

ADDITIONAL CONTRIBUTION TO THE ERASMUS+ TRAINEESHIP GRANT 2023/2024:

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), payments schedule and further control measures.

The Erasmus + Traineeship grant, financed by the Erasmus National Agency, foresees an additional contribution of **€250 per month**. This additional contribution, financed by the Erasmus National Agency too, is paid to students with the ISEE (Equivalent Financial Situation Indicator) **up to € 27.000,00**.

Candidates for the 2023/24 Erasmus + traineeship call for applications (included those who expect to graduate by March 2024 without renewing the enrollment in the 2023/2024 academic year) can submit their **2023 ISEE certification for uses in relation to the right to higher education starting as of now**, through the ER.GO website (www.er-go.it), section online services, using the SPID credentials. If you cannot apply for them, use your university 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 2023/2024 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 additional contribution and for the UNIBO tuition fees calculation, but

1) Students planning to leave **from 01/09/2023 to 31/01/2024**: If they present their ISEE certification **within June 30th 2023**, they will receive the additional contribution with the payment of the mobility grant first instalment (at the beginning of their mobility period). Otherwise, if they present their ISEE certification **after June 30th 2023, but within the deadline for the calculation of the tuition fees 2023/2024**, they will receive the additional contribution at the end of their mobility period;

2) Students planning to leave **from 01/02/2024 to 30/06/2024 (30/07/2024 for two-month traineeship only)** must present their ISEE certification **within the deadline for the calculation of the tuition fees 2023/2024**. These students will receive the additional contribution with the payment of the mobility grant, at the beginning of their mobility period;

3) **PhD students** selected under the Erasmus + traineeship call for applications are requested to follow the instructions contained in this communication and in the web page 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 <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

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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 online the documentation concerning income and assets abroad
Student leaving from 01/09/2023 to 31/01/2024	30/06/2023	29-30/06/2023	14/07/2023	07/07/2023
Student leaving from 01/02/2024 to 30/07/2024 OR Student leaving from 01/09/2023 to 31/01/2024 who has not submitted the ISEE within 30/06/2023*	30/10/2023 (h.18:00)	29/10-30/10/2023	22/12/2023	20/11/2023
Student leaving from 01/02/2024 to 30/07/2024 - submission with an extra-charge** OR Student leaving from 01/09/2023 to 31/01/2024 who has not submitted the ISEE within 30/06/2023**	15/11/2023 (h.18:00)	14-15/11/2023	22/12/2023	20/11/2023

*Students leaving from **01/09/2023 to 31/01/2024** that will present their ISEE **after June 30th 2023** will receive the payment of the additional contribution at the end of their mobility period.

Submitting the ISEE within **November 15th, 2023, 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 <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

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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 additional contribution, but only the regular Erasmus+ mobility grant.

Students leaving from **01/09/2023 to 31/01/2024** are strongly advised to submit the ISEE certification, to complete the economic data section and to send the documentation concerning income and assets abroad **within the deadlines** listed above, if they want to receive the additional contribution before departure. In the negative, this additional contribution will be paid at the end of the mobility.

WARNING:

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

To submit the ISEE, students must use their SPID credentials to access the [ER-GO Form](#) and fill in the "Personal Data" and "Economic Data" sections. If you cannot apply for them, use your university credentials.

In the ECONOMIC DATA section, students are ONLY asked to enter the INPS protocol number of the ISEE certificate (e.g., INPS-ISEE-2023-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.

Those who still do not have an INPS protocol number for their ISEE certificate (e.g., INPS-ISEE-2023-XXXXXXXX-00) will nonetheless be able to submit and confirm their applications online by entering the sender's protocol number (e.g., CAF000XX-PG0000-2023-N0000000), contained in the RECEIPT issued at the time of the application, but may do so solely during the period from **June 29th to June 30th** (for students leaving from **01/09/2023 to 31/01/2024**) or from **October 29th to October 30th** (for students leaving from **01/02/2024 to 30/07/2024** or for those who did not respect the previous deadline). 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 **July 14th** (for students leaving from **01/09/2023 to 31/01/2024**) or **December 22nd** (for students leaving from **01/02/2024 to 30/07/2024** or for those who did not respect the previous deadline). Students failing to respect these deadlines will not receive the additional contribution.

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 Self Certification (DSU) to replace the version containing omissions or discrepancies. Once the corrected ISEE has been obtained, it must be submitted to ER.GO by filling in again the ECONOMIC DATA section and entering the INPS protocol number for the ISEE without omissions. This procedure must be done within **July 14th** (for students leaving from **01/09/2023 to 31/01/2024**) or **December 22nd** (for students leaving from **01/02/2024 to 30/07/2024** or for those who did not respect the previous deadline).

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Until the student completes 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 additional contribution. Students failing to respect these deadlines will not receive the additional contribution.

The ISEE without specifying a family nucleus can be presented only if, for at least two years prior to submitting the application, the student have lived independently (in accommodation not owned by a family member) and have earned income of not less than € 9,000 per annum for at least two years.

Students whose nuclear family has income and/or assets abroad

International students with income and/or assets abroad who wish to receive the additional contribution must always and, in any case, follow the guided procedure proposed by the online application within the deadlines listed above.

International students cannot request an ISEE calculation. Instead, they must present the documentation confirming their economic situation and assets issued by the authority competent for the territory in which the income was earned and where the assets are held. This documentation must be translated into Italian and legalised by the Italian diplomatic authorities in the place of origin, or apostilled where required. The application will be complete only if the section of personal and economic data is filled in online and if the documentation of foreign income/assets is sent according to the deadline specified above and the modality specified on the web page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/documentation-regarding-the-economic-situation-of-international-students>

However, if your family resides in Italy and receives income and/or owns assets in Italy, you must request the ISEE calculation.

Students whose family has mixed incomes

Students residing in Italy or with Italian citizenship, but who (themselves or a family member) have income or assets abroad must document foreign income and assets in the same way as international students, even if these values were included in the Self Certification (DSU) submitted (and therefore in the ISEE calculation). The documents must be released by the local Authorities in charge for the territory where the income is produced and the assets owned, and must be translated by sworn translator and legalized according to the law. The documentation must be sent online within the deadlines specified above, otherwise the requested benefit will be lost.

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 additional contribution.

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EXCLUSION CATEGORIES

Students that will be excluded by the additional contribution are:

- a) Those who will lack to submit the ISEE certification 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 € 27.000,00.

PAYMENTS SCHEDULE

Eligible students, who submit the ISEE certification within the deadlines reported above, will receive the additional contribution together with the first instalment of the mobility grant. Otherwise, they will receive the additional contribution at the end of the mobility.

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).

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 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 and 051-6436759.

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