

ATTACHMENT

MIUR ADDITIONAL CONTRIBUTION TO THE ERASMUS+ STUDY GRANT 2019-2020: 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 MIUR funds (so-called "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 2019-2020 can submit their ISEE 2019 for services for the right to higher education starting **from May 6th, 2019**, through the ER.GO website (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 2019-2020 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:

- 1) Students planning to leave for the **first semester/full year: If they will present their ISEE**, declaration within **June, 27th 2019**, will receive the 50% of the MIUR grant with the payment of the EU grant (i.e. at the beginning of their mobility period) and the remaining 50% with the payment of the balance, at the end of their mobility period. Otherwise, if they will present their ISEE **after June, 27th 2019, but within the deadline for the calculation of the tuition fees 2019/2020**, will receive the payment of the total amount of the MIUR grant with the balance, at the end of their mobility period;
- 2) Students planning to leave for the **second semester must** present their ISEE certificate **within the deadline for the calculation of the tuition fees 2019/2020**. These students will receive the 50% of the MIUR grant with the payment of the EU grant, at the beginning of their mobility period, and the remaining 50% with the payment of the balance, at the end of their mobility period;
- 3) 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>

Issued with Management Order No. 3970/2019 Ref. no. 103132 dated 13/05/2019

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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 first semester or full year | 27/06/2019 | 26-27/06/2019 | 15/07/2019 | 05/07/2019 |
| Student leaving for the first semester, full year* or second semester | 30/10/2019 | 29-30/10/2019 | 27/12/2019 | 20/11/2019 |
| Student leaving for the first semester, full year* or second semester - submission with an extra-charge on the tuition fees amount** | 15/11/2019 | 14-15/11/2019 | 27/12/2019 | 20/11/2019 |

*Students leaving for the first semester/full year that will present their ISEE after June, 27th 2019 will receive the payment of the total amount of the MIUR grant with the balance, at the end of their mobility period

**Submitting the ISEE within November 15th, 2019, 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>

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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-2019-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 will, nonetheless, be able to submit and confirm their applications online. This will be done by entering the **sender's protocol number** (e.g., CAF000XX-PG0000-2019-N0000000), contained in the RECEIPT issued at the time of the ISEE application, but **solely during the period from June 26th to June 27th** (for students leaving for the first semester/full year); **or from October 29th to October 30th** (for students leaving for the second semester, 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 15th** (for students leaving for this first semester/full year) **or December 27th** (for students leaving for the second semester, 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 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 July 15th** for students leaving for the first semester/full year and **within December 27th** for students leaving for the second semester or for those who did not respect the previous deadline. 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), 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 July 5th, 2019** (students leaving for the first semester/full year) **or November 20th, 2019** (students leaving for the second semester or for those who did not respect the previous deadline).

Further information about the documentation necessary to verify your economic situation is available here: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/documentation-regarding-the-economic-situation-of-international-students>

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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:

| ISEE RANGE | UNIBO/MIUR ADDITIONAL CONTRIBUTION AMOUNTS X MONTH ¹ |
|------------------------|---|
| ISEE ≤ 13.000 | € 400,00 |
| 13.000 < ISEE ≤ 21.000 | € 350,00 |
| 21.000 < ISEE ≤ 26.000 | € 300,00 |
| 26.000 < ISEE ≤ 30.000 | € 250,00 |
| 30.000 < ISEE ≤ 40.000 | € 200,00 |
| 40.000 < ISEE ≤ 50.000 | € 150,00 |
| ISEE > 50.000 | € 0 |

PAYMENTS SCHEDULE

Students eligible will receive the MIUR additional contribution as follows:

- Students leaving for the **first semester/full year that will** present their ISEE declaration within **June, 27th 2019**: will receive the 50% of the MIUR grant with the payment of the EU grant and the remaining 50% with payment of the balance, at the end of their mobility period, according to the rules and schedule published at page 14 and 15 of this guide.
- Students leaving for the first semester/full year that will present their ISEE **after June, 27th 2019 but within the deadline for the calculation of the tuition fees 2019/2020**: will receive the payment of the total amount of the MIUR grant at the end of their mobility period, according to the rules and schedule published at page 15 of this guide. These students will anyway receive the Erasmus + regular grant at the beginning of their mobility period, according to the rules and schedule published at page 14 of this guide.
- Students leaving for the **second semester**: they **must** present their ISEE certificate **within the deadline for the calculation of the tuition fees 2019/2020** and will receive the 50% of the MIUR grant with the payment of the EU grant and the remaining 50% with payment of the balance, at the end of their mobility period, according to the rules and schedule published at page 14 and 15 of this guide.

EXCLUSION CATEGORIES

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

¹ As deliberated by the Academic Boards on May 29th, 2018

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- 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 who will be enrolled as “fuori corso” from the second year onwards at the moment of their departure, 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).

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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