



ANNONUCEMENT TO PROVIDE "COVID-19 EMERGENCY SUPPORT MEASURES" FOR ACADEMIC YEAR 2020/2021

Attachment to D.R. Rep. N° 556/2020 of 11/4/2020

Art. 1 - Announcement

1. University of Bergamo is promoting for academic year 2020/2021 an announcement to assign digital didactic incentives, in addition to the usual Right to Education benefits, aimed at better sustaining students and their families, thus acknowledging the difficulties connected with the current situation due to Covid-19 pandemic emergency.
2. Resources made available for the announcement amount to a total of € 250.000,00 of which:
 - a) € 85.000,00 intended for students registered in the first year of bachelor or Master degree and single cycle master courses;
 - b) € 165.000,00 intended for students registered in all following years of bachelor or Master degree and single cycle master courses;
3. Support measures are also provided by the announcement, according to announcement procedures, to those enrolled in:
 - a) three-year degree and single cycle master courses up to the first year after prescribed time;
 - a) master degree courses up to the first year after prescribed time.
4. Support measures provide a contribution of € 125,00 for one of the following:
 - a) purchase of a new personal computer, laptop, tablet, smartphone;
 - b) cost of data usage, either from fixed or mobile network.
5. These support measures can be cumulated with other benefits already provided by University administrative regulations for academic year 2020/2021 and included in Regulations for Students' Contribution, and with the Scholarship managed by the Right to Education Service.
6. Students who are interested in the above benefits should check their requisites before applying.

Art. 2 – Application Requisites

1. To apply for the above-described benefit awarding, students must necessarily:
 - a) at the date of announcement deadline, be regularly enrolled, having also payed regional tax and stamp duties, in a bachelor or Master degree, or single cycle master course for academic year 2020/2021, and not beyond the first year after prescribed time;
 - b) be in an active career phase;
 - c) if enrolled in a bachelor course, not be in possession of another degree, both from the old (ante DM 509/1999) or new order, obtained in Italy or abroad, including diplomas from Music Conservatories / Fine Art Academies, or the First level (3-year) academic diploma, issued as by Law n.508/1999;
 - d) if enrolled in a master degree course, not be in possession of another degree ante DM 509/1999, or master degree or specialisation, obtained in Italy or abroad, including diplomas



from Music Conservatories / Fine Art Academies, or the Second level (2-year) academic diploma, issued as by Law n.508/1999;

e) not be enrolled in a bachelor course from the old system, ante DM n.509/1999;

f) be in possession of an ISEE certificate entitling to assisted services from the Right to University education (ISEEU), a Current ISEEU certificate or an equalised ISEEU certificate with a value of not over € 30.000; specifically, as pertains the current announcement, ISEEU certification will be considered valid only if presented in the year 2020 and within the limit of 22 December 2020;

g) have spent **at least € 125,00** in the period between July 1st and December 22nd 2020, to purchase a personal computer, laptop, tablet, smartphone or to sustain the cost of data usage, either from fixed or mobile network;

h) not have benefited from the same (or similar) contribution from another University.

Art. 3 – Application

1. Applicants to this announcement must, **within and no later than Thursday December 22nd 2020 at 12:30 pm**:

a) **fill in every part of the application form which will be available from each internet access under the menu “Iniziativa” (initiatives) as from November 16th 2020** > following procedures which will be further published.

b) **attach** to applications the following documentation:

- invoice/receipt made out to the student, or other family member indicated in ISEEU, proofing the purchase of a personal computer, laptop, tablet or smartphone
- invoice/receipt made out to the student, or other family member indicated in ISEEU, indicating a fixed (adsl) or mobile data provision contract, even by rechargeable system. In this case, it will be sufficient to attach a statement of traceable traffic from the phone operator's portal;

Please note that expenses must have been held after July 1st, 2020.

All relevant receipts or proof of purchase must be grouped into one file, in *pdf* format, no bigger than 5 MB;

c) be in possession of all requisites indicated in art.2.

2. Incomplete or incorrectly presented applications **will not be accepted**;

3. At the end of the application procedure, applicants will receive on their University e-mail a communication confirming submission procedure.

Art. 4 – Ranking criteria and publication

1. At the end of the application process, the Right to Education Service, having verified all necessary requisites and documentation presented by applicants, will define **two rankings for the provision of benefits**:

- one for students enrolled in the first year of bachelor or Master degree and single cycle master courses;
- one for students enrolled in years beyond the first, of the same graduation courses.

2. Rankings will be formed according to the following criteria:



- Students enrolled in the first year of all study courses

Ranking is defined based on the correct family ISEEU (Equivalent Financial Situation Index) in relation to a limit of € 30.000,00 for a maximum of 1.000 points, allocated with the following formula:

$$\left\{ 1 - \frac{\text{ISEE studente}}{30.000,00} \right\} \times 1.000$$

Ranking order is defined decreasingly, according to the assigned points. In case of equal points, students enrolled for a higher course level will prevail, in case of further parity, the grading from previous qualification will prevail, and furthermore the younger age.

- Students enrolled in years beyond the first of all study courses

Ranking order is defined decreasingly, based on a total coming from the sum of points made by number of CFUs obtained within August 10th, 2020 and the average exam grading. A total of 1.000 points can be awarded, as following: 600 based on the number of CFUs obtained and 400 based on average passed exams grading.

- Procedure for merit points calculation

Points for CFUs obtained before August 10th, 2020 are calculated according to the following formula, which is based on the average expectation of 60 CFUs for each course year (30 CFUs for part-time students):

Full time course (ex. Referred to the 2nd year):

Student CFU x 600/60

Part time course (ex. Referred to First year, 2nd enrolment):

{ student CFU X 300/30 } x 2

- points for average passed exams grading is calculated according to the following formula:

(Average student grading – 18) x 400/(30 – 18)

Rankings for connectivity incentives will be published on the University's Right to Education web page within January 31st, 2021.

Art.5 – Benefit allocation

1. benefits will be provided following ranking order up to depletion of available funds and will consist in:



- a reduction in University fees for academic year 2020/2021, to be added to benefits already included by existing administrative regulations for the same year (i.e. reductions based on ISEE, merit etc), if the student has not yet paid the due sum;
- a refund of University fees for academic year 2020/2021, for the amount indicated in the ranking, if the student has already paid the due amount. Refunds will be distributed within 90 days from ranking publication;
- in case the benefit amount is higher than the due fee for the entire academic year, the exceeding amount will be treated as contribution and dispensed within 90 days from ranking publication. Please note that the provided amount is considered, according to current regulations, as income equivalent to employed work, for which the University will provide a "Certificazione Unica" (income certificate) to be inserted in tax forms or ISEE. Benefit payment will be carried out by crediting the University Enjoy Card, which must have been previously activated.

2. Benefit will consist in a fixed amount of € 125,00.

3. Within one year from the incentive provision, the University will carry out impromptu controls on the validity of presented self-certifications, in compliance with current regulations. False declarations entail the application of an administrative sanction, besides being a criminal offence.

All concerned will have to make sure they keep the original documentation, as sent in attachment with the application, for one year after provision approval. In case of control, beneficiaries will have to present to the office the original documentation, proving completeness and validity of the declared data, to avoid losing the acquired benefit.

Art. 6 – Beneficiaries obligations

1. Beneficiaries must accept all parts included in the present announcement.
2. Benefiting students commit not to withdraw before incentive has been dispensed, or they will not be allowed to receive it.

Art. 7 – Final provisions

Funds which may not have been assigned after ranking publication, will be made available through a new announcement, which will be open to students who could not apply to the current one for lacking of active enrolment requisite and to students with an ISEEU value above € 30.000,00, following a procedure which will be published further on.

Art. 8 – Responsible for the Procedure



**UNIVERSITÀ
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The person in charge of Procedure, in compliance with Law n. 241/1990, is Ms Elena Gotti.

Art. 9 – Privacy

University of Bergamo guarantees the treatment of personal data derived from announcement application, with the understanding that such treatment will be carried out in compliance with D.Lgs June 30th 2003, nr. 196 and EU Regulation 2016/679. The University declares that the acquired personal data will be treated in compliance with current regulations and used for the purpose of procedure handling, ranking definition, sum definition and dispensation, and in general, mobility management; such data may be communicated only to public administrations (i.e. Ministry of Finance and the Fiscal Police - Guardia di Finanza) directly interested in the students' economic position.

The Responsible for personal data protection is avv. Michele Gorga, e-mail: dpo@unibg.it

Data controller is University of Bergamo pro tempore Rector.

Anyone concerned may refer to him for questions about their personal data treatment.

Before applying for the announced benefit, candidates must declare they have visioned and read all parts of the above-mentioned informative specified in art. 13 of the Regulation and give their consent to the treatment of provided, even specific, personal data.

Art. 10 – Corruption Manager

Following the approval of L. 190/2012 - Dispositions for prevention and repression of corruption and bribery within public administrations – a three-year Plan (2013/2015) for corruption prevention has been adopted, in compliance with art. 1, comma 5, as deliberated by the Board of Administrators on March 26th, 2013.

The Board of Administrators' resolution of February 7th 2017 has defined unification of responsibilities concerning corruption prevention and transparency in the figure of the Managing Director.

As from March 1st 2020 the Managing Director is Ms Michela Pilot.

To signal any anomalies or irregularities in procedure management:

prevenzione.corruzione@unibg.it

Art. 11 – Information references

For any information referring to this announcement, please contact the Right to Education Section in the Didactic and Student Services Area:

- ph. +39 035 2052871
- indications: ausili.tecnologici@unibg.it



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Bergamo, 4/11/2020

The Rector

prof. Remo Morzenti Pellegrini

University of Bergamo

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