



COMPETITION CALL FOR THE ASSIGNMENT OF ACCOMMODATION SERVICES TO STUDENTS ENROLLED AT THE UNIVERSITY OF BERGAMO IN A.Y. 2020/2021

This competition call is announced in accordance with the provisions of Legislative Decree no. 68/2012, of Lombardy Region law no. 33 of 13/12/2004; awaiting the Regional government resolution concerning the operating procedures and the minimum funding for the awarding of the competition benefits, this competition call refers to the same Regulation taken for a.y. 2019/2020.

The accommodation service is granted for the achievement, for the first time, of each of the course degrees (Bachelor degree, Master's degree, Single-cycle Master's degree, PhD and Specialisation degree) with the following duration:

- a) for students enrolled in degree courses for a period of seven semesters starting from the year of first enrolment;
- b) for students enrolled in Master's degree courses for a period of five semesters starting from the year of first enrolment;
- c) for students enrolled in single-cycle Master's degree courses for a period of eleven semesters starting from the year of first enrolment;
- d) for disabled students with disability of 66% or more, for a period of three semesters beyond the legal duration of the degree course in which they are enrolled;
- e) for students enrolled in specialisation and PhD courses (activated with Ministerial Decree of 3rd July 1998, no. 210, art. 4), for a period of time equal to the duration provided for in each educational system respectively, starting from the year of first enrolment in the course.

To the students enrolled in the first out-of-course year, the place, if available, will be awarded also for the second semester, upon the economic status provided for by their income bracket.

This competition call is open to students taking part in the ERASMUS MUNDUS Programme, provided that the University of Bergamo is administrative seat of the course in which they are enrolled. These students are NOT exempted from the payment of the all-inclusive fee.

Glossary

Scholarship holder: the student who, possessing the relevant merit and income requirements, is winner of the scholarship

CFU: university Credits

Eligible non-beneficiary student: the student who, although possessing the relevant merit and income requirements, is not winner of the scholarship due to lack of funds

First enrolment: any enrolment to any degree course (also different from the one attended in a.y. 2020/2021) of the same course level for which the student is enrolled in a.y. 2020/2021, in any Italian or foreign university, independently of the outcome of such career (withdrawal from studies, transfer, graduation, etc.)

Bonus Credits: number of credits that the student may use in addition to those actually obtained for the achievement of the minimum merit requirements provided for by the Competition Call (see point 3.1.3.)

Table of contents

1. Timing and conditions of the offer	p. 03
2. General conditions for participation in the competition	p. 03
2.1. Distance requirement	p. 03
2.2. Non-eligibility reasons	p. 04
3. Requirements for inclusion in the ranking	p. 04
3.1. Merit requirements	p. 04
3.1.1. Students enrolled for the first time in the first year of Bachelor and single-cycle Master's degree courses	p. 04
3.1.2. Students enrolled for the first time in the first year of Master's degree courses	p. 05
3.1.3. Students enrolled in years following the first of Bachelor, single-cycle and Master's degree courses	p. 05
3.1.4. PhD courses	p. 06
3.2. Requirements concerning the economic status	p. 07
3.2.1. Students with income produced in Italy	p. 07
3.2.2. Students with income produced abroad	p. 08
4. Procedures for rankings	p. 09
4.1. Students enrolled in the first year of all degree courses	p. 09
4.2. Students enrolled in years following the first of all degree courses	p. 09
5. Places assignment criteria	p. 10
6. Accommodation fees	p. 10
6.1. Deposit	p. 11
7. Terms for hospitality	p. 11
7.1. Description of Residences	p. 12
8. Terms and conditions for applications submission	p. 12
9. Publication of rankings and lodging of appeals	p. 13
9.1. Terms and conditions for lodging appeals	p. 13
10. Incompatibility – Loss – Revocation	p. 13
10.1. Incompatibility	p. 13
10.2. Loss and Revocation	p. 13
11. Verification of economic status	p. 13
12. Agreement for the creation of a "single database" limited to Scholarship holders	p. 14
13. Person in charge of the procedure	p. 14
14. Information on the use and processing of personal data and the right of the Declarant (ex Legislative Decree no. 196/2003 and European Regulation 679/2016	p. 14

1. TIMING AND CONDITIONS OF THE OFFER

Assignment, **from 29th SEPTEMBER 2020 to 30th JULY 2021**, of a minimum number of **152 accommodation places** divided as follows:

- 90 at the Residence of via Garibaldi no. 3/F, Bergamo
- 16 at the Residence of Via Caboto no. 12, Bergamo
- 46 at the Residence of via Verdi no. 72, Dalmine



In relation to the persisting **health emergency**, the administration reserves the right to assign a minimum number of **122 accommodation places, all in single rooms with private bathroom, divided as follows:**

- 90 at the Residence of via Garibaldi no. 3/F, Bergamo
- 7 at the Residence of Via Caboto no. 12, Bergamo
- 25 at the Residence of via Verdi no. 72, Dalmine

Priority will be given in the assignment to:

- Disabled students with disability of 66% or more.
- The students already present at the residence in the previous a.y. and possessing the merit requirement provided for at point 3) below.

The accommodation will be reserved for foreign, non-EU freshmen in compliance with the regional provisions of the Decree of the Director General of Education, Training and Labour of the Lombardy Region dated 13th November 2002, no. 21650.

The minimum places assigned are divided as follows:

- **34** (27 in case of assignment of fewer places due to the health emergency) reserved for EU freshmen (with deferred entry, according to the educational system, for those enrolled in PhD courses);
- **17** (14 in case of assignment of fewer places due to the health emergency) reserved for foreign, **non-EU freshmen**;
- **101** (81 in case of assignment of fewer places due to the health emergency) reserved for students enrolled in **the years following the first** of Bachelor degree, Master's degree, single-cycle degree and PhD degree courses.

2. GENERAL CONDITIONS FOR PARTICIPATION IN THE COMPETITION

2.1. DISTANCE REQUIREMENT

The competition is open to Italian students, students of EU countries, foreign students as per Presidential Decree of 31st August 1999, no. 394, implementing Legislative Decree of 25th July 1998, no. 286, **who enrol or intend to enrol in the courses activated by the University of Bergamo in a.y. 2020/2021, and residing in a place more than 30 km away from the common location of the courses attended, with a travel time of more than 60 minutes using public transport services.**

The calculation of the distance is made on the basis of public transport timetables, from the municipality of residence to the municipality where courses are held, using the application available on the Lombardy Region website at the following address:

["Muoversi in Lombardia"](#)

Calculating the time with a departure forecast at 7.00 a.m. and considering, for students who attend the Bergamo locations, an additional 15' to reach the University from the Bergamo Station stop.

N.B. the checks will be carried out on the basis of the data available in the application at the time of publication of the ranking.

The persons identified above will have to be enrolled for the first time:

- in a regular year of Bachelor, Master's, single-cycle Master's degree course;
- in a further year in addition to that provided for in the respective educational system, once the regular course of study for a Bachelor, Master's, single-cycle Master's degree course has been completed;
- in a PhD course.

2.2. NON-ELIGIBILITY REASONS

In a.y. 2020-2021, students must not hold a qualification of equal or higher level than the degree course for which accommodation is requested for a.y. 2020-2021.

The ranking for the assignment of accommodation places is also not including students who in a.y. 2020/2021:

- renew their enrolment after having withdrawn from studies;
- transfer to a different department or degree course repeating their enrolment in a year they already attended;
- change university campus repeating their enrolment in a year they already attended.

In case during his university career the student had to repeat the same year of course **even if having renewed his enrolment after having withdrawn from studies**, the number of credits required to access the accommodation service ranking is calculated with reference to the credits provided for by each year elapsed, starting from the year of **first enrolment**, also including the academic years in which he had to repeat his enrolment to the same year.

3. REQUIREMENTS FOR INCLUSION IN THE RANKING

In order to be included in the ranking, applicants will have to be regularly enrolled for the academic year 2020/2021 at the time of entry in the residence, scheduled from

29th September 2020

except for students enrolled in **the first year of Master's degree courses** for whom the enrolment deadline is related to **pre-enrolment**, and must possess the merit and income requirements specified below.

N.B.: For enrolments in **PhD and specialisation courses**, applicants will have to refer to the educational systems of the University of Bergamo.

3.1. MERIT REQUIREMENTS

Only passing the exams included in the study plan, completed with the achievement of the credits and the final mark, will be considered for the purposes of meeting the merit requirement; in the case of integrated areas/courses consisting of several modules, it will not be possible to take into account the tests in which they are divided and any marks not officially registered in the student's career (online ToR).

For part-time students the merit requirements will have to be half as high as specified below.

3.1.1. Students enrolled for the first time in the first year of Bachelor and single-cycle Master's degree courses

Students enrolled for the first time in a.y 2020/2021 in the first year of Bachelor and single-cycle Master's degree courses must:

- have obtained a **high school diploma mark of at least 75/100** (for foreign students this will be deduced from the "On-site Declaration of Value" produced by the Students Office at the time of enrolment);
- be regularly enrolled at the time of entry in the residence;
- successfully pass the test for accessing degree courses without additional education obligations – **OFA BY 30th SEPTEMBER 2021** (see point 6 – fees);
- **obtain 35 credits (even using bonus credits) by 10th August 2021**

3.1.2. Students enrolled for the first time in the first year of Master's degree courses

Students enrolled for the first time in a.y. 2020/2021 in the first year of Master's degree courses must:

- be regularly enrolled or pre-enrolled at the time of entry in the residence with at least **150 credits obtained by 10th August 2020, if not already holding a Bachelor degree;**
- **obtain the Bachelor degree within the last session of a.y. 2019/2020;**
- complete the enrolment in the Master's degree, subsequently obtaining **20** or **23** credits for programmed access courses, **by 10th August 2021.**

3.1.3. Students enrolled in years following the first of Bachelor, single-cycle and Master's degree courses

Students who in a.y. 2020/2021 enrol in the years following the first of Bachelor, single-cycle and Master's degree courses must have obtained for each year of course, **by 10th August 2020**, the number of credits specified in the following table:

FULL-TIME STUDENTS MERIT TABLE

Degree courses	Course year				
	2°	3°	4°	5°	Last semester
<i>Free access courses</i>					
Bachelor degree (L2)	35	80	==	==	135
Single-cycle Master's degree (LM5)	35	80	135	190	245
Master's degree (LM)	30	==	==	==	80
<i>Programmed access course (139-270 Scienze delle Formazione Primaria)</i>					
Bachelor degree (L2)	35	88	==	==	148
Single-cycle Master's degree (LM5)	35	88	148	209	269
Master's degree (LM)	34	==	==	==	88
<p>Important: The number of credits required to access the scholarship ranking is calculated with reference to the credits provided for by each academic year elapsed, starting from the year of first enrolment for each level of study, also including the academic years in which the student has repeated, for whatever reason, the same year of enrolment.</p>					

PART-TIME STUDENTS MERIT TABLE

Course years	1.2	2.1	2.2	3.1	3.2	4.1	4.2	5.1	5.2	Last semester
<i>Part-time free access courses</i>										
Bachelor degree (L2)	17.5	35	55	80	107					135
Single-cycle Master's degree (LM5)	17.5	35	55	80	107	135	162	190	217	245
Master's degree (LM)	15	30	55							80
<i>Part-time programmed access course (139-270 Scienze delle Formazione Primaria)</i>										
Bachelor degree (L2)	17.5	35	60	88	115					140
Single-cycle Master's degree (LM5)	17.5	35	60	88	115	148	178	209	239	269
Master's degree (LM)	17	34	61							88

IMPORTANT

- Students who, in the previous academic year, took exams within international mobility programmes which the University has not yet converted by 10th August 2020, must indicate in the online application the conventional date of 10th August 2020 and the wording "**ERASMUS EXAMS**", next to the name of the exam. These students will have to self-certify to the *Servizio Diritto allo Studio* the above mentioned "conversion" before the publication of the final ranking.
- The University may avail itself of the right to validate the results of the final **INTERNSHIP** tests, taken on the basis of the university teaching system, after 10th August 2020, provided that the outcome of these tests is **acquired by 31st October 2020**.
- For students in disadvantaged conditions, with **disability of 66% or more**, specific merit requirements may be defined on the basis of the type of disability. Merit requirements will be established by the Commission for disability issues and learning disabilities, after hearing the teacher responsible for integration, who will also make reference to the provisions as per art. 14, paragraph 6 of Prime Ministerial Decree 9th April 2001.

Only after the final assignment will the relevant **certifications** be issued according to the current regulations – art. 15 of Law 183/2011. **The certifications will be issued 7 days after the date of confirmation of receipt of the application form.**



BONUS CREDITS

Students who enrol in the years following the first of single-cycle Master's degree courses may use, in addition to the credits actually obtained, a **bonus of credits** to fill any gaps between the minimum number of credits required and the one actually achieved. The total bonus is differentiated based on the year of enrolment in which the student decides to use it. In particular:

- **5 CREDITS**, if used for the first time to achieve the bonus for the second year (second part of the first year for part-time students);
- **12 CREDITS**, if used for the first time to achieve the bonus for the third year;
- **15 CREDITS**, if used for the first time to achieve the bonus for the years following the third.

Gaining, activation and procedures to use the bonus

- **the bonus may only be activated once and may not be accumulated:** if the bonus is used it may not increase and in the following years only the residual amount may be used;
- the bonus may only be gained during the Bachelor degree and the single-cycle Master's degree course (until the third year);
- for students enrolled in the first year of Bachelor degree and single-cycle Master's degree courses, the bonus may be used for the first instalment and for the balance of the scholarship (merit confirmation);
- the bonus gained and not used of 15 credits or the residual amount of the bonus activated and not used in the Bachelor degree course may be used by students enrolled in a Master's degree course, **starting from the 2nd year of enrolment** (second part of the first year for part-time students);
- in the online application, students from other Italian universities must state that they never used the bonus, or specify the amount of the bonus used in the previous academic year.

3.1.4. PhD courses

COURSE	PARTICIPATION REQUIREMENT
PhD courses (excluding scholarship holders as per Ministerial Decree 30.04.99, no. 224 and Doctoral grants as per Law 27/12/1997, no. 449)	To be admitted to the course

3.2. REQUIREMENTS CONCERNING THE ECONOMIC STATUS

Equivalent economic status indicator - ISP/ EQUIVALENCE SCALE

Students requesting the benefits of the Right of Study must have:

- An equivalent economic status indicator – **ISEE** – **not exceeding 23,000.00 €***;
- A university equivalent economic status indicator – **ISPE** – given by the assets (ISP) divided by the equivalence scale, **not exceeding 50,000.00 €***. The calculation of ISPE will be made by the University on the basis of the data provided by INPS.

Students with a family unit whose gross income for ISEEU purposes is lower than € 6,500.00 may be required to provide additional documentation regarding their means of subsistence.

Family unit

The family unit is defined under Prime Ministerial Decree no. 159/2013 **with reference to the date of submission of the application.**

Independent student

In the case of students who constitute a separate family unit, they may only be considered independent when the two conditions listed below are met, as provided for by the current regulations (Prime Ministerial Decree 5th December 2013, no. 159 - art. 8, paragraph 2):

- residence outside the home unit of the family of origin, **for at least two years** since the date of submission of the application, in accommodation not owned by one of its members;
- income from employment or similar, declared for tax purposes for at least two years, not lower than **€ 6,500.00**.

In case both of the above mentioned conditions – duly documented – are not met, the financial and economic situation of the family of origin will be taken into account.

Students enrolled in PhD courses

Under art. 8, paragraph 4, of Prime Ministerial Decree 159/2013, students enrolled in a PhD course may present an ISEE as independent students, even in the absence of the above requirements. The family unit of the student is exclusively formed by the applicant himself, his spouse, his children under the age of 18 and his adult children, according to the rules of ordinary composition of the unit.

In any case, the applicant may constitute the family unit according to the ordinary rules (i.e. including any other persons present in the family status).

Political refugees

Students who have been granted a political refugee status will only have to provide an ISEE certification related to their income/assets in Italy, if any, but will have to send a copy of the political refugee status certification by Ticket to the *Diritto allo Studio*.

3.2.1. Students with income produced in Italy

The economic status is identified on the basis of the University Equivalent Economic Status Indicator (ISEE), as per Prime Ministerial Decree no. 159/2013 and subsequent amendments and additions.

The ISEE declaration is issued to the applicant directly by INPS (Italian National Social Security Institute); the student may request it autonomously through the INPS Desk or using a CAF (government office for tax assistance and information) that has an agreement with INPS.

The request must refer to "**Prestazioni agevolate per il diritto allo studio universitario**"; for students enrolled in PhD courses the term "*ISEE per i corsi di dottorato*" will also be allowed.

I.S.E.E. certifications with OMISSIONS/DISCREPANCIES will not be accepted for the purposes of granting benefits until they have been completed.

*income requirements are defined every year by Lombardy Region's Regulation, the Regulation for a.y. 2020/2021 has not been issued yet. These amounts may be changed after the emanation of the Regulation for a.y. 2020/2021.

The data contained in the ISEE certifications will be acquired directly by the University through INPS. In order to allow the carrying out of this operation, **the student must submit the application, following the procedures specified above, within the deadline of this competition call.**

Please note that, for the purposes of this call, ISEE is only valid if signed in the calendar year 2020 by 15th September 2020.

3.2.2. Students with income produced abroad

According to Prime Ministerial Decree 31st August 1999, no. 394 the economic status and assets of the family unit for foreign students or Italian students residing abroad must be certified with appropriate documentation issued by the competent authorities of the Country in which the income is produced and **must be translated into Italian by the Italian diplomatic authorities having jurisdiction on the territory.**

For income and assets produced or held abroad in Countries outside the Eurozone the evaluation will be based on the average exchange rate of 2019.

In those countries where there are particular difficulties issuing the certification certified by the local Italian Embassy, the same may be issued by the competent foreign diplomatic or consular representation in Italy and legalised by the Prefectures under art. 33 of Presidential Decree no. 445 of 28th December 2000.

For foreign students coming from the following **"particularly poor and developing Countries"** as per Miur Decree no. 62 of 6th May 2020:

Afganistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Korea Democratic Republic, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor- Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe;

the evaluation of the economic status is carried out on the basis of a certification of the Italian representation in the country of origin certifying that the student does not belong to a family of notoriously high income and high social status. Such certification may also be issued by the student's foreign University having agreements or conventions with our University or by Italian bodies authorised to provide guarantees for financial coverage as set out in the current provisions on the enrolment of foreign students in Italian universities. In the latter case the certifying body must undertake to return the scholarship on behalf of the student in case of revocation of the same.

The student is in any case obliged to declare the income and assets held, if any, by his family unit based on Legislative Decree 31st March 1999, no. 109, as amended by Legislative Decree 3rd May 2000, no. 130.

All students with income produced abroad, for the evaluation of their family economic status/assets and the issuing of the **equalised ISEEU** must submit, **within the deadline of this call**, the following original documents translated by the Italian consular authorities in the country of origin **to CAF CGIL of via Garibaldi no. 3, Bergamo** as specified above:

- certification of composition of the foreign family unit;
- income for the calendar year 2019 of each member of the family; the document must clearly state that the income refers to the calendar year 2019. If during 2019 one or more members of the family aged 18 years or over did not earn any income, the student must submit a declaration accordingly;
- buildings owned by the family on 31st December 2019 for residential use with an indication of the square metres (valued at €500.00 per square metre); the document must be issued by the relevant public authority. If no buildings are reported in 2019, a certificate must be produced proving the absence of buildings owned for each member aged 18 years or over;
- certification of the assets owned by the members of the family on 31st December 2019 (expressed in securities, dividends, shareholdings, fractions of the net assets of any companies owned, etc.)

and an ISEE certification for any income and assets owned and produced in Italy.

IMPORTANT

Students residing abroad will have to contact the CAF CGIL writing to the email address: paola.innocenti@cgil.lombardia.it for the issuing of the equalised ISEE certification.

NB: the economic status and assets of the applicants will be evaluated on the basis of the current regulations on ISEE determination, with particular reference to the provisions of the implementing regulation of Prime Ministerial Decree 159/2013.

4. PROCEDURES FOR RANKINGS

Rankings are formed according to the following criteria:

4.1. STUDENTS ENROLLED IN THE FIRST YEAR OF ALL DEGREE COURSES

the ranking is calculated on the basis of the corrected ISEE equivalent economic status indicator of the family unit compared to the limit of € 23,000.00; for a maximum of 1,000 points assigned with the following formula:

$$\left\{ 1 - \frac{\text{Student ISEE}}{\mathbf{23,000.00}} \right\} \times 1,000$$

The order of ranking is determined, in descending order, with respect to the score given. In case of a tie, the student enrolled at the highest course level will prevail; in case of a further tie, the mark for the qualification and then the lower age will prevail.

4.2. STUDENTS ENROLLED IN YEARS FOLLOWING THE FIRST OF ALL DEGREE COURSES

The order of ranking is determined, in descending order, by the overall score resulting from the sum of the score related to the number of **credits** obtained by **10th August 2020** and of the score determined by the average marks of the exams. The overall points given are 1,000 divided as follows: 600 based on the number of credits obtained and 400 based on the average marks of the exams passed.

In case of a tie in the merit score, the student who has not used the bonus and thus the student with the highest income score is first in the ranking. In case of a further tie, the student enrolled in the highest year of course and then the youngest student will prevail.

N.B. If a student pre-enrolled in a Master's degree does not graduate from a Bachelor degree in time, but enrolls in the first year out of course, he/she will be automatically included in the ranking as enrolled in the first year out of course.

Methods for calculating the merit score

- The score related to the **credits** obtained by 10th August 2020 is calculated according to the following formula, that assumes an average number of 60 credits for each course year (30 credits for part-time students):

Full time (for ex. referred to 2nd year):

$(\text{student credits} - \text{minimum no. of credits}) \times \frac{600}{(60 - \text{minimum no. of credits})}$
--

Part time (for ex. referred to 2nd enrolment in 1st year):

$\{(\text{student credits} - \text{minimum no. of credits}) \times \frac{300}{(30 - \text{minimum no. of credits})}\} \times 2$

In case of use of the bonus the score related to the credits will be 0.

- The score related to the **average** marks of the exams passed is calculated according to the following formula:

$$\text{(Average student's mark - 18)} \times \frac{400}{(30 - 18)}$$

5. PLACES ASSIGNMENT CRITERIA

Students will have to be regularly enrolled, or pre-enrolled in the cases specified in the introduction, to the University of Bergamo at the time of assignment of the place.

Places will be assigned according to the following criteria:

- priority will be given to students with disability of 66% or more;
- subsequently, the benefit will be confirmed for students who were already guests **in the previous academic year**, if they meet the merit requirements. The confirmation of the place will also apply to students enrolled in the first year of a Master's degree course;
- once the reserved places for freshmen are over (see point 1), places will be assigned to students enrolled in the following years, according to the merit ranking;
- any further available places will be assigned to freshmen, assigning them first to EU students;
- **students who meet the merit requirements and whose economic and financial status exceeds the limits specified in this call may also participate in the competition for the assignment of an accommodation place.** In this case, the benefit will be awarded after all the applications of students who meet the requirements both in terms of merit and financial situation have been fulfilled.

The residence in **via Caboto, 12 in Bergamo**, will be primarily reserved for students enrolled in PhD courses, in years following the third of single-cycle Master's degrees and in the first year of Master's degree courses.

The residence in **via Verdi, 72 in Dalmine** will be primarily reserved for students **enrolled in courses of the Engineering Department.**

Once the above requirements have been met, the unavailability of places at the Bergamo accommodation facilities will lead to the assignment of any additional places available at the Dalmine location.

IMPORTANT

- Freshmen who do not meet the minimum merit requirement provided for in this call (or who do not pass any OFA - additional education obligations) by 30th September 2021, must **return the amount** received in cash and services according to the bracket in which they will be included.
- Upon **graduation**, the student must leave the place occupied at the residence.
- **Scholarship holders enrolled in an out-of-course semester**, after completing the regular course of study, may request to stay in the residence until the end of the period of hospitality, paying the tuition fee for the income bracket to which they belong.

6. ACCOMMODATION FEES

In relation to the regional provisions implementing Prime Ministerial Decree 30/4/97, that establish a close correlation between the actual cost of the Services and its pricing to users, the following monthly fees are set, compared to the following income brackets:

BRACKET	ISEE/equalised ISEEU VALUE	
1st - A	From € 0.00	to € 14,420.31
2nd - B	From € 14,420.32	to € 17,709.34
3rd - C	From € 17,709.35	to € 23,000.00

FEES

	Bergamo residence	Dalmine residence
BRACKET	MONTHLY FEE	MONTHLY FEE
1st - A	€ 110.00	€ 110.00
2nd - B	€ 135.00	€ 135.00
3rd - C	€ 160.00	€ 160.00
OUT OF BRACKET	€ 20,000	€ 180.00 double € 200.00 single

- **For scholarship holders** the first instalment will be paid in services, will cover the October–November accommodation fees and a free daily meal at the university canteens for the period January–December 2021;
- **Students enrolled in the first year of Bachelor and single-cycle Master’s degree courses, pending the passing of OFA exams**, will be entitled to a fee-based service according to the bracket to which they belong, unless the service is refunded if they are awarded a scholarship;
- **Students enrolled in the first year out of course in a.y. 2020/2021** will have to pay monthly the accommodation service at the out-of-bracket price, unless the service is refunded if they maintain their enrolment to a.y. 2020/2021;
- the amount for the scholarship holders' stay was set by the regional resolution implementing Prime Ministerial Decree 9/4/01 at € 2,403.00 (the amount is defined every year by Lombardy Region’s Regulation, the Regulation for a.y. 2020/2021 has not been issued yet. This amount may be changed after the emanation of the Regulation for a.y. 2020/2021);
- **For part-time students** (Prime Ministerial Decree 9/4/01, art. 2–2) the Service’s fee will be set according to the bracket to which they belong, without deductions from the scholarship they may have been awarded;
- **Students eligible for the scholarship** will be required to pay the fee, according to their income bracket, only in case there are no sufficient funds to grant them the scholarship itself.

The payment of the tuition fee must be made by bank transfer to the University of Bergamo in three instalments in advance specifying as reason for the payment “*Servizio abitativo a.a. 2020/2021*”, according to the **following timetable**:

- by the time of entry, for an amount of 3/10;
- by 31/01/2021, for an amount of 4/10;
- by 31/05/2021, for an amount of 3/10.

6.1. DEPOSIT

Before entering the residence **ALL** students will have to lodge a **deposit of € 300.00** by bank transfer to the University of Bergamo, specifying as reason for the payment “*Cauzione servizio abitativo a.a. 2020/2021*”. The deposit will be returned at the end of the period of stay, after checking the conditions of the room and furniture.

For students already guests in the previous a.y. the deposit already lodged will be taken into account, requesting an addition for any damage or maintenance at their expense.

7. TERMS FOR HOSPITALITY

- Students will be required to comply with the Residence Regulations, that will be submitted to them before entering the facility. The Guests of each facility **will appoint by 31st October 2020**, by a simple majority of the residents, a Representative who will collaborate with the *Servizio Diritto allo Studio* in the application of and compliance with the Regulation itself.
- The period of hospitality will be effective from **29th September 2020 to 11.00 a.m. on 30th July 2021**.
- The assignment is granted for the academic year 2020/2021 in the period specified above and will in any case cease upon graduation, termination of studies or transfer to another university.

- The University reserves the right to expel from the Residences those Students who do not comply with the regulations signed by them, without prejudice to the further application of the sanctions provided for in the call for scholarships.
- By 11.00 a.m. on the last day of their stay - **30/07/2021** - students must clear the rooms and wardrobes of their personal belongings and have the person in charge of the *Servizio Diritto allo Studio* check the condition of furniture, wall structures and systems in their room, which must be left in normal conditions of cleanliness; this is a prerequisite to obtain reimbursement of the deposit referred to in the previous point, that will be retained in case of damage to the structures or furniture, without prejudice to any further charges in relation to the emerging damage.
- The winning student, **with the exception of PhD students**, will have to occupy the bed by **15th October 2020**, residing there continuously, failing which he/she will lose the right to accommodation. For any delay in taking possession of the place, the *Servizio Diritto allo Studio* must be previously informed in order to evaluate the reasons given.

7.1. DESCRIPTION OF RESIDENCES

The **Residence in via Caboto no. 12, Bergamo** is structured in apartments and their management will be the responsibility of the students; the University will be responsible for:

- electricity, water and gas supply;
- systems maintenance (extraordinary on request);
- bed linen supply (weekly);
- washing of textile furniture at the end of the stay;
- extraordinary cleaning of the whole structure at closing time and at Easter;
- garden maintenance;
- TV fee;
- wireless Internet connection.

The Residence has three kitchen rooms, washing machines and dryers.

The **Residence in via Garibaldi no. 3/F, Bergamo**, with single rooms with bathroom and wi-fi network, guarantees concierge service in the morning, cleaning of common areas, maintenance and weekly supply of bed linens. The cleaning of the room and bathroom is the responsibility of the guest. At the residence there is also a laundry/ironing room and the possibility to leave bicycles. The evening catering service is also provided from Monday to Friday with the same methods and costs as those available at the other university canteens. Users may use a kitchen room for the preparation of meals.

The **Residence in via Verdi no. 72, Dalmine**, with double rooms with bathroom and wi-fi network, guarantees concierge service in the morning, cleaning of common areas, maintenance and weekly supply of bed linens. The cleaning of the room and bathroom is the responsibility of the guest. At the residence there is also a laundry/ironing room. The evening catering service is also provided from Monday to Friday with the same methods and costs as those available at the other university canteens. Users may use a kitchen room for the preparation of meals.

The *Servizio Diritto allo Studio* will periodically check the hygienic conditions of the rooms and the condition of the systems and reserves the right, if the students do not do so directly, to have the rooms cleaned and the bathrooms sanitised by a specialised company, charging the relative costs to the guests of the room concerned.

8. TERMS AND CONDITIONS FOR APPLICATIONS SUBMISSION

IMPORTANT

THE APPLICATION FOR BENEFITS AND SERVICES MUST ONLY BE SUBMITTED ONLINE AT THE WEBPAGE [ALLOGGI > DOMANDA](#) NO LATER THAN 12.00 P.M. (MIDDAY) ON

15th SEPTEMBER 2020

The *Servizio Diritto allo Studio* will complete the application with the ISEE data taken from the INPS database through the application cooperation process in place with the Social Security Institute; the data related to the equalised ISEEU will be transmitted by the CAF CGIL of via Garibaldi no. 3, Bergamo.

Please note that for the purposes of this call the ISEE/U is only valid if submitted by 15th September 2020.

The Service has the right to request, in addition to the application, appropriate supporting documentation.

Failure to submit a document within the prescribed deadline or the submission of an irregular document will result in the exclusion of the student from this competition.

By 30th November 2020, students must communicate in writing to the competent Body (*Servizio Diritto allo Studio*) any event concerning the request for accommodation occurring or having occurred after the application submission: achievement of another scholarship or financial aid (with the exclusion of fiduciary or honour loans), transfer to another university, impossibility to continue studies, withdrawal of enrolment, change in the student's marital and economic status, graduation, etc.

9. PUBLICATION OF RANKINGS AND LODGING OF APPEALS

Rankings and procedures for accessing the residences will be communicated to the applicants by

28th SEPTEMBER 2020

Through the publication on the webpage [ALLOGGI > GRADUATORIA](#)

9.1. TERMS AND CONDITIONS FOR LODGING APPEALS

Any request for review of the rankings must be submitted in writing by Ticket addressed to *Diritto allo Studio* **no later than 10 days after the publication** of the rankings. The application must concern any incorrect evaluations by the competent Service and must be accompanied by appropriate documentation to justify the applicant's reasons.

The outcome of the applications will be notified to the concerned persons by Ticket.

Further **appeals** against the final decision of the Service must be submitted to the competent bodies (TAR - Council of State) within the terms provided for by the current legislation.

10. INCOMPATIBILITY - LOSS - REVOCATION

10.1. INCOMPATIBILITY

The accommodation place **is not compatible** with free places in boarding schools or residences not managed by the University; in this case the student has the right to opt for using one or the other benefit.

10.2. LOSS AND REVOCATION

The right to the accommodation place **is lost** if the student:

- goes to a foreign university as part of an international exchange programme;
- incurs disciplinary sanctions higher than written censorship, for infractions committed against the University;
- does not submit to the *Servizio Diritto allo Studio*, within the specified time limits, any original documentation required to check the truthfulness of the self-certifications produced;
- does not communicate, by 30th November 2020, the changes occurred, such as: obtaining another scholarship or financial aid if already a regional scholarship holder, with the exclusion of fiduciary or honour loans, transfer to another university, full-time employment, impossibility to continue studies, withdrawal of enrolment, change in the student's marital and economic status, achievement of a degree, etc.

11. VERIFICATION OF ECONOMIC STATUS

In order to ascertain the economic status, the University avails itself of the powers provided for by the current regulations, in particular art. 10 of Legislative Decree no. 68/2012 and Prime Ministerial Decree 159/2013 ART. 11 paragraph 6 and subsequent amendments and additions.

The University, in agreement with the ISEE Database managed by INPS, IRS - Lombardy Regional Council - Ministry of Finance, as well as with the Financial Police, provides for the substantive control of the truthfulness of the self-certifications produced by students who are beneficiaries of financial aid or the provision of services awarded by competition, making reference to the current regulations and in particular to art. 71 of Presidential Decree 445/2000.

In case of untrue statements, the sanctions provided for in art. 10 of Legislative Decree no. 68/2012 will be applied. For any further information or clarification, the concerned persons should only contact the Secretariat of the *Servizio Diritto allo Studio* in Via dei Caniana no. 2, Bergamo.

12. AGREEMENT FOR THE CREATION OF A "SINGLE DATABASE" LIMITED TO SCHOLARSHIP HOLDERS

The data may be consulted and/or provided by/to other Bodies for the right of study in order to monitor whether for the same academic year the student has requested and obtained double benefits and for further purposes of monitoring and control of the Services for the Right of Study.

13. PERSON IN CHARGE OF THE PROCEDURE

In accordance with Law 241/1990, Dr. Elena Gotti, head of the *Servizio Diritto allo Studio*, is appointed in charge of the administrative procedure.

14. INFORMATION ON THE USE AND PROCESSING OF PERSONAL DATA AND THE RIGHTS OF THE DECLARANT (EX LEGISLATIVE DECREE NO. 196/2003 AND EUROPEAN REGULATION 679/2016)

The University guarantees the processing of personal data deriving from participation in the call for applications in the understanding that such processing will be carried out in compliance with Legislative Decree no. 196 of 30th June 2003 and EU Regulation 2016/679. The University informs that the personal data acquired will be processed in compliance with the current regulations and used for the purposes of managing the procedure, drawing up the ranking list, determining and granting funds and, in general, managing mobility; such data may only be communicated to public administrations (i.e. Ministry of Finance and Financial Police) directly interested in the economic position of the students.

The person in charge of personal data protection is lawyer Michele Gorga, e-mail: dpo@unibg.it

The Data Controller is the Rector pro-tempore of the University of Bergamo.

The concerned person may address to the latter any requests concerning the processing of his/her personal data.

At the Residences of via Garibaldi no. 3/F, Bergamo and via Verdi no. 72, Dalmine there is a video surveillance service on the common areas and access control by means of a personal smart card, for the sole purpose of guaranteeing the security and accessibility of guests.

Prior to submitting the application for the awarding of the announced benefit, the applicant must declare that he/she has viewed and read all parts of the above mentioned information referred to in art. 13 of the Regulations and give his/her consent to the processing of the personal data, including special data, provided.

THE RECTOR

(Professor Remo Morzenti Pellegrini)

Approved with Rector's Decree
Rep. no. 329/2020
Prot. no. 116899/V/5
On 16/07/2020