



FONDAZIONE FLAMINIA
PER L'UNIVERSITÀ
IN ROMAGNA



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

CALL FOR ASSIGNMENT OF ACCOMODATION PLACES WITHIN APARTMENTS IN RAVENNA A.Y. 2024/2025

Time and Deadline Summary	6/9/24	Ore 12.00	Deadline for submission of applications
	17/9/24	Ore 12.00	Publication of the ranking list
	19/9/24	Ore 12.00	Deadline for acceptance of accommodation

Art. 1 ASSISEMENT 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) and international students who have applied for/obtained a residence permit, who are enrolled in a regular year or in the 1st year fuori corso of the Degree Courses and Master's Degrees of the Ravenna Campus, in the Courses of the State Academy of Fine Arts and the State Conservatory "Giuseppe Verdi" of Ravenna, or intend to enroll in the first year of the same Courses for the A. A. 2024/2025 (participants in the selection are in any case required to make the matriculation within the terms provided for the generality of students, withdrawing from the competent Secretariat any useful documentation).

Students who intend to graduate from a three-year degree program and matriculate to Master's degrees by December 31, 2024 are also eligible to apply.

International students participating in international youth mobility projects (Erasmus, Overseas, etc.) belonging to other universities may also compete.

Art. 2 ASSISEMENT CRITERIA

The allocation of places is done through the assignment of a score based on the following criteria: merit (high school or college graduation grade, number of credits), ISEE income, distance in kilometers from residence; a quota of 8 places has been reserved for those who are assignees of a place in ER.GO facilities. For the allocation of places, subject to confirmation of eligible students, priority will be given to eligible students in the ER.GO rankings.

For students who are not part of the ER.GO. rankings, in the event of a tie, priority will be given to those who have declared the lower ISEE value. If a tie situation is realized again, priority will be given to the applicant with the highest merit score. The minimum score to access the housing places made available is **5 points**, while the maximum score is **36 points**.

Flaminia Foundation, in collaboration with Ravenna Municipality and ER.GO, reserves the right to conduct verifications on the actual fulfillment of the requirements (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 - STATE ACADEMY OF FINE ARTS OF RAVENNA - Three-year course of Visual Arts-Mosaic - STATE CONSERVATORY "G. VERDI" First level academic triennium	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 - STATE ACADEMY OF FINE ARTS OF RAVENNA - Three-year course of Visual Arts-Mosaic - STATE CONSERVATORY "G. VERDI" First level academic triennium	MINIMUM NUMBER OF CREDITS	POINTS
Second year	25	10
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	10
Third year	80	
Fourth year	135	
Fifth year	190	
First year not aligned with session exam schedule	245	
Sixth year (M&S only)	245	
Ulterior year not aligned with session exam schedule (M&S only)	300	

D)

ENROLLED IN YEAR 1 OF: - MASTERS' DEGREES - STATE ACADEMY OF FINE ARTS OF RAVENNA - 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 - STATE ACADEMY OF FINE ARTS OF RAVENNA - Two-years of II Level Mosaics - "G. VERDI" SMS II level Academic Two-year course	MINIMUM NUMBER OF CREDITS	POINTS
Secondo anno	30	
Primo anno fuori corso	80	4

Other types

Students who intend to graduate from a three-year CdL and enrol in Master's Degrees by 31st December 2024 will be awarded 10 points.

Students who intend to enroll for the achievement of the second three-year degree will be asked for the grade of the last degree obtained and the scores will be equated to students enrolled in the first year of the master's degree.

For students participating in international mobility projects, the equivalence between their qualifications and the corresponding qualifications issued by Italian universities will be assessed, in order to establish the eligibility for participation. For this reason, we ask you to attach a certificate of the exams taken.

2) SCORE FOR 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 2021, 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 2021);
- d) the income value earned in 2021: 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 2021.
- e) Buildings: a certification of all the buildings owned by each member of the family unit, referring to 31st December 2021, 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 31/12/2021 on the family home and/or other properties.
- g) The assets amount at 31/12/ 2021 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 2020, 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 please check the guidelines published by ER.GO.

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.

For those who intend to take advantage of the ISEE score, a score will be assigned as specified below:

ISEE VALUE	POINTS
Lower or equal than € 24.335,11	7
Higher than € 24.335,11	0

3) SCORE FOR THE DISTANCE IN KM FROM RESIDENCE

A score will be assigned according to the distance between the student's residence and the headquarters of the Flaminia Foundation, via Alfredo Baccarini n. 27 Ravenna (distance calculated through the Michelin guide-shortest route by car).

DISTANZA CHILOMETRICA	POINTS
Higher than 400 km	6
From 301 to 400 km	5
From 201 to 300 km	4
From 101 to 200 km	3
From 50 to 100 km	2
Lower than 50 km	1

Attention: Those who, assignees in previous years, have renounced the accommodation place or those to whom the accommodation place has been revoked, except for renunciations for study reasons (eg Erasmus program) cannot apply.

Art. 3 TYPES OF PLACES UP FOR ASSIGNEMENT

Places inserted in single or double rooms in apartments of about 80 square meters each, located in Ravenna, in Via Nino Bixio, 66, 68, 90, 92 with plant engineering in compliance with the provisions of current legislation. Each apartment can accommodate up to a maximum of 4 students.

Places inserted in single or double rooms in apartments of about 90 square meters each located in Ravenna, in Via Le Corbusier, 33 (Condominio Mosaico 2), with plant engineering in compliance with the provisions of current legislation. Each apartment can accommodate up to a maximum of 5 students.

Places inserted in single or double rooms in apartments of about 97 square meters each located in Ravenna, in Via D'Azeglio, 3, with plant engineering in compliance with the provisions of current legislation. Each apartment can accommodate up to a maximum of 6 students.

Eligible students who are not assignees are offered the opportunity to access additional accommodation places made available under the "Collaboration Agreement for the expansion of housing services for students" signed by Fondazione Flaminia with ASPPI. The properties made available by ASPPI associates are apartments with the APE certificate, with adequately furnished single or double rooms

Art. 4 PERIOD OF ASSIGNMENT

The allocation, as a rule, is established starting **from 1st October and ending on 30 August** of each year and **includes 11 monthly payments**.

Students who have achieved a minimum number of credits during the year (as per the list of Article 2, scores for merit, tables B/C/D/E) can confirm the assignment for the following academic year, by filling out the relevant form accompanied by the self-certification of the credits achieved, delivered to **alloggi@fondazioneflaminia.it** by 31 July.

Art. 5 AMOUNT OF THE FEE

The amount of the monthly fee is fixed as expressed in the following tables:

Via D'Azeglio		Via Nino Bixio		Via Le Corbusier	
Single room	270,00 €	Single room	270,00 €	Single room	185,00 €
Twin room	215,00 €	Twin room	215,00 €	Twin room	145,00 €

As regards the utilities of electricity, gas, hot and cold water, waste disposal tax, expenses for common services, etc., these will be borne by the assignees.

A monthly payment of **€ 80.00 is required as a deposit**, with subsequent adjustment on the actual consumption found. The adjustment will be made by March 2025.

The payment of the fee is to be paid together with the outcome of the assignment.

Art. 6 PAYMENT FORMALITIES

Tuition is due by the **30th of each month preceding the month of payment**. The October monthly payment is due by 9/30/2024. A security deposit corresponding to two monthly payments, as per the corresponding table, is also required prior to signing the contract:

Via D'Azeglio		Via Nino Bixio		Via Le Corbusier	
Single room	540,00 €	Single room	540,00 €	Single room	370,00 €
Twin room	430,00 €	Twin room	430,00 €	Twin room	290,00 €

This deposit does not constitute an advance of the fee and will be returned at the conclusion of the deed of assignment after verification of any sums to be equalized for expenses related to utilities (as described in Article 5 of this announcement) and with the exclusions provided for in articles 8 and 13 of this Announcement.

Payment must be made by payment to a special current account, reporting the reason for payment **SURNAME STUDENT NAME, APARTMENT, EXTENSION** (e.g. *Rossi Daria, Via Le Corbusier, B7*).

NB: Failure to pay the fee within the deadline will result in the application of a penalty of € 10.00, which will be deducted from the security deposit for each week of delay or fraction of the same. The security deposit must be reconstituted within the following month, under penalty of immediate termination of the right to accommodation, without prejudice to any compensation for greater damages.

Art. 7 STUDENT OBLIGATIONS

The student at the time of taking over the place must:

- sign a technical sheet regarding the state of the property (fixtures, floors, etc.), installations and existing furniture inside, after checking that the said sheet corresponds to the actual state.
- Take sight of the regulations, sign them and hand them over.

The student, by accepting the place, commits himself to the proper use of the building, furniture and equipment, to the observance of the maximum number of places provided for the assigned apartment as well as to the observance of the rules laid down in the regulations.

The student is understood to have to obey the contractual obligations starting from the first monthly payment, i.e. that of October; if students are unable to pick up the keys to the apartment before 1/10/2024 they should contact Flaminia Foundation and if they are unable to arrive as of 1/11/2024 the place will be considered revoked.

Art. 8 LOSS OR DETERIORATION OF ASSIGNED ASSETS

The student is liable for the loss or deterioration of the assets to be assigned, due to causes attributable to him and has the obligation, in this case, to reduce in practice or compensation for damages. The Foundation has the right to claim the security deposit if it is large.

Art. 9 APPLICATION AND DOCUMENTATION TO BE ATTACHED

From the date of publication of the Call, applications for assignment may be submitted, which must be received preferably by personal e-mail to the email address alloggi@fondazioneflaminia.it **no later than 12.00 (U.T.C. + 2) .del 6/9/2024.**

It is also possible to send questions via pec or delivered by hand (in the latter case it is necessary to make an appointment) to the following addresses:

Flaminia Foundation

Via Baccarini 27 - 48121 Ravenna, Italy

PEC: fondazioneflaminia@pec.it

Phone 0544 34345

Hours: Monday to Friday from 8.30 am to 1.30 pm; Tuesday and Thursday from 14.30 to 17.30.

The appropriate application form can be collected at the Fondazione Flaminia headquarters or downloaded at the website www.fondazioneflaminia.it

The following documents must be attached to the application:

- a) copy of a valid identity document
- b) privacy policy (art. 13 -14 GDPR 679/2016) compiled and signed
- c) self-certification of registration, to be presented before the assignment of the bed;
- d) valid ISEE certificate (if you want to make use of the additional score);
- e) for foreign students: "Declaration of Value" of the qualification, specifying the minimum and maximum marks required by the evaluation system of the country of origin
- f) data grant form to ASPPI

Applications not accompanied by the required documentation, or submitted in a manner that does not comply with the provisions of this article, will be considered null and void. The offices of Fondazione Flaminia are available to support the student in the correct compilation of the application.

Students who intend to use the apartment together must expressly state this in the application and possibly submit the same at the same time.

It is the Foundation's faculty, where the conditions exist, to satisfy requests for joint use.

The Foundation reserves the right to change the location of the accommodation place in relation to supervening organizational needs for maintenance interventions or in the event of problems of coexistence between the assignees.

The Foundation also reserves the right to reopen the call in the event that there are vacancies and limited to them.

ATTENTION: We inform you that the Flaminia Foundation will close for the summer period from 10 to 25 August 2024, therefore during this period it will not be possible to hand deliver applications.

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

The list of students eligible for the allocation of places is public and can be consulted starting from **12.00 (U.T.C. + 2)** on 17/09/2024 **at the Flaminia Foundation, Via Baccarini, 27, in Ravenna, and on the website** www.fondazioneflaminia.it. This ranking will be considered valid until exhaustion and in any case no later than 31 December 2024.

Students found to be eligible must communicate in writing the acceptance of the place by **filling out the appropriate form** and attaching a copy of the receipt of payment of the security deposit, **by 12.00 (U.T.C. + 2) on 19/09/2024, preferably** by e-mail to the alloggi@fondazioneflaminia.it address.

It is also possible to send questions via pec or delivered by hand (in the latter case it is necessary to make an appointment) to the following addresses:

Fondazione Flaminia, Via Baccarini 27 - 48121 Ravenna

Email: alloggi@fondazioneflaminia.it

PEC: fondazioneflaminia@pec.it

Hours: Monday to Friday from 8.30 to 13.30; Tuesday and Thursday from 14.30 to 17.30.

The payment of the security deposit, as described in Article 6 can be made:

1. by cash payment to the Foundation's Treasury account, presenting an **identity document, at counter** no. 2 at the headquarters of Cassa S.p.A. of Ravenna, Piazza Garibaldi no. 6, from Monday to Friday 8.20 - 13.20 / 14.35 - 16.00, or at any branch of Cassa S.p.A.
2. by bank transfer:
Credit institution: LA CASSA S.p.A of Ravenna - Ravenna office
Payable to Fondazione Flaminia - ENTE 59
IBAN CODE: IT 03 A 06270 13199 T20990000 059
BIC: CRRAIT2RXXX
Reason: **SURNAME STUDENT NAME, APARTMENT, INTERIOR** (e.g. *Rossi Daria, Via Le Corbusier, B7*).

Attention: Failure to accept the accommodation place within the deadline and in the manner indicated above will result in the forfeiture of the right acquired with the publication of the list.

Art. 11 VERIFICATION OF MERIT AND INCOME REQUIREMENTS AND ATTENDANCE OF THE DECLARED ACADEMIC YEAR

The Foundation will automatically ascertain on a sample basis, through the competent administrative services, the data self-certified by the applicant.

In the event that the beneficiary turns out to have obtained the assignment of the place on the basis of declarations that do not correspond to the truth, the benefit granted will lapse and the case will be reported to the competent bodies for legal measures.

Art. 12 REVOCATION OF THE SEAT

The post shall be automatically revoked in the following cases:

- (a) failure to accept the place in accordance with Article 10;
- (b) subletting of one's place and/or transferring the same to outsiders for use even if only temporarily;
- (c) failure to comply with the payments stipulated in this Notice;
- (d) cases referred to in Article 11, Paragraph 2;
- e) on the third written warning for violation of the Regulations;
- f) revocation order issued by the Managing Entity for other serious and proven reasons.

Art. 13 WAIVER OF THE STUDENT TO THE PLACE

The student may renounce the accommodation place by notifying the Fondazione Flaminia in writing of this waiver, **with at least sixty days' notice**.

In the event that the student renounces the place without the prescribed notice, except for serious and proven *personal or family* reasons – which must be adequately documented – the security deposit will be retained.

Art. 14 DATA PROCESSING

All personal data transmitted by candidates with the application for participation in the call, pursuant to art. 13 of Regulation (EU) No. 679/2016, will be collected at the Flaminia Foundation and processed exclusively, even in automated form, for the purposes of managing the Call. The provision of such data is mandatory for the purpose of assessing the requirements for participation in the Call, under penalty of exclusion from the same.

For further information

Michael Piscopo Filippi

Fondazione Flaminia - Via Baccarini, 27 Ravenna

alloggi@fondazioneflaminia.it

Tel +39 0544 34345

cell + 39 334 5613348

Ravenna, 16 July 2024