</sup> September 2021 can self-certify a domicile upon payment from 1<sup>st</sup> October 2021 to 25<sup>th</sup> October 2021, in order to obtain a scholarship for Non-Resident Students.

As regards stateless students, with international or complementary protection as defined by art. 2.3.4 of the General Rules of the Announcement, whose family unit is not resident in Italy, in case of application for accommodation, the following special terms are given:

- Students eligible in the provisional lodgings ranking list (article 13 of the General Rules) must not pay the pre-confirmation (see the Accommodation Announcement);

- Students eligible in the pre-definitive accommodation ranking list (article 13 of the General Rules), and assignee of an Er.Go accommodation, must not pay the monthly housing fees, since they will be totally deducted from their scholarships. Anyway, students must pay the fee within the day 10 of each month if they are eligible under condition in the ranking list.

- Dispositions about free accommodation are valid for students eligible to a BAPS Scholarship, as provided for by article 2.1 of Scholarship Announcement and by article 2 of Accommodation Announcement and by art. 2 of Accommodation Announcement for the concerned campuses.

On their DOSSIER UTENTE, assigned student can find a service called ABITARE ER-GO, that can be used to:

- Arrange a private talk with the Accommodation Service;
- Arrange a private talk with the Counselling Service;
- Request a transfer within the residence or from one residence to another;
- Read news and notices about the residential facilities;
- Apply to take part in events/meetings organized by the Authority or other institutions.

For any doubt or question, please see the application Announcement or contact our services PARLA CON ER.GO AND ERGO RISPONDE/SCRIVICI.

## 15. Facilitated access to the catering service

The catering service is open to all students.

Students awarded with a scholarship residing out of town (except from Students enrolled at Bologna and Romagna campuses (Cesena, Forlì and Rimini), Modena or Parma University assigned with BAPS– scholarship, free lodging, subsidies for catering service, as defined in art.7.1) may ask to convert part of their scholarship into catering vouchers. In this case ER.GO will assign an additional contribution in the amount of the 50% of the student’s quota. You can apply for catering service while filling in the Benefits Application Form.

You can ask to convert into catering vouchers:

SCHOLARSHIP CONVERTED INTO CATERING SERVICE	ER.GO CONTRIBUTION	TOTAL AMOUNT OF CREDIT FOR THE CATERING SERVICE
€ 200	€ 100	€ 300
€ 400	€ 200	€ 600
€ 500	€ 250	€ 750
€ 600	€ 300	€ 900

The application for the catering service is irrevocable, except in cases of particular reason according to art. 3 of The Announcement for Catering Services.

Students eligible for scholarship, but not awarded because of lack of funds, will receive a contribution of € 500.00 for the catering service (except from Non-Resident Students eligible for BAPS see art 1 of The Scholarship Announcement )

Only students enrolled at Bologna and Romagna campuses (Cesena, Forlì and Rimini), Modena or Parma University assigned with BAPS (scholarship, free lodging, subsidies for catering service, as defined in art.7.1), are entitled to the following contribution, according to their ISEE as declared in their application form:

ISEE BRACKETS	Students enrolled on regular course	Students enrolled at their extra semester
Up to € 15.333,33	€ 900,00	€ 450,00
From € 15.333,34 to €	€ 500,00	€ 250,00

16.866,66		
from € 16.866,67 to € 19.152,97	€ 400,00	€ 200,00
From € 19.152,98 to € 23.000,00	€ 250,00	€ 125,00

For students enrolled in University courses, which issue double or multiple or combined degrees, and spending a period of study abroad at the partner University the contribution will be halved in case of a 6 months period of stay and it will be reduced of 100% for more than 6 months stay.

In case of revocation of the accommodation, because of the loss of eligibility to benefits, the right to get the catering service pre-paid contribution will be revoked as well, regardless of the period spent in the accommodation, and the pre-paid amount, if already used, has to be reimbursed.

In case of waiver of the accommodation after at least 6 months of assignment, it is due the 50% of the pre-paid catering service contribution; in case of waiver of the accommodation after the issue of the provisional accommodation ranking lists and before 6 months of assignment, the right to get the catering service pre-paid contribution will be revoked as well. The not due pre-paid amounts, if already used, has to be reimbursed. The same regulation will be applied in case of accommodation revocation because of serious violations of the Halls of Residence Rules.

The amount converted into catering vouchers can be used through electronic tool with an identification code that can be downloaded by the DOSSIER UTENTE.

The deadline to use the pre-paid amount, given to the students assignee of scholarship (grant and services) is 22<sup>nd</sup> December 2022.

To the assignee of scholarship students,, who on 31/12/2022 still have a residual pre-paid amount, will be deducted the sum of the ER.GO additional contribution, calculated in proportion to the total pre-paid assigned amount. So it will deducted the 33% from the pre-paid amount, not used within 31/12/2022, while the residual amount of scholarship remains available.

In case scholarships are not paid because of lack of funds, these students are assigned free catering service as above indicated, in addition to free lodging and free sport activity as stated in art.7.1.

All the students with ISEE up to € 28.000,00 and ISPE up to € 62.000,00 can be assigned a contribution of € 300,00 for the catering service, if they reached their achievement. This contribution will be assigned in case of availability of funds after the payment of the scholarships to all the eligible students. In case of lack of fund, the contribution of € 300.00 will be assigned primarily to those student assigned with a scholarship in academic year 2020/2021.

## 16. Grant for International Mobility

These are intended for all students enrolled at subsequent years of all course levels (second level courses can apply from the first year), eligible for an ER.GO scholarship for the academic year 2021/2022 and awarded with a scholarship to take part in international mobility programs.

The grant consist of a single amount to support board and lodgings expenses.

The amount of the grant is € 500.00 per month and it is assigned for the entire period spent abroad, up to a maximum of ten months, regardless of the destination country. The amount of the scholarship taken from European Union funds or other bilateral agreement (non-EU too) or “Sostegno Giovani” fund issued by the University or AFAM Institution **is deducted** from the total contribution of € 500.00.

E.g. If the student awarded with a 5 months Erasmus+ grant of € 240.00 per month, without addition economic subsidies, is assignee of the grant for international mobility, will receive from ER.GO € 260.00/month for the 5 month period of stay abroad.

The mobility contribution is associated with a reimbursement of the cost of the round trip up to a maximum amount of € 50.00 for European Countries and € 250.00 for non-EU Countries.

The contribution is assigned for a maximum of five months to students enrolled at an extra semester, with respect to the duration of the courses according to new regulations.

For students who apply for BAPS scholarship, the scholarship and services amounts are those specified in the art. 7.1 above.

The international mobility contribution can be assigned only once per degree course, and it cannot be combined with the international scholarship.

## **17. Hardship Awards**

ER.GO provides hardship awards for students who lose their achievement requirements due to a particularly and exceptional serious event and who are particularly economically disadvantaged, in order to allow them to return into the system of benefits the following year or to gain their qualification.

Hardship awards are:

> Grants from a minimum of € 250.00 to a maximum of € 2,000.00.

> Lodging with fee according to the ranking lists (only for students already assigned in the academic year 2020/2021).

The grants are meant only for students eligible/assignee with a scholarship in the academic year 2020/2021.

Hardship awards are granted only once, and they are incompatible one another. Hardship awards are also incompatible with money grants, with the same purposes, given by Universities in the A.Y. 2020/2021. In some cases, there can be grants integrated with Universities.

The application, both for extraordinary assignment of accommodation and for extra grant, must be exclusively submitted on line, on the website [www.er-go.it](http://www.er-go.it), entering the DOSSIER UTENTE, and choosing from the menu MODULISTICA the form: "Modulo interventi straordinari".

The hardship awards are assigned after evaluation of the produced documentation and taking into account the academic achievements; it's up to ER.GO asking for an informal interview in order to define better the student's situation. The benefit is assigned according to the incontestable discretion of ER.GO.

Er.Go reserves itself the right to take into consideration particular request of loan made by female students regularly enrolled at the University, who are mothers with a child under the age of one, exclusively if the student's family unit is composed only by the student and her child, in the absence of a parental support.

### **Annex: the self-certification of domicile**

Contracts and its related deeds, such as transfers (cessione) and takeover (subentro) are subject to the payment of a registration fee.

It is possible to pay the registration fee with the so-called Mod. F24 Elide and with the so-called Mod. RLI, that can be found on the Revenue Agency website [www.agenziaentrate.gov.it](http://www.agenziaentrate.gov.it) in the section **Forms - Payment forms**.

Cedolare secca (flat tax) is another way to pay the registration tax.

Owners renting a lodging may decide which payment methods they want to adopt.

In case owners decide to adopt the flat tax method (cedolare secca), the documentation proving the payment should be one of the following:

- modello RLI 12
- a declaration issued by the Revenue Agency stating the option for the flat tax (cedolare secca)
- a declaration issued by the Revenue Agency stating the extension of the option for the flat tax (cedolare secca)

**Please Note that as regards transfers (cessione), takeovers (subentro) and sublease (subaffitto) the registration can be paid with the so-called Mod. F 23 and Mod. RLI 12.**

## CONTACTS

Website: [www.er-go.it](http://www.er-go.it)

Certified electronic mail (PEC): [info@postacert.er-go.it](mailto:info@postacert.er-go.it)

### **PARLA CON ER.GO:**

**051/19907580**

For specific information about the Benefits Announcements, this service is working; from Monday to Friday, from 9.30 to 16.00.

## REGIONAL OFFICES

### **BOLOGNA AND ROMAGNA**

- Bologna, via Schiavonia 3/a – phone +39 051 6436711

For the information points of Romagna campuses (Cesena, Forlì, Ravenna and Rimini), please, refer to the “Contacts” page on ER.GO website.

### **FERRARA**

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