



ER.GO Calls and applications

A short survey

Dear Student,

This is your first year of University career in Emilia Romagna region: welcome!

In this leaflet you'll find the most important rules to follow in order to possibly benefit from the scholarships and services we provide.

We hope this leaflet will be useful, and wish you a profitable stay in our country.

ER.GO

ER.GO is the Regional Authority for the Right to Higher Education in Emilia Romagna.

It provides services to students enrolled in the Universities and Higher Institutes for Art and Music in Emilia-Romagna.

It gives economic support, awarded upon a competition, among which scholarships, accommodation, catering service, contributions for international mobility, as well as special hardships contributions, contributions for disabled students, information and job counselling services, personal counselling, and promotes artistic talent.

The competition announcements are all available online, on the website www.er-go.it, where you can read them in details and download them.

You can only apply for ER.GO benefits on-line, at the following link: <https://servizionline.er-go.it/domande2>

1. Who can apply

All students enrolled in this academic year (A.Y.) at the Universities, Higher Institutes for Art and Music in Emilia-Romagna and other Higher Institutes in Emilia Romagna, regardless of citizenship or country of residence, in:

- Degree courses
- Second cycle degree courses
- Single cycle master degree courses
- Specialization courses in the area of forensic professions, School of Specialization in Public Administration Studies (S.P.I.S.A.).

Masters and other post-graduate programmes are, as a rule, excluded.

2. Then, what should I do?

You must comply with three requirements to get ANY benefit:

- a) You must **state** your family unit's economic condition
- b) You must **enroll** at University or Higher Institute by the deadline it has established
- c) Last but not least, you must **apply online in due time**

□ ATTENTION!: REMEMBER TO RESPECT DEADLINES (SEE “SCADENZE” ON OUR WEBSITE) SINCE THEY ARE IRREVOCABLY MANDATORY!

Let's consider a), b), c), one by one:

a) *Economic condition*

a.1) **Your family produces incomes / owns assets of movable and immovable property abroad:**

First of all, immediately ask for the original documents, issued according to your Country rules and procedures, stating the following data:

- Family unit composition at the moment of application (Your family is composed by all the family members living at the same domicile)
- The **previous year** gross income of each member of your family unit, including brothers/sisters of legal age. If any does not have an income, is unemployed, a student, or a military, a declaration stating the amount of any unemployment benefit or other allowance received is needed;
- Number of months each family member worked in previous year (indicating whether it refers to a period of less or more than six months);
- Floor area of the family home and of any other building owned by the family in the previous year. If your family does not have any property, you must submit a document issued by the competent authority certifying that no one in the family owns a real estate;
- The amount of the eventual residual bank loan on 31/12 of the previous year on the family home and/or other properties.
- The assets amount on 31/12 of the previous year for each family member of legal age.
- The document certifying the student's invalidity or disability.

All income and asset values must be expressed in Euros according to the average exchange rate of the previous year, provided for by law.

In any case, a currency converter is provided in the application form.

Documents must be issued by the competent foreign Authority and translated into Italian, then legalized at the Italian Consulate/Embassy in your Country, (check their website in due time!) or apostilled, by the competent Authority in your Country - if your Country ratified the Hague Convention on Apostille-.

- In case of Countries where the local Italian Embassy **has particular difficulties** to issue the certification, the documentation may be replaced by a certificate issued in Italian by the Embassy/ Consulate in Italy of the Country of origin and legalized by an Italian Prefecture.

□ TIP: don't decide on your own that this could be your case: ask us in advance!

□ ATTENTION! SPECIAL RULE! ATTENTION! □

THIS YEAR YOU NEED NOT TO SEND YOUR ORIGINAL PAPERWORK DOCUMENTS: YOU WILL BE ALLOWED TO SEND THEM ONLINE

(Dossier studente/Documents to be sent/ upload, then click on “ SEND”

BUT:

KEEP THE ORIGINALS SAFE IN YOUR HAND, AS WE MIGHT ASK FOR THEM AFTERWARDS FOR CHECK PURPOSES

a.2) Special cases

Foreign students coming from "particularly poor" non-EU Countries (see the "*Particularly poor Countries*" in the website WWW.ER-GO.IT), stateless students or political refugees, independent students (In case of a student not living in his/her country with parents/native family), Ph.D. students, "mixed" incomes/assets (Italy and foreign), lack of one or both parents:

Ask us what to do, see "Contact us" at the end of this paper

In any case:

the ORIGINAL legalized documentation stating the economic condition must be sent to ER.GO within the deadlines for the "finalization" of the application, (see "Scadenze" on ER.GO website)

Please note: STUDENTS submitting their application through a CAF recognized by ER.GO are anyhow required TO UPLOAD ONLINE their original legalized documentation, within the deadlines.

☐ DANGER! IF YOU DO NOT SEND THE DOCUMENTS WITHIN THE DEADLINES SET IN THE ANNOUNCEMENT, THE APPLICATION WILL BE INVALID.

a.3) Conditions of merit

Students enrolled in the first year, unlike those enrolled in the following years, can access the scholarship on the basis of their economic conditions only.

BUT:

even first year students must reach a certain number of credits by the next 10 August to maintain the scholarship and not have to repay the first installment received. (See the "Merit" tables in the following chapter 9 or on our website, starting from the item "BORSE", then: / Requirements / merit requirements / Tables of merit)

b) Enrollment

To apply for benefits, there is *no need to enrol in advance* at University, Higher Institutes for Arts and Music and San Pellegrino School for Interpreter Cultural Mediators in Misano Adriatico.

☐ DANGER!

To enroll, you must pay the first installment of the fees. WITHIN THE DEADLINES established by your University or Institute in order to be eligible for benefits (See "ISCRIZIONI" (Enrollments) table on our website), EVEN IF YOU THINK YOU WILL BE ELIGIBLE FOR EXEMPTION: **IF YOU DO NOT RESPECT THIS DEADLINE, YOU WILL LOSE ANY BENEFITS, EVEN IF YOU SATISFIED THE REQUIREMENTS!**

c) Then, LET'S APPLY: some rules... and tips **APPLY ONLINE BY SEPTEMBER, 4TH: THAT'S MANDATORY!!**

FIRST OF ALL: THIS IS YOUR FIRST APPLICATION, BUT DON'T FORGET THAT APPLICATIONS MUST BE SUBMITTED EVERY YEAR, TOGETHER WITH UPDATED DOCUMENTS

You can only apply for ER.GO benefits on-line, either on your own, on the website www.er-go.it, “[Domanda Online](#)” or at a CAF (Tax Assistance Centres) recognized by ER.GO (see the complete list on the website: “[elenchi CAF](#)”).

CAF personnel are authorized to fill in the online application form and to send it to ER.GO.

In this case, you will receive an e-mail or an SMS from ER.GO to the e-mail address or to the ITALIAN mobile indicated in the application form, containing your personal PIN code. In order to complete the application it is mandatory to follow the directions and enter such personal PIN code on top of the section/sections filled out.

BUT:

☐ ATTENTION: Even students who apply through a CAF are required TO SEND ONLINE their original legalized documentation, within the deadlines (See “Scadenze” -[Application and finalization deadlines on our website](#))

☐ DANGER! IF YOU DO NOT DO THAT, THE APPLICATION WILL BE INVALID

The application form is divided into four sections:

- personal data

- economic data (valid for no tax area as well)

- application for benefits

- no tax area/ tuition fee based on economic condition (For University of Modena and Reggio Emilia only)

☐ **ATTENTION** Students enrolling in the University of Ferrara, even if they are applying for Scholarship, should better apply for tuition fees waiver according to rules, procedures and deadlines established by that University: this, to safeguard their possibility of such benefit in case they should result not eligible to a scholarship

☐ **ATTENTION! MAKE SURE YOU FILL OUT AND CONFIRM EACH OF THEM**

☐ **TIP:** *have a look at the tutorial video “How to apply” on our website!*

Students who do not apply through a CAF: must enter an ITALIAN mobile number in the specific field of the application form. Once the application has been filled out, please CONFIRM the entered data, as, ONLY THEN, will the application be correctly sent to ER.GO.

THEN, ONCE “CONFIRMED” YOUR DATA AT THE END OF THE APPLICATION PROCESS:

- If you submitted an ITALIAN mobile number, you will receive a SMS containing a personal PIN code: You must log in again, using the same credentials

you used to access [the online form](#), and enter that PIN code in order to “finalize” the application.

- If you don't have [an Italian mobile number](#), once “confirmed” your data, please go to “Scrivici” service, and ask for the PIN.

(PLEASE NOTE: YOU ONLY NEED PIN TO FINALIZE [THE LAST TWO FORMS: BENEFITS AND NO TAX AREA](#))

TIP *try to apply as soon as possible! Don't wait for the last days: [in the last days the high concentration of connections might slow down access to the site](#) and you could not be able to fill out the application by the deadline!*

YOU MUST SUBMIT YOUR APPLICATION WITHIN DEADLINES. REMEMBER THAT THERE ARE DIFFERENT DEADLINES ACCORDING TO THE BENEFITS YOU ARE APPLYING FOR ([SEE](#) “SCADENZE” - [applications deadlines](#) - ON OUR WEBSITE):

(YOU MUST TICK ALL THE BENEFITS YOU ARE INTERESTED IN, [IN THE SAME APPLICATION](#) FORM, DON'T FORGET IT!)

Therefore,

ATTENTION!: Study the deadlines carefully, because they are mandatory!!

3. **Non-resident, and Commuter student**

If you come from another country, you may get a scholarship as “Non-resident student” but only if you:

EITHER live in one of ER.GO residences for at least 10 months, [included](#) in the period going from October, date of assignation, to 30th [September](#) of the following year.

ATTENTION *If you think about requesting an ER.GO accommodation, read carefully the following chapter 5*

OR pay for an accommodation in the town where you attend your course (or nearby) using public [or private](#) facilities or lodgings for at least 10 months, included in the period going from 1st October to 30th September of the following year.

In this second case, you will need to:

- **Fill in the online form “self-certification of domicile” by October 26th**

- If you already have the documents about the accommodation ([either paying a rent or free of charge](#)), you can attach a scan of these documents to the online self-certification of domicile form.

ATTENTION!: *If you cannot attach the domicile documentation to the online self-certification form, you must send it to ER.GO, through [“Dossier studente”](#), or send the hard copies by registered post, in any case, by February 1st.*

If you declare, and afterwards document, a “free of charge” accommodation (in the town where you study or nearby), you could be eligible for a scholarship of the same amount established for “Pendolare” (Commuter student).

Documentation about domicile

Paid Accommodation

- 1) If the student is the holder of a lease [contract](#), he/she must provide a copy of the [contract](#); and the registration at the local tax office for the relevant academic year;
 - 2) If the student lives in a place, where he/she is not the holder of a lease [contract](#), [besides](#) the [copy of the contract](#), he/she must also submit a regularly registered [takeover](#) – (*subentro*)
- If you have doubts, don't hesitate to contact us.

Free Accommodation

If the student lives in a flat or room, free of charge, a registered “Comodato gratuito” agreement must be provided.

ATTENTION! Each contract must be officially registered.

For any doubt or question, see the “[Domicile documentation](#)” on the website and/or, please, contact our services PARLA CON ER.GO and [ERGO RISPONDE/SCRIVICI](#).

5. MEMORANDUM: if I want to apply for [acomodation](#)... What should I do?

...note that [all other benefits](#) you want must be selected [in the same application form](#)!

TIP IF YOU ARE INTERESTED IN ER.GO ACCOMMODATION, PLEASE, READ CAREFULLY IN ADVANCE THE “GENERAL RULES FOR ER.GO RESIDENTIAL FACILITIES” (on the website [/servizi abitativi](#))

- Apply within the deadline, and wait for the “accommodation **provisional** ranking list” for your course: (26th of August for freshmen of second cycle degrees/diplomas who already applied in the past and students of following years of all kind of courses, 9th of September for freshmen of single cycle, bachelor degrees, 1st cycle diplomas, and freshmen of master degrees and 2nd cycle diplomas who apply for the first time):

- if you are “eligible”, pay the Preconferma right away by the provided deadlines!

(see the “*Preconferma*” rules in the website).

DANGER!: If you don't pay “Preconferma” in time, you're excluded from the pre-definitive ranking list!
Failure to make the payment, late payment, failure to self-certification of the payment on our website by the deadlines will be automatically considered as renunciation to the service.
Therefore you will not be eligible for getting an accommodation,

- if you are not "eligible", you can file an appeal from our website or write on "Scrivici" (Write to us), and then wait for the "Predefinitive Accommodation Rankings" (respectively 9th September and 18th September) to find out the result of the appeal.

THEN, **IF YOU ARE INCLUDED IN THE PRE-DEFINITIVE RANKING LIST AS "ELIGIBLE" - idoneo -, THERE COULD BE TWO OPTIONS:**

Option 1: There is an accommodation available for you; we'll communicate this in your "Dossier studente", then comply strictly with the directions you'll find there: had you any doubt, write us using "Scrivici" (Write to us). Pay attention and check your position on our web site, and check your mobile, in case we send you an SMS.

☐ DANGER!: If we summon you in a Residence by September, 30th, and you don't communicate you refuse it by the day before the one you should show yourself there, and/or you don't come to the residence by the date of summoning, you'll lose the right, if recipient of a scholarship, to get the "fuori sede" (full) amount of it

☐ ATTENTION!: ACCOMMODATION IS NOT A FREE SERVICE: THE FIRST THREE MONTHS ARE ON YOUR OWN PURSE: THE REMAINING, WILL BE DEDUCTED FROM YOUR SCHOLARSHIP (IF YOU WILL BE RECIPIENT)

Option 2: There is NOT an accommodation available for you, that is to say we do not summon you by September, 30th: in this case, you will be allowed to self-certify on-line (by filling out the "*Autocertificazione di domicilio*" form) that you have found a private accommodation, even provisional, in the town where you study, or in its surroundings.

You will comply with this procedure by October, 26th

☐ ATTENTION!: IN THIS CASE DON'T FORGET TO SEND US BY FEBRUARY, 1ST THE DOCUMENTS ABOUT THIS ACCOMMODATION: THAT IS TO SAY A REGULAR RENT CONTRACT REGISTERED AT THE LOCAL TAX OFFICE (For details see "*Domicile documentation*" on our website and in the previous Chapter 4)

If you are summoned for an assignation AFTER September, 30th, you will have the right either to accept or to refuse it, with no damage for your possible scholarship amount.

6. If you do not apply for accommodation:

...but for scholarship, and/or other benefits, which should be applied for in the same application:

- if you see you are "idoneo" (eligible) in the scholarship provisional ranking list, (26th of October) there are only few things left to do (in particular provide documents about your **domicile, and pay the enrollment fee**). Welcome, then!

- if you see you are not "eligible", you can file an appeal from our website or by writing to "Scrivici" (which is also available from your "Student Dossier")
Then, in both cases wait for the scholarship pre-definitive ranking lists which will be published on December, 3rd

☐ ATTENTION!: DON'T FORGET THAT SCHOLARSHIPS ARE ASSIGNED DEPENDING ON THE AVAILABLE FUNDS: BEING ELIGIBLE GIVES THE RIGHT TO TUITION FEES EXEMPTION ONLY, BUT DOES NOT AUTOMATICALLY MEAN THAT YOU WILL BE ASSIGNED A SCHOLARSHIP!

7. Ranking lists

All the ranking lists are published on the website www.er-go.it; you can see the main dates above (they may vary, depending on the number of applications received).

Dates of publishing of ranking lists for other benefits: see the specific paragraphs and respective Calls.

8. Scholarships amounts

The amount of a scholarship has a minimum and a maximum depending on the economic conditions of the family unit and the status of the student (i.e. resident, commuter or non resident student).

The yearly scholarship is paid in three installments: Winter, Spring, and Summer/Fall

Actual dates may vary.

9. YOUR GOAL, YOUR NEED **Academic Achievement requirements (Merit):**

☐ ATTENTION! IF YOU HAVE APPLIED FOR "RICONOSCIMENTO" (ACKNOWLEDGEMENT) OF CREDITS OBTAINED IN PREVIOUS CAREERS, PLEASE INFORM US IN ADVANCE!!!

You'll be eligible for scholarships, and, in case, receive payment of its first installment, on the basis of your incomes and assets conditions only, **BUT:**
- You must obtain specific academic achievements in order to confirm the scholarship, and receive the payment of the second and third installments and/or not to be obliged to refund the first installment.

You must achieve at least:

Type of course	requirements to access the 1st installment of the scholarship	Total amount of credits on 10 th August of the following year, to confirm the award of scholarship and get the balance of the scholarship	Total amount of credits on 30 th November of the following year, to confirm the award of the sole first installment of the scholarship and not to refund it
Three-year degree courses, single-cycle degree courses	Economic condition	25***credits	20 credits
Master degrees (LM)	Economic condition	30*** credits	20 credits

***** Art and music institutes have different requirements:**

Ask us! see the “Contacts” page

If you are enrolled in a subsequent year, you will have to consult the "Merit" tables on our site, starting from the item "Scholarships", then: / Requirements / merit requirements / Tables of merit

TIP: these are the minimum number of credits, but try to achieve more, in particular avoid to use bonus points, and keep them for the following years, when academic requirements will be harder!”

ATTENTION! First year students without the minimum requirements on 30th November of the following year will lose their right to total exemption from university fees.

Next year, when you will be a student of “subsequent years” such merit will also be needed to access benefits.

☐ ATTENTION!: IF THE SCHOLARSHIP IS NOT CONFIRMED, IT IS REVOKED: THIS MEANS THAT YOU MUST PAY BACK THE FIRST INSTALLMENT AND THE COST OF SERVICES YOU MADE USE OF

10. Catering

Students can apply for converting a part of the scholarship (from € 200,00 up to € 600,00 euros) into a prepaid credit for the catering service. In this case, ER.GO will add a 50% extra amount.

Students eligible but not recipient of a scholarship are awarded a prepaid credit for catering of € 500,00 euros value.

If you apply for this benefit you will not be able to convert it into cash afterwards

☐ TIP: for a list of canteens and details about the offered dishes, please check the page “catering” on the website

11 Contacts

☐ ATTENTION! Any communication from ER.GO will be published on your “Dossier studente”: check it regularly!!!

PARLA CON ER.GO: a service available for students asking for help: **tel. ++39 051/19907580**

The service is available from Monday to Friday, from 9.30 a.m. to 4.00 p.m.

The service is in Italian Language only

ER.GO RISPONDE (ER.GO REPLIES): this service is mainly dedicated to students who contact us for the first time and, in any case, **it does not replace the careful reading of the Competition announcement**. You can contact us online – on the website www.er-go.it – going to the page 'ER.GO RISPONDE/SCRIVICI'.

The service allows to ask for more detailed information from the qualified ER.GO staff through an on-line e-mail assistance **SCRIVICI (WRITE TO US)!**
This service is available in Italian, English, French and Spanish

Live Assistance! Online chat service, available on our website, for simple and quick questions, answering from Monday to Friday, from 8.30 a.m. to 10.00

a.m.

This service is not guaranteed in English

DOSSIER STUDENTE (STUDENT FILE).

“Dossier studente” is a personal file available to the student throughout his/her university career, where he/she has a report of all the benefits, communications etc for each academic year he/she has applied.

It is available for students who have already applied at least once, so that they can check the status of their application for ER.GO benefits.

All written communications from ER.GO to students (including those related to the loss of requirements for benefits, control procedures, etc.), will be issued on their “Dossier Studente”, which will have official value to all extents and purposes, instead of postal correspondence.

For further information regarding all ER.GO benefits, please read carefully from beginning to end the Guidelines to application and the Competition announcement for this A.Y..