



FONDAZIONE FLAMINIA
PER L'UNIVERSITÀ
IN ROMAGNA



Comune di **Ravenna**
Servizio Politiche per l'Università
e Formazione Superiore

CALL FOR ASSIGNMENT OF 26 ACCOMODATION PLACES WITHIN APARTMENTS IN VIA N. BIXIO & VIA LE CORBUSIER, RAVENNA A.Y. 2020/2021

Art. 1 ASSIGNEMENT REQUIREMENTS FOR APPLYING

Students not resident in the Municipality of Ravenna and not resident in the Municipalities included in the Province of Ravenna (with the exception of the Municipality of Casola Valsenio) who are enrolled in a regular course year or the 1st year not aligned with the session exam schedule of the Degree and Masters' Courses of the Ravenna Campus, the Courses of the Academy of Fine Arts and the "Giuseppe Verdi" School of Musical Studies in Ravenna, or who intend to enrol in the first year of the same courses for the Academic Year 2020/2021 can apply for the assignment of the places (the participants in the selection are in any event obliged to register by the deadlines envisaged for the students as a whole, collecting every useful document from the competent Secretarial Staff).

Art. 2 ASSIGNEMENT CRITERIA

The assessment system envisages the assignment of a score on the basis of the following requisites: merit *equipared to italian standard* (high school or degree marks, number of credits), ISEE (equivalent economic status indicator) income, distance in km from residence. Scores being equal, priority will be given to whomever has the lowest ISEE value. If a situation of parity once again comes about, steps will be taken to draw lots.

The students who have been assigned places in the previous year have the right to maintain the accommodation assigned provided they have the requisites of merit as per letters B), C) and E) below (it is not necessary to present the ISEE again).

Fondazione Flaminia reserve the right to verify criteria presented by students.

(Art. 11).

The scores will be assigned as follows:

1. SCORE FOR MERIT

A)

ENROLLED IN YEAR 1 OF: - THREE-YEAR DEGREES AND SINGLE-CYCLE MASTERS' DEGREE - ACADEMY OF FINE ARTS – THREE-YEAR Visual Arts-Mosaics course - G. VERDI SMS First level Academic Three-year course	POINTS
HIGH SCHOOL LEAVING MARKS:	
100 with honours	23
from 95 to 100	22
from 90 to 94	20
from 85 to 89	18
from 80 to 84	16
from 70 to 79	14
Lower than 70	12
Possession of another degree	12

B)

ENROLLED IN THE SUBSEQUENT YEARS OF: - THREE-YEAR DEGREES AND SINGLE-CYCLE MASTERS' DEGREE - ACADEMY OF FINE ARTS – THREE-YEAR Visual Arts-Mosaics course - G. VERDI SMS First level Academic Three-year course	MINIMUM NUMBER OF CREDITS	POINTS
Second year	25	
Third year	80	
First year not aligned with session exam schedule	135	

C)

ENROLLED IN THE SUBSEQUENT YEARS OF: - SINGLE-CYCLE MASTERS' DEGREES	MINIMUM NUMBER OF CREDITS	POINTS
Second year	25	
Third year	80	
Fourth year	135	
Fifth year	190	
First year not aligned with session exam schedule	245	

D)

ENROLLED IN YEAR 1 OF: - MASTERS' DEGREES - ACADEMY OF FINE ARTS - Two-years of II Level Mosaics - "G. VERDI" SMS II level Academic Two-year course	POINTS
DEGREE MARKS:	
110 with honours	11
From 105 to 110	10

From 100 to 104	8
Lower than 99	6

E)

ENROLLED IN THE SUBSEQUENT YEARS OF: - MASTERS' DEGREES - ACADEMY OF FINE ARTS - Two-years of II Level Mosaics - "G. VERDI" SMS II level Academic Two-year course	MINIMUM NUMBER OF CREDITS	POINTS
Second year	25	4
First year not aligned with session exam schedule	75	

The students who intend to graduate and enrol in the Masters' Degree courses by December 2020 and who have obtained an average of scores of no less than 28/30 can also apply: 10 POINTS

2. SCORE FOR THE ISEE VALUE

The family unit's economic condition to get access to accommodation services should be compared between two indicators (the so-called ISEE and ISPE). Foreign students from EU Countries and non-EU Countries must follow special rules as regards the evaluation of their incomes and assets conditions. Students from EU Countries can self-certify their incomes and assets in the application form, but then, at the purpose of enabling the due checks, they must provide the relative documentation (Family Status Declaration and document regarding the self-certified incomes and assets) translated into Italian and, if necessary, legalized or Apostilled according to regulation in force. Students, who come from non-EU Countries, either they apply autonomously or through a CAF (Tax Assistance Centres), must send the following documentation within the deadline for finalizing the application:

- a) the composition of the family unit: a certificate attesting the family membership and its composition.
- b) the working activity practised in 2018, by each member of legal age in the family unit, siblings of age included. In case that some family members do not practise any working activity, the status of not-working or unemployment must be declared in the documents together with the amount of the unemployment compensation or similar, if received ;
- c) the period in which the working activity has been practised by each member of the family unit (stating if it is a less or more than 6-months-period during the year 2018);
- d) the income value earned in 2018: a certificate issued by a Public Administration, competent in fiscal management, attesting the complete gross incomes (taxes included) received for work or pension by each individual member of legal age in the family unit during the income year 2018.
- e) Buildings: a certification of all the buildings owned by each member of the family unit, referring to 31st December 2018, attesting the building surface area in square meters.

Specifically:

Family home, if it is owned: it is required the certificate of ownership, attesting the building surface area. In all other cases, (lease, free use agreement, etc...), it is necessary to attach a specific statement, issued by the competent authority, attesting that no member of the family unit owns any real estate.

Other buildings: it is required to provide the specific certificates of ownership.

- f) The amount of the residual bank loan at 31/12/ 2018 on the family home and/or other properties.
- g) The assets amount at 31/12/ 2018 for each family member
- h) The document certifying the student's invalidity or disability.

All the income and asset values must be expressed in Euro according to the average exchange rate of the year 2018 , as provided for by the institutional and regulatory framework. In case of parents not living with the student, the student's family unit is defined on the basis of the parameters stated in the General Rules of the Announcements, article 7.2 and following clauses. Documents must be issued by the competent foreign Authority and translated into Italian, than legalized at the Italian Consulate/Embassy in your Country or apostilled by the competent Authority in your Country.

For further information about translation and legalization of foreign documents, look up in the website of the Ministry of Foreign Affairs at the following link: <https://urly.it/350y>

The student's documents must be provided together with a valid residence permit copy and a passport or identity card copy, or with any other valid identification document.

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.

ISEE VALUE	POINTS
Lower than € 23.000,00	5
Higher than € 23.000,00	0

3. SCORE FOR THE DISTANCE IN KM FROM RESIDENCE

A score will be assigned according to the distance in KM between the residence of the student and the headquarters of Fondazione Flaminia, Via Alfredo Baccarini 27, Ravenna, Italy (distance calculated using the Michelin guide-shortest itinerary travelled by car).

DISTANCE IN KM	POINTS
Higher than 400 km	5
From 301 to 400 km	4
From 201 to 300 km	3
From 101 a 200 km	2
From 50 to 100 km	1
Lowe than 50 km	0

Those who, having been awarded places in previous years, have given up their accommodation or those whose place has been revoked cannot present an application, with the exclusion of waivers due to study reasons (e.g. Erasmus programme).

Art. 3 TYPES OF PLACES UP FOR ASSIGNMENT

Places within apartments measuring around 80 sq.m. each located in Via Nino Bixio 66, 90, 92, Ravenna, Italy, with electrical system compliant with the matters envisaged by current legislation. Each apartment can house up to a maximum of 4 students.

Places within apartments measuring around 90 sq.m. each located in Via Le Corbusier 33, Ravenna, Italy, with electrical system compliant with the matters envisaged by current legislation. Each apartment can house up to a maximum of 5 students.

Art. 4 PERIOD OF ASSIGNMENT

The assignment, as a rule, is established **as from 18 September and ends on 18 August** of each year and is made up of 11 monthly amounts.

To confirm the accommodation during the next year you have to reach cfu as stated in art.2, sending the documentation to alloggi@fondazioneflaminia.it.

Art. 5 AMOUNT OF THE FEE

The amount of the fee is fixed as the following list:

Via Nino Bixio	
Stanza singola	250,00 €
Stanza doppia	210,00 €

Via Le Corbusier	
Stanza singola	165,00 €
Stanza doppia	140,00 €

With regard to the electricity, gas, hot and cold water utilities, refuse disposal tax, costs for communal services, etc., these will be payable by the students assigned accommodation.

The monthly payment **of 70.00 euros is envisaged** by way of an advance payment, with adjustment made once during the year on the effective consumption.

Art. 6 PAYMENT FORMALITIES

The fee will be paid in monthly instalments, by the 22nd of each month. The payment of a guarantee deposit is also envisaged as showned on the following tables:

Via Nino Bixio	
Single room	500,00 €
Double room	420,00 €

Via Le Corbusier	
Single room	330,00 €
Double room	280,00 €

This deposit does not represent an advance payment of the fee and will be returned after the verification of any sums to be adjusted for the costs relating to the utilities and with the exclusions envisaged by Articles 8 and 13 of this Call.

The payment will have to take place by means of payment into a specific current account.

Failure to pay the fee will lead to the application of a penalty of 10.00 euros, which will be deducted from the guarantee deposit for every week of delay or fraction of the same. The guarantee deposit shall be topped-up by the end of the following month, under penalty of immediate termination of the right to the accommodation, without prejudice to any compensation of additional damages.

Art. 7 OBLIGATIONS OF THE STUDENT

At the time of taking possession of the accommodation, the student will have to sign a technical fact sheet relating to the state of both the property (windows, doors, floors, etc...) and the installations and the furnishings existing within the same, subject to checking the correspondence with the effective state of said technical fact sheet. The student will also have to read the regulations, sign them and hand them back.

Accepting the accommodation, the student undertakes to correctly use the property, furnishings and equipment, observe the maximum number of places envisaged for the apartment assigned as well as the other provisions envisaged by the regulations.

Art. 8 LOSS OR DETERIORATION OF THE ASSETS SUBJECT TO ASSIGNMENT

The student is responsible for the loss or deterioration of the assets subject to assignment, due to causes attributable to the same and has the obligation, in such cases, to return the same to the original condition or compensate the damage. The Foundation has the faculty to make good on the guarantee deposit if sufficient.

Art. 9 APPLICATION AND DOCUMENTATION TO BE ATTACHED

As from the date of publication of the Call, application for assignment can be presented, which will have to be sent via registered mail with advice of receipt, e-mail or be delivered by hand, without delay by 12.00 p.m. on 28 August 2020 to:

Email: alloggi@fondazioneflaminia.it

Fondazione Flaminia, Via Baccarini 27 - 48121 Ravenna, Italy

Certified e-mail address: fondazioneflaminia@pec.it

Tel. No. + 39 0544 34345

Office hours: from Monday to Friday, between 8.30 a.m. and 1.30 p.m.; Tuesdays and Thursdays between 2.30 p.m. and 5.30 p.m..

The specific application form can be collected from the headquarters of Fondazione Flaminia or downloaded from the website www.fondazioneflaminia.it

The following documents will have to be attached to the application:

- a) copy of a valid identification document;
- b) privacy statement (Art. 13 -14 GDPR 679/2019) filled in and signed;
- c) immatricolation's document could be delivered until accept the accomodation;
- d) ISEE declaration, if you want to take advantage of the additional score
- e) for foreign students: "Declaration of Value" of the qualification, with specification of the minimum and maximum grades envisaged by the assessment system of the country of origin.

The students who present an application for both the calls (Via Nino Bixio, Via Le Corbusier), can attach just one copy of the requested documentation.

The applications not accompanied by the required documentation, or presented according to formalities not compliant with the matters envisaged by this article, will be considered as null. The offices of Fondazione Flaminia are available for helping the student with the correct compilation of the application.

The students who intend to jointly use the apartment must expressly declare as such in the application and possibly present the same at the same time. Should the conditions exist, it is the faculty of the Foundation to satisfy the requests for joint use.

The Foundation reserves itself the faculty to change the location of the accommodation in relation to organisational needs which come about or in the event problems should arise in relation to the co-habiting of the students assigned the same.

The Foundation also reserves itself the right to re-open the call in the event that there are vacant places and limited to the same.

PLEASE NOT: From 8th to 24th August 2020 it won't be possible to deliver the applications by hand but only using other method

Art. 10 PUBLICATION OF THE LIST OF THE STUDENTS ASSIGNED THE ACCOMMODATION

The list of the students assigned the places is public and can be consulted as from 18.00 p.m. on 1st September 2020 at Fondazione Flaminia, Via Baccharini, 27, in Ravenna, and on the website www.fondazioneflaminia.it

The students meeting the requirements will have to communicate the acceptance of the place in writing, **filling in the specific form** and attaching the copy of the guarantee deposit payment receipt, by 12.00 p.m. on 4th September 2020, via:

- delivery by hand, at Fondazione Flaminia - Via Baccharini, 27 Ravenna, Italy
- registered mail with advice of receipt to Fondazione Flaminia - Via Baccharini 27 - 48121 Ravenna, Italy
- Certified e-mail address: fondazioneflaminia@pec.it
- e-mail to the address alloggi@fondazioneflaminia.it

The payment of a guarantee deposit, amounting to 500.00 euros for single rooms and 420.00 euros for double rooms must be made:

1. by means of payment in cash into the Treasury account of the Foundation, presenting oneself with an **identification document**, to counter No. 2 at the headquarters of the Cassa S.p.A. in Piazza Garibaldi 6, Ravenna, from Monday to Friday 8.20 a.m. - 1.20 p.m. / 2.35 p.m. - 4.00 p.m., or any branch of Cassa S.p.A.
2. by means of bank credit transfer:

Bank: LA CASSA S.p.A di Ravenna - Ravenna branch

Held in the name of Fondazione Flaminia - ENTE 59

IBAN: IT 03 A 06270 13199 T20990000 059

BIC: CRRAIT2RXXX

Failure to accept the accommodation by the deadline and as per the formalities indicated above will lead to the forfeiture of the right acquired with the publication of the list.

Art. 11 CHECKING OF THE MERIT AND INCOME REQUIREMENTS AND THE ATTENDANCE OF THE A.Y. DECLARED

The Foundation will officially ascertain, also on a sample basis, via the competent administrative services, the information declared by the applicant.

In the event the beneficiary emerges as having achieved the assignment of the accommodation on the basis of declarations not complying with the truth, the benefit granted will cease and the cases will be reported to the competent bodies for the legal measures.

Art. 12 REVOCATION OF THE ACCOMMODATION

The accommodation is officially revoked in the following cases:

- a) failure to accept the accommodation in accordance with the matters indicated in Art. 10;
- b) sub-letting of one's accommodation and/or assignment of use of the same to extraneous individuals even if only temporarily;
- c) failure to fulfil the payment envisaged by this Call;
- d) cases as per Article 11.2;
- e) revocation order issued by the Managing Body for other serious and proven reasons.

Art. 13 WAIVER OF THE ACCOMMODATION BY THE STUDENT

The student may waive the accommodation informing Fondazione Flaminia in writing of said waiver, providing notice of at least 2 months.

In the event that the student waives the accommodation without the prescribed notice, without prejudice to serious and proven personal or family reasons - which must be suitably documented - the guarantee deposit will be withheld.

Art. 14 DATA PROCESSING

All the personal data transmitted by the candidates by means of the application to participate in the call, in accordance with Article 13 of EU Regulation No. 679/2016, will be collated at Fondazione Flaminia and processed exclusively, also in automated form, for the purpose of handling the Call. The conferral of this data is mandatory for the purposes of the assessment of participation in the Call, under penalty of exclusion from the same.

For further information

Michael Piscopo Filippi

Fondazione Flaminia - Via Baccharini, 27 Ravenna

alloggi@fondazioneflaminia.it

Tel +39 0544 34345

cell + 39 334 5613348

Ravenna, 2 luglio 2020