



**Notice of competition for admission (100 places)
to the Collegi Universitari di Merito I.P.E.
for the academic year 2018/2019**

1. UNIVERSITY COLLEGES OF MERIT IPE

L'IPE (Institute for education and research) is a non-profit organisation that promotes various educational and cultural activities for young people. Its goal is to expose them to culture, education and the world of work. I.P.E. runs three "Collegi Universitari di Merito (Villalta, Monterone and Poggiolevante)" which are accredited by the Ministry of Education, University and Research:

**Villalta
Female College
Via Martucci,35/h
Napoli
0812457074**

**Monterone
Male College
Via Crispi, 112
Napoli
0812457074**

**Poggiolevante
Male College
Via Orfeo Mazzitelli,41
Bari
0805045433**

In light of the above admission of 100 students is by participation in this Announcement of Public Examination for the academic year 2018-2019.

2. ADMISSION REQUIREMENTS

The following category of both Italian and foreign students can participate in announcement of public examination for the academic year. 2018/2019:

✓	Those who will enrol or will have already enrolled in an undergraduate programme.
✓	Those who will enrol or will have already enrolled in a postgraduate programme (specialization).
✓	Those who have been chosen to participate in a PhD programme.
✓	Those who are enrolled at Master level or are accredited for ASFOR
✓	Those who are enrolled in "Istituzioni dell'Alta Formazione Artistica, Musicale e Coreutica riconosciute dal Ministero" (AFAM).

3. OUR SERVICES

Students, who live in the college, can avail of the following services.

Residential services



Collegio Villalta

Opening Dates	From September 16 to July 26, excluding the period from December 22, 2018 to January 6, 2019 and April 18 to 23, 2019.
Type of Room	Single room with bathroom, single/triple with bathroom
Housekeeping	5 days per week
Linen Services	Weekly change of bedlinen and bathroom towels
Meals	Complete board: breakfast, lunch and dinner 7 days per week. Pack lunches are also possible.
Reception	Every day from 7:00 to 23:00
General and Didactic Services	Study rooms, tutor rooms, workshop, library, periodical collection, computer room and lecture room
Other Facilities	Music room, sitting and TV room, multimedia room, garden, small gym and parking (motorbikes and bicycles)



Collegio Monterone

Opening Dates	From September 16 to July 26 excluding the period from December 22, 2018 to January 6, 2019 and April 18 to 23, 2019
Type of Room	Single/Double room with bathroom
Other Services	Reception room and kitchen, laundry room, air conditioning and WI-FI
Housekeeping	3 days per week
Linen Services	Every week (both bed and bathroom)
Meals	Lunch and dinner 7 days per week with the possibility of dinner outside of normal hours
Reception	Monday – Friday: 7:00 to 19:00
General and Didactic Services	Study rooms, tutor rooms, workshop, library and conference room
Other Facilities	Music room, living room and TV, multimedia room and terrace



**Collegio
Poggiolevante**

Opening Data	From September 10th, 2018 to July 21st, 2019 excluding the period from December 23th - January 6 th , ; and from April 19 th - 22 nd , 2019
Type of room	Single room with sink and air conditioning; shower and common WC
Housekeeping	5 days per week
Linen Services	Every week for bathrooms and every two weeks for beds
Meals	Full board: breakfast, lunch and dinner. There is the possibility to have a packed lunch
Reception	From 7:00 to 23.00 Monday to Friday, from 7:30 to 23:00 Saturdays and from 8:00 to 23:00 on Sundays and during holidays
General and Didactic Services	Study rooms, tutor rooms, workshop, library, periodical collection, computer & robotics room and conference room
Other Facilities	Music room, sitting and TV room, movie library, multimedia room, garden, gym, football pitches and basketball courts, parking (motorbikes and bicycles)

Educational Services

Villalta – Monterone- Poggiolevante	 Counselling and Mentoring	Identification and creation of a personalized training path through individual interviews with the management staff
	 Tutorship & Coaching	Tutoring activities on chosen university path and on exams with professors, researchers, doctoral students and professionals
	 Internationalisation	Orientation for exchange programmes (Erasmus and Overseas) and internationalisation programmes (summer schools and conferences)
	Career  Service	Orientation and introduction to the world of work through individual interviews and group activities (opportunities for undergraduate and internship graduates, meetings with professionals, workshops on transversal skills and training workshops)
	Cultural  Activities	Cultural in-depth activities through national thematic workshops and integrative interdisciplinary courses
	 Community	Opportunities for discussions and sharing of ideas with other students and management staff through activities such as meetings and themed conversations (also with guests), sports and cultural trips
	 ASIRID (Poggiolevante – Bari)	Poggiolevante College offers training activities for scientific and technical degree course students in the context of the International Residential School for Digital Innovators
	 ACCADEMIA (Monterone, Villalta – Napoli)	IPE Academy organizes interdisciplinary courses for students of all faculties: teaching activities cover specific subjects from different areas of interest (Law, Medicine, Economics, Engineering, the Arts) and the development of transversal skills (topical issues, global vision, leadership, soft skills)
	 Soft Skills	Training activities for public speaking, problem solving and team work so as to develop personal qualities, improve workplace behaviour and implement knowledge in the field of interpersonal relationships
	Voluntary  Activities	The Colleges organise voluntary activities and social promotion both in Italy and abroad

Moreover, all colleges offer the possibility to freely participate in activities related to spiritual and doctrinal formation, which are inspired by the principles of the Catholic Church and entrusted to the Prelature of Opus Dei.

4. FEES AND SCHOLARSHIPS IPE

The annual fee, in the absence of scholarship recognition, for individual Colleges is the one expected for the highest ISEE band.

Scholarships based on income

So as to promote access to the colleges for deserving young people and to remove economic obstacles, IPE provides scholarships and grants based on family income. The allocation of these scholarships and grants does not involve direct payments to the student, but a reduction in annual fees. For the academic year 2018-2019 fees are set as specified below according to the relevant ISEE certificate (type: "Benefits for the right to university study").

Collegio Villalta

Band ISEE	SINGLE (with bathroom)	SINGLE (shared bathroom)	TRIPLE (shared bathroom)
€ 0-10.000,00	5000	4500	3000
€ 10.001,00-20.000,00	6000	5500	4000
€ 20.001,00-30.000,00	7000	6500	5000
€ 30.001,00-40.000,00	8000	7500	6000
€ 40.001,00-50.000,00	9000	8500	7000
Above € 50.000,00	10000	9500	8000

Collegio Monterone

Band ISEE	SINGLE (with bathroom)	DOUBLE (with bathroom)
€ 0-10.000,00	€ 5.000,00	€ 3.000,00
€ 10.001,00-20.000,00	€ 6.000,00	€ 4.000,00
€ 20.001,00-30.000,00	€ 7.000,00	€ 5.000,00
€ 30.001,00-40.000,00	€ 8.000,00	€ 6.000,00
€ 40.001,00-50.000,00	€ 9.000,00	€ 7.000,00
Above € 50.000,00	€ 10.000,00	€ 8.000,00

Band ISEE	SINGLE (shared bathroom)
€ 0-10.000,00	€ 5.000,00
€ 10.001,00-20.000,00	€ 6.000,00
€ 20.001,00-30.000,00	€ 7.000,00
€ 30.001,00-40.000,00	€ 8.000,00
€ 40.001,00-50.000,00	€ 9.000,00
Above € 50.000,00	€ 10.000,00

In the event of students residing in the college for periods less than one academic year, fees are calculated based on the number of months stayed (e.g. Erasmus students).

The conditions for applying for a scholarship grant are as follows:

- ✓ be admitted to one of the IPE Boards and enrolled at the University of Bari or Naples, for degree courses, specializations, masters and research doctorates; be enrolled in the Institutions of Higher Artistic, Musical and Choral Training of Bari or Naples, recognized by the Ministry;
- ✓ have obtained at least 75% of the ECTS provided by the degree programme for the previous academic year as of October 31, 2018;
- ✓ have achieved a weighted average of at least 26/30 as of 31 October 2018.

Scholarships and grants

With the purpose of promoting access to the colleges to young gifted students without the economic burden of full fees, I.P.E. offers a number of scholarships and grants. The issuing of these scholarships and grants, which can be combined with that of income, do not consist of direct payments but a reduction of the annual fee from a minimum of €1,000 to a maximum of €2,000 per year according to the following table:

Student	Grades	Annual Bursary(€)
Freshman	School diploma 95-99	1.000,00
Undergraduate	School diploma 100	2.000,00
	Average 27-28	1.000,00
(B.A., Specialisation, Single cycle[3+2])	Average > 28->29	1.500,00
Postgraduate	Average from 29-to 30	2.000,00
	Final grade 105-110	1.000,00
(Master, PhD, Specialisation School)	Final grade 110 lode	2.000,00

In the event that the student does not meet the requirements for selection, the deduction will be applied to the entire amount (see tables of the individual Boards).

The requirements for scholarships and grants are:

- ✓ be admitted to one of the IPE Boards and enrolled at the University of Bari or Naples, for degree courses, specialisation, masters and research doctorates; be enrolled in the Institutions of Higher Artistic, Musical and Choral Training of Bari or Naples, recognized by the Ministry;
- ✓ By October 31, 2018, university students from second year on must have achieved at least 75% of the ECTS of their degree program for the academic year-2017-2018. The exam average must be weighed and, in any case, it refers to the evaluation system of the university of enrolment. For graduates, it is necessary to have completed the graduation programme within the specified period time and to have graduated no more than two years from October 31, 2018.

Special Scholarships

In order to encourage foreign student participation in the IPE colleges, Master's, ASIRID Project, students and graduates with particular conditions defined by specific agreements between IPE and different Universities, scholarships will be awarded up to a maximum of €5,000 per year according to the following table. The special scholarship cannot be combined with scholarships for income and merit.

Student	Annual scholarship(€)
Foreign	5.000,00
IPE Master's students	5.000,00
Special conventions IPE-Universities	5.000,00
ASIRID Project	5.000,00

The requirements for scholarships and grants are:

- ✓ Be admitted to one of the IPE boards;
- ✓ Meet one of the following conditions:
 1. Foreign students, be enrolled at the University of Bari or Naples, for degree courses, specialisation, masters and research doctorates or be enrolled in the Institutions of Higher Artistic, Musical and Choral Training of Bari or Naples, recognized by the Ministry;
 2. IPE Master's student, be admitted to the IPE School,
 3. Special conventions, meet the conditions set by the agreement

The award of scholarship will be communicated by e-mail to the winning candidates within **7 days from having received the application**.

Students chosen for a scholarship will have the amount paid directly to the College by IPE so as to reduce the fee amount. The scholarship will be paid for the months of effective stay in the College. Scholarships for income and merit are cumulative. On the basis of the scholarship award date, the winners will be called for a cognitive interview and presentation of their EDUCATIONAL PROJECT at the IPE headquarters (Riviera di Chiaia 264, Naples).

Scholarship holders undertake to collaborate and promote the academic and cultural activities promoted by IPE both at the different Colleges and at the university centres of choice.

The granting of the aforementioned scholarships will take place until the total amount assigned for scholarships and grants by IPE is exhausted.

Other concessions

For new students admitted to the Colleges that have siblings who are already resident in the colleges, it is possible to take advantage of a 15% discount on the monthly fee.

5. GRANTS, BURSARIES and CONVENTIONS WITH INPS

In convention with INPS, scholarships are available for students whose parents work for the civil service and for students who are orphans of former civil service employees, respecting the parameters stipulated for the academic year 2018-2019 in the document "Collegi Universitari" which is available on the INPS website. The INPS scholarship can cover up to 100% of the annual fee. The beneficiaries of the above mentioned scholarships will be nominated directly by INPS and cannot be contested. Nonetheless, they must pass IPE admission procedure.

6. REQUEST FOR ADMISSION AND REQUEST FOR APPLICATION OF SCHOLARSHIP

For admission and application for an IPE Scholarship for the college in Bari (Poggiorevante), please refer to the following website www.poggiorevante.it. (For further information please call: 0805045433).

The admission application for the Colleges in Naples (Monterone and Villalta) and any application for an IPE scholarship must be completed using the form found on the following link www.ipeistituto.it/collegi2018-19 attaching the following documentation (for further information: 0812457074)

Documents for admission	
Students enrolled in 1 st year	Students enrolled from 2 nd and subsequent years
<ul style="list-style-type: none"> ✓ ID or Passport ✓ Copy of personal tax number ✓ Curriculum Vitae ✓ Copy of exams taken to date 	<ul style="list-style-type: none"> ✓ ID or Passport ✓ Copy of personal tax number ✓ Curriculum Vitae ✓ Copy of exams taken to date

* There is the possible to present other certification considered suitable attesting to personal competences - (E.g. linguistic certificates, etc.)

Documents to be submitted for scholarships		
Scholarship determined by income	Scholarship determined by merit	Special Scholarships
<ol style="list-style-type: none"> 1. ISEE Certificate (right to study) 	<ol style="list-style-type: none"> 1. Secondary school diploma (1st year students) 2. Certificate of grades and CFU (2nd year students onwards) 3. Certificate of graduation (graduates) 	<ol style="list-style-type: none"> 1. Admission letter of the host university or a reference letter (Foreign students) 2. Documents attesting to special needs (Students in special conventions)

7. ADMISSION TEST

The test includes a review of qualifications, aptitude tests and admission interviews with the management of the individual colleges. For Collegio di Villalta, prospective students are required to stay in residence of one day (meals must be paid for by the individual). For students wishing to benefit from an INPS scholarship, the interview must take place before August 2018.

Admissions are up to the discretion of the Directorate of the College up until all available places have been exhausted. Offers of acceptance will be issued by e-mail within 7 days from the date of the selection process.

8. CONTRACT OF RESIDENCE

The relationship between the student and the College is governed by an annual contract of residence that stipulates the economic conditions and conditions of residence to which we undersign for the academic year 2018-2019.

The signing of the aforementioned contract allows the parents of students residing outside of their place of residence to benefit from tax deductions.

9. TERMS OF PAYMENT

Annual fees must be paid in four tranches as for the following scheme:

- 20% of fees by September 10th, 2018 (by July 10th for those reconfirming);
- 20% of fees by November 10th, 2018;
- 30% of fees by January 10th, 2019;
- 30% of fees by April 10th, 2019;

Students enrolled in first year are required to pay €1000.00 in advance within seven days of admission. This amount will be deducted from the amount of the first instalment.

10. ANNUAL RECONFIRMATION

The admission is for the academic year 2018/2019 only. In order to confirm, students must maintain the following standards and application must be completed using the form found on the following www.ipeistituto.it/collegi2018-19:

- obtain 75% of the credits necessary to complete their course of study (University and AFAM) for the academic year 2017-2018 and achieve an average grade of 26/30 (for university students and students attending specialisation courses);
- successfully complete the previous academic year for PhD students;
- pass an evaluation by the college Directors with regards to the participation in College life;
- having respected the objectives established in the Personal Formative Project signed at the beginning of the year.

In cases where, for justified and substantiated reasons, the above requirements are not respected, Directors are empowered to assess the individual situation.

The confirmation will be issued by the Directors by July 10th 2019.