

# ATTACHMENT 5

**UNIBO/MIUR ADDITIONAL CONTRIBUTION TO THE ERASMUS+ STUDY GRANT 2018-2019:** deadlines and procedures to submit the ISEE (Equivalent Financial Situation Indicator) declaration and/or the documentation concerning the income and asset situations (for students whose nuclear family has income and/or assets abroad), amounts, payments schedule, categories of students excluded from the additional contribution and further control measures

The Erasmus + study grant, financed by the Erasmus National Agency, foresees an additional contribution financed by UNIBO/MIUR funds (so-called “UNIBO/MIUR additional contribution”). According to the Ministerial Decree 1047/2017, containing the regulations to allocate the funds, this additional contribution must be calculated according to students’ ISEE (Equivalent Financial Situation Indicator).

Students selected under the Erasmus + study call for applications 2018-2019 can submit their ISEE 2018 for services for the right to higher education starting from May 10<sup>th</sup>, 2018, through the ER.GO website ([www.er-go.it](http://www.er-go.it)), section online services, with institutional credentials (@studio.unibo.it). The completion of the personal and economic data section is needed in order to submit the ISEE.

**ISEE and/or the documentation concerning the income and asset situations submission for the Erasmus + additional contribution will also be valid for the UNIBO tuition fees 2018/2019 calculation.**

In particular, the procedure for the submission of the ISEE and/or the documentation concerning the income and asset situations (for students whose nuclear family has income and/or assets abroad) is the same for the UNIBO/MIUR additional contribution and for the UNIBO tuition fees calculation, but the deadlines are different: students selected under the Erasmus + study call for applications must respect the deadlines provided for this communication. Students failing to respect the deadlines will not receive the additional contribution.

PhD students selected under the Erasmus + study call for applications are requested to follow the instructions contained in this communication and in the web pages indicated below.

All the information for the ISEE and/or the economic situation for income/assets abroad calculation, and the information about how to fill out the ER.GO online form are available at <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/tasse-e-contributi/tasse-e-contributi/tasse-e-contributi> .

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## DEADLINES:

TYPE OF STUDENT	DEADLINE FOR SUBMITTING THE ER.GO ONLINE FORM	SUBMISSION OF THE ISEE DECLARATION WITH SENDER'S PROTOCOL NUMBER	DEADLINE FOR COMPLETING THE ECONOMIC DATA SECTION (sender's protocol number and ISEE with annotations)	DEADLINE FOR SENDING THE DOCUMENTATION CONCERNING INCOME AND ASSETS ABROAD
Student leaving for the <b>first semester or full year</b>	<b>31/07/2018</b>	30-31/07/2018	21/08/2018	03/08/2018
Student leaving for the <b>second semester</b>	<b>30/10/2018</b>	29-30/10/2018	27/12/2018	02/11/2018
Student leaving for the <b>second semester</b> - submission with an <b>extra-charge on the tuition fees amount</b>	15/11/2018	14-15/11/2018	27/12/2018	20/11/2018

Students leaving for the second semester can submit the ISEE even within November 15th, 2018, but they will be requested the payment of an extra-charge on the tuition fees amount, as ruled by the UNIBO regulations about students' tuition fees, published at <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/tasse-e-contributi/tasse-e-contributi/tasse-e-contributi>

**STUDENTS WHO WILL LACK THE ISEE SUBMISSION, WHO WILL NOT COMPLETE THE ECONOMIC DATA SECTION OR WILL NOT SEND THE DOCUMENTATION CONCERNING INCOME AND ASSETS ABROAD WITHIN THE DEADLINES LISTED ABOVE, WILL NOT RECEIVE THE UNIBO/MIUR ADDITIONAL CONTRIBUTION, BUT ONLY THE REGULAR ERASMUS + GRANT REPORTED AT <http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/contributo-erasmus>**

## WARNING:

### *Students whose nuclear family has income and/or assets in Italy*

The Er.GO online form consists of a first section dedicated to PERSONAL DATA and a second section devoted to the acquisition of ECONOMIC DATA. In this second section, students are ONLY asked to enter the **INPS protocol number** of the ISEE certificate (e.g., INPS-ISEE-2018-XXXXXXXX-00) and will thus be able to view, in real time, the ISEE, ISPE and ISEE certificate equivalence coefficient, obtained directly by ER.GO from the INPS database.

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Those who still do not have an INPS protocol number for their ISEE certificate will nonetheless be able to submit and confirm their applications online by entering the **sender's protocol number** (e.g., CAF000XX-PG0000-2018-N0000000), contained in the RECEIPT issued at the time of the application, but may do so solely during the period from July 30<sup>th</sup> to July 31<sup>st</sup> (for students leaving for the first semester/full year) or from October 29<sup>th</sup> to October 30<sup>th</sup> (for students leaving for the second semester). ER.GO will then obtain the details of the ISEE certificate by querying the INPS IT system. Students will be informed by SMS about the availability of the ISEE data and will be asked to confirm them entering again the ER.GO online system within August 21<sup>st</sup> (for students leaving for this first semester/full year) or December 27<sup>th</sup> (for students leaving for the second semester).

If the ISEE certificate contains ANNOTATIONS, the student must contact INPS, a tax assistance center (CAF) or the municipality again to sign a new complete and correct declaration in lieu to replace the version containing omissions or discrepancies. Once the corrected ISEE has been obtained, it must be submitted to ER.GO by deleting the ECONOMIC DATA section, filling it in again, and then entering the INPS protocol number for the ISEE without omissions. This procedure must be done within August 21<sup>st</sup> for students leaving for the first semester/full year and within December 27<sup>th</sup> for students leaving for the second semester. Students failing to respect these deadlines will not receive the additional contribution.

**Until the student complete the application, after the information has been obtained from the INPS IT system, the application will not be able to be considered for the payment of the UNIBO/MIUR additional contribution.**

#### ***Students whose nuclear family has income and/or assets abroad***

International students with income and/or assets abroad must follow the guided procedure proposed by the online application within the deadlines listed above. These students cannot request the ISEE declaration, but will need to fill out the personal data and economic data sections entering the ER.GO website ([www.er-go.it](http://www.er-go.it)), section online services, with their institutional credentials. They will also need to send to Er.GO (Via Schiavonia, 3, 40121 Bologna) by registered mail with return receipt, the documentation concerning their income and asset situations issued by the competent authorities, in original and legalized, within August 3<sup>rd</sup>, 2018 (students leaving for the first semester/full year) and November 2<sup>nd</sup>, 2018 (students leaving for the second semester).

Failing to submit the documentation within the deadlines listed in this communication, late submissions, the submission of incomplete documentation or the submission of documentation not in compliance with the information provided by this communication will result in ineligibility to the UNIBO/MIUR additional contribution.

### **ADDITIONAL CONTRIBUTION AMOUNTS:**

The Ministerial Decree 1047/2017 gives the indications about the monthly amounts to be awarded as additional contribution to the Erasmus + grant, according to the ISEE range:

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ISEE RANGE	UNIBO/MIUR ADDITIONAL CONTRIBUTION MINIMUM AMOUNT X MONTH
ISEE ≤ 13.000	At least € 400,00
13.000 < ISEE ≤ 21.000	At least € 350,00
21.000 < ISEE ≤ 26.000	At least € 300,00
26.000 < ISEE ≤ 30.000	At least € 250,00
30.000 < ISEE ≤ 40.000	No more than € 200,00
40.000 < ISEE ≤ 50.000	No more than € 150,00
ISEE > 50.000	€ 0

ATTENTION NOTICE: These amounts are in the process of approval by the UNIBO Academic Boards, therefore have to be considered only an indication about the minimum and the maximum assignable for each ISEE range.

## PAYMENTS SCHEDULE

Students eligible to receive the UNIBO/MIUR additional contribution will be paid the first 50% with the regular Erasmus + grant, according to the rules and the timing published at <http://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/Erasmus-funding>. The remaining 50% will be paid in November 2019 according to the rules contained in the 2018/19 GUIDE FOR SELECTED STUDENTS ERASMUS+ PROGRAMME for EU and Swiss institutions (Issued with Management Order No. 1456/2018 Ref. no. 40997 dated 14/03/2018, and emended with Management Order No. 2472/2018 Ref. no. 68987 dated 11/05/2018) and published at <http://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/information-for-erasmus-grant-holders>

## EXCLUSION CATEGORIES

Students that will be excluded by the UNIBO/MIUR additional contribution, according to the ministerial decree are:

- a) Those who will lack to submit the ISEE declaration or will not complete the economic data section within the deadlines listed in this communication;
- b) Students with income and/or assets abroad who will not fill out the ER.GO online form (personal and economic data sections) and will not send to Er.GO the complete and compliant documentation concerning their income and asset situations within the deadlines listed in this communication;
- c) Those who hold an ISEE calculation higher than 50.000 €;
- d) Those enrolled as “fuori corso” from the second year onwards, irrespective of their economic situation

## FURTHER CONTROLS AND LOSS OF THE ADDITIONAL CONTRIBUTION

Further controls on economic situations will be managed by ER.GO on behalf of the University by using the databases involved in the ISEE calculation (i.e. Agenzia delle Entrate and INPS databases).

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Self-declarations about economic data of ISEE with annotations and/or omissions will be controlled by ER.GO, even asking students further documentation stating the completeness and truthfulness of self-declared data.

Evidence of untruthful declarations finalized to obtain the UNIBO/MIUR additional contribution will lead to its revoke and the student will be asked to refund the sum eventually already received.

**For information and clarification regarding compilation of online form, contact ER.GO by telephone at tel. 051 – 6436788 e 051-6436759.**

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