



Azienda Regionale
per il Diritto allo Studio
Universitario

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**Notice of Competition FOR ACCOMMODATION and STUDENT GRANTS
A.Y. 2023/2024**

**reserved for STUDENTS of the Music Conservatoires of
ADRIA, CASTELFRANCO VENETO, PADOVA, ROVIGO, VICENZA
and VICENZA Schools for Linguistic Mediators (Belluno and Vicenza
campuses) and CIELS (Padova, Milano and Roma campuses)**

Submission of Housing applications:

21 July 2023 - 12 noon to 8 September 2023 - 12 noon

Submission of Study Grant applications:

21 July 2023 - 12 noon to 22 September 2023 - 12 noon

Residential opening period:

26 September 2023 to 26 July 2024

Approved by Director's Decree n. 181 of 18/07/2023



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INDEX

DEADLINE	3
1 - INFORMATION ON THE HOUSING SERVICE AND SCHOLARSHIPS	3
1.1 - Who can compete	3
1.2 - Incompatibilities and exclusions	7
1.3 - Who is a Recipient of Benefits	7
1.3.1 - Economic Requirements	8
1.3.2 - Merit requirements.....	9
1.3.2.1 - Students enrolled in the first year	9
1.3.2.2 - Students enrolled in subsequent years	9
1.3.3 - Bonus Credits	10
1.3.4 - Scholarship Funding.....	10
1.3.5 - Scholarship amounts and payment methods	11
1.3.6 - Withdrawal of the grant	13
1.4 - Competition accommodation places and reserves	13
1.4.1 - Allocation and reservation of beds	13
1.4.2 - Fees charged and method of payment.....	14
2 - HOW TO COMPETE	15
2.1 - Online Competition Application	15
2.2 - Verification of Requirements	16
2.3 - Rankings.....	16
2.3.1 Determination of rankings.....	16
2.3.2 Publication of Scholarship Competition Rankings.....	16
2.3.3 Publication of ranking lists in the housing competition	17
2.4 - Allocation and acceptance of accommodation	18
2.4.1 - Submitting an offer	18
2.5 - Fire Safety Management Support Activities	18
2.6 - Unsuccessful applicants - 'Application for a non-competition place.....	19
3 - OTHER INFORMATION.....	19
3.1 - Declarations: corrections, checks and penalties (Art. 71 DPR 445/2000)	19
3.2 - Information on the use of personal data (gdpr)	20
3.3 - Normative references	20
3.4 - Information.....	21
ANNEX 1 - RESIDENCES: OFFER AND MODALITIES OF USE	22
List of Esu Residencies in Competition	22
Tariffs	23
Deposit amount.....	25
Renunciation of the bed and return of the deposit/deposit	25
Method of payment of deposit and tuition fees.....	25
ANNEX 2 - STUDENTS WITH DISABILITIES.....	26
Bed verification	27
Accompanying person request	28
Disabled students not eligible for the competition	28
ANNEX 3 - ISEE	29
Who to contact.....	29
Definition of household for isee purposes	29
Cases of student-only households	30
Isee requirements	30
Which Isee to apply for	30
Documents to be submitted.....	31
ANNEX 4 - INTERNATIONAL AND ITALIAN STUDENTS LIVING ABROAD	32
Documents required for the processing of the university-approved isee	33
Special cases.....	33
Other documents	34
ANNEX 5 - EXTRACT FROM THE GENERAL REGULATIONS FOR UNIVERSITY RESIDENCES	35





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DEADLINE

It is important to read the Housing and Scholarships Competition Notice and its annexes before submitting your application.

Students enrolled/enrolled at the Conservatoires of Adria, Castelfranco Veneto, Padova, Rovigo, Vicenza, at the Schools for Linguistic Mediators of Vicenza (Belluno and Vicenza venues) and at the CIELS (Padova, Milano and Roma venues) who intend to participate in the Accommodation Competition and the Scholarship Competition must fill in the online application, according to the procedures indicated in this Notice of Competition, **by 12 noon** on the deadline date indicated in the following table.

Student typology	Online application, by
Housing Application	8 September 2023 12:00 noon
Scholarship Application	22 September 2023 12:00 noon

The deadlines are peremptory, it will not be possible to submit or supplement an application already submitted after the deadline (See section 'HOW TO APPLY').

ESU's electronic online services system certifies the date and time of online application submission, providing a receipt and protocol number.

It is important to read the Notice of Competition for Accommodation and Scholarships and its annexes before accessing the "**Conservatoire/SSML Student Accommodation and Scholarship Application**" area of the Student Desk: <https://myesupd.dirittoallostudio.it>

1 - INFORMATION ON THE HOUSING SERVICE AND SCHOLARSHIPS

The housing service and scholarships are included among the benefits for the right to university study. They are awarded by competition to students who meet the merit and financial requirements laid down by law.

For students enrolled/enrolling in the first year, the requirement to be met for eligibility for the competition is only the economic requirement, while students enrolled in subsequent years will have to meet both the merit and economic requirements.

1.1 - WHO CAN COMPETE

Students enrolled/enrolling for the A.Y. 2023/2024 (including undergraduate and transfer students from another non-ESU institution) at the following institutions are eligible to participate in the housing and scholarship competition

- Adria Conservatory;
- Conservatory of Castelfranco Veneto;
- Conservatory of Padova;
- Conservatory of Rovigo;
- Conservatory of Vicenza;
- SSML CielS Padova (Padova, Milano and Roma locations);
- SSML Vicenza. (Belluno and Vicenza venues)





The benefits referred to in the competition can only be granted for the first time for obtaining the title relating to each level of study regardless of the university where it was obtained (Italian or foreign).

Eligible to participate in the Competition for the allocation of ESU accommodation for the academic year 2023/2024 are students who fall into the category of "Off site" and "Commuter".

Eligible to participate in the Competition for the awarding of Scholarships for the academic year 2023/2024 are students who fall into the categories of "Off site", "Commuter" and "On-site".

<p>Student Off Site</p>	<p>Resides in municipalities/locations more than 80 km away from the course venue attended and/or has a travel time (by public transport) of more than 80 minutes. and, who, for this reason, takes lodgings in the vicinity of that location, using public residential facilities or other private or institutional accommodation, in return for payment, with a regular rental contract, for a period of no less than 10 months; if the student resides in a municipality or locality more than 80 km or more than 80 minutes away from the course venue, he/she is not taking lodgings in return for payment or for a period of less than 10 months, he/she is considered to be commuting.</p> <p>Internationally mobile students; they maintain their off-site status by documenting that they are accommodated on a paid basis even during the mobility period, for a period which, cumulated with that in Italy, is not less than ten months.</p> <p>Foreign students with a residence permit for study purposes: for the purposes of access to benefits, they are in any case considered to be off-campus students, regardless of their place of residence in Italy (they must in any case be accommodated under a regular contract for a period equal to the duration of the course itself). <u>An exception is made for cases in which the student's family unit resides in Italy, in compliance with the requirements set out in Article 4, paragraph 8, letter c) of the Prime Ministerial Decree of 9 April 2001.</u></p> <p>Off-campus students participating in the SCHOLARSHIP competition, who will reside in NON-Esu accommodation, must enter the following documents in the Upload Documents area of the portal https://myesupd.dirittoallostudio.it by 09/10/2023:</p> <ul style="list-style-type: none"> - copy of the lease/subrogation/extension agreement for consideration and its registration with the Internal Revenue Service; - copy of hospitality contract in the case of accommodation at a university or religious college; - copy of the rental contract concluded abroad, in cases of participation in international mobility programmes. <p>THE 10-MONTH DURATION OF THE CONTRACT MUST FALL WITHIN THE PERIOD 01 OCTOBER 2023 - 30 SEPTEMBER 2024.</p> <p>Attention: off-site status will be subject to both targeted and spot checks</p>
<p>Student Commuter</p>	<p>Resides in municipalities/locations distant from the course venue attended within distances of between 40 and 80 km and/or has a travel time (by public transport) of between 40 and 80 minutes.</p>
<p>On-site student</p>	<p>Resides in municipalities/towns less than 40 km away from the course venue attended and/or has a travel time of less than 40 minutes (by public transport);</p>

For the identification of off-site, commuter and on-site status, the student must strictly adhere to the **table of geographical distances** published by the university (<https://www.unipd.it/borse-studio-alloggi>).

The tables are not currently available for the **Adria location**, for which the student will self-certify the fulfilment of the above conditions, bearing in mind that the travel time must be calculated using the time officially declared





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by the public transport companies for the connection between the municipality of residence and the municipality where the course is held.

Students self-certify their status by applying the tables above.

In the event that ESU finds discrepancies between what has been declared and what has been verified during the assessment, including on the basis of the documentation submitted by the student, ESU may proceed ex officio to change the status, notifying the student accordingly.

Esu will check the student's actual condition and, if the self-certification is found to be untrue, may proceed to the immediate revocation of the benefits granted and the application of any legal sanctions.

Exclusively for the Accommodation Competition:

- Students with **motor or visual impairments** can participate regardless of status;
- The benefit is granted as a priority to off site students;
- At the time of entry into residence, students must be **enrolled or enrolling** for the A.A. 2023/24.

ENROLLED/ENROLLING STUDENTS

Students enrolled/enrolling for the A.Y. 2023/2024 (in good standing with the payment of the Regional DSU Fee of Euro 184.00 made through the MyPay online procedure (link <https://www.esu.pd.it/it/Pagine/pagamenti-elettronici.aspx>) for the following courses may participate in the accommodation and scholarship competition:

- ordinamental/experimental first-level courses activated pursuant to Ministerial Decree 8.10.2003 prot. no. 629/AFAM/2003, at the Conservatories for seven semesters (seven years for those enrolled on a part-time basis), with reference to the year of first enrolment; accommodation is granted for a further semester;
- ordinamental/experimental second-level courses activated pursuant to Ministerial Decree 8.01.2004 prot. no. 1/AFAM/2004, at the Conservatories for five semesters (five years for those enrolled on a part-time basis), with reference to the year of first enrolment; accommodation is granted for a further semester;
- three-year degree courses of the Higher Schools for Linguistic Mediators in Vicenza (Belluno and Vicenza sites), CIELS in Padova (Milano, Padova, Roma sites), activated pursuant to Ministerial Decree no. 509/99 - Ministerial Decree 12/03/2010- DD. Dip. Form. Sup and Research Prot. 1966/2016 and 1059/2018) for a period of seven semesters starting from the year of first enrolment; the housing service is granted for a further semester;
- to Master's degree courses at the CIELS Advanced School for Linguistic Mediators, Padova campus, activated pursuant to Ministerial Decree no. 243/2020, for a period of five semesters starting from the year of first enrolment; accommodation is granted for a further semester.

UNDERGRADUATE STUDENTS

Conservatoire students graduating from a Three-year degree course within the last graduation session of the AA 2022/2023 and enrolling in the first year of the Two-year degree course in the AA 2023/2024, must complete the online application as students enrolling in the first year of the Two-year degree course, specifying the expected date of graduation from the Three-year degree course/ Higher Degree Course.

The application for the scholarship will remain frozen in 'suspended status' until the qualification is obtained and enrolment in the two-year course is finalised.

It is the student's responsibility to communicate by opening the ticket <https://myesupd.dirittoallostudio.it> > Student Desk > Scholarship Competition (Non-UNIPD Students), that the qualification has been obtained in order to terminate the suspension.



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The **application for accommodation** is not suspended, but the undergraduate student must have, in addition to the income requirement, a merit requirement of 150 credits acquired by 10.08.2023.

If graduating students are unable to obtain their degree by the stated date, they must report this as soon as possible. Those who are enrolled in the first year out of course will enjoy accommodation for the entire period of allocation at the "eligible" rate; if, on the other hand, the student is in the second year out of course, he/she will incur the revocation of the place and will have to pay the service at the "ineligible" rate for the period of occupation of the accommodation.

STUDENTS WITH COURSE CHANGES AND/OR TRANSFERS FROM OTHER INSTITUTIONS

Students already enrolled in the Italian university system in previous academic years who make a change of course within the same institution or a transfer from another institution may NOT apply as a first year, but must apply as a subsequent year, regardless of the course year in which they are enrolled by the incoming institutions.

A change of course within the same institution or a transfer from another institution does not amount to a career break. Therefore, following a transfer, the year of first enrolment will be considered to be that of the previous course and no application may be submitted as a first year.

The Accommodation Application can only be assessed when the student is in possession of the credit recognition resolution issued by the competent Commission of the Institution in which he/she is enrolling; until then the student will be "Suspended" without the possibility of receiving an accommodation assignment. Eligibility for accommodation will be assessed taking into consideration the year of enrolment and the credits decided by the aforementioned Commission and the allocation, in the event of eligibility, will only be possible if there are residual places. As this decision does not replace enrolment in the University, the student will be required to report enrolment when formalised.

Interested parties must report their particular situation (transfer, change of course) and their enrolment by opening a ticket from the portal <https://myesupd.dirittoallostudio.it> > Student Desk > Scholarship Competition (Non-UNIPD students)

STUDENTS ENROLLED WITH A SHORTENED CAREER

A student enrolled with a shortened career must report this in good time with a ticket in their personal area <https://myesupd.dirittoallostudio.it> > right to study.

In the first year of enrolment with a shortened career, the student participates in the competition as a first-year enrollee, regardless of the year of enrolment awarded by the committee, which assesses the student's career and decides which examinations to recognise and which year to enrol him/her.

From the following year, at **least 55 CFUs must be obtained in the period between 10/08/2022 and 10/08/2023.**

STUDENTS WHO HAVE WITHDRAWN FROM STUDIES

In the case of **withdrawal from studies**, enrolments for the completed career are not counted, provided that the student has not received a grant during the previous career or, if received, has renounced it and has returned the benefit at the time of submitting the application for this competition.

A discontinuation of studies, which may have occurred during a three-year degree course, does not affect the career of a master's degree (two-year degree).

Any educational credits acquired in the career that has been waived may not be counted for merit purposes in the new course of study.



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DUAL ENROLMENT STUDENTS

Students enrolled at the same time in two or more degree courses at any university institution in Italy must indicate this by accessing the SIMULTANEOUS ENROLLMENT area of their Student Desk. In the event that the above-mentioned students are included in the ranking lists of scholarship beneficiaries of both ESU and the university attended, **they must opt**, giving notification **within 7 days of the date of publication of the definitive rankings**, for one or the other benefit by opening a ticket from the portal <https://myesupd.dirittoallostudio.it> > Sportello studente > Concorso Borsa di Studio (Studenti non UNIPD). If the student does not opt for one of the two scholarships by the deadline indicated, he/she will not receive the increase in the amount of the scholarship provided for in this notice.

1.2 - INCOMPATIBILITIES AND EXCLUSIONS

INCOMPATIBILITY

The regional grant may not be cumulated, for the same academic year, with other grants with a similar purpose of maintenance, for whatever reason awarded.

EXCLUSIONS

Students who are excluded from the allocation of accommodation and the grant are those who

- do not complete and confirm the online application by the deadline and in the prescribed manner;
- have not paid the Regional Fee for the Right to University Studies (**€184.00**) by the deadline indicated (date of enrolment at the Institution or deadline for completing online applications);
- they are not in possession of a Dichiarazione Sostitutiva Unica (DSU) - ISEE attestation c/o INPS or authorised CAF/Patronato/Professionista or ISEE Parificato Universitario anno 2023 issued by the CAF convenzionato CIA (caf-iseeunipd@ciapadova.it) within the deadlines set out in the Call for applications;
- enrol for the second time in the same course level;
- have already obtained a diploma or degree at the same level as the one for which they are applying for benefits;
- in previous academic years they have had their scholarship or place of accommodation revoked without repayment of the corresponding financial compensation for the service they have enjoyed or for whom revocation proceedings are in progress;
- have been allocated ESU accommodation for the 2022/2023 academic year and have not paid their tuition fees or owed ESU in previous academic years;
- they have renounced their studies in previous academic years, having benefited from reduced-rate accommodation in the course year in which the renouncement took place (for the housing competition only) without refund of the corresponding amount of the service enjoyed;
- incurred the penalties provided for by the law as a result of the checks carried out on the self-declarations.

1.3 - WHO IS A RECIPIENT OF BENEFITS

For the purposes of eligibility for accommodation and scholarships, the requirements are as follows:

First year enrollees	ECONOMIC REQUIREMENTS ONLY (from ISEE/ISEE Parificato 2023 certificate for the Right to University Studies)
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Enrolled subsequent years	MERIT REQUIREMENTS (<i>as at 10.08.2023</i>) AND ECONOMIC REQUIREMENTS (<i>from ISEE/ISEE Parificato 2023 for the Right to University Studies</i>)
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1.3.1 - ECONOMIC REQUIREMENTS

The economic requirements result from the Isee / Isee Parificato certificate for the year 2023 requested and issued for "subsidised benefits for the Right to University Studies".

In order to obtain the Isee/Isee Parificato 2023 certificate for subsidised benefits for the Right to University Studies, it is necessary to contact a CAF or an authorised professional or through the INPS website, after having filled in the Dichiarazione Sostitutiva Unica (DSU) made by the student to the CAF, professional or INPS and necessary to determine the economic situation of the student's family unit requesting the benefit.

The maximum income indicators set for the 2023/2024 academic year in order to participate in the Call for Entries are as follows and **BOTH values must be respected**

ISEE Equivalent Economic Situation Indicator (for DSU benefits) -> ISEU	26,306.25 Euro
ISPE Equivalent Financial Situation Indicator (ISP/equivalence scale) -> ISPEU	40,031.27 Euro

It is recommended to provide for the presentation of the Dichiarazione Sostitutiva Unica (DSU) and of the documents necessary for the processing of the ordinary/parified ISEE in good time by contacting the CAF - Centri di Assistenza Fiscale (Tax Assistance Centres) in time for the processing of the certificates, remembering that CAFs are not liable for any delays in the issue of certificates.

The DSU/ISEE data entered by the student in the Form will be checked with INPS, for validation purposes.

For details on ISEE see Annex 3, an integral and essential part of this notice.

Foreign students or Italian students resident abroad are advised to request the ISEEU/ISPEU Parificato universitario from the CAF conventioned CIA (email: caf-iseeunipd@ciapadova.it) well in advance in order to obtain the ISEEU/ISPEU by the deadline for submitting the online application.

Only exceptionally, for **non-EU international students enrolling in a first year course**, it will be possible to integrate the application for participation in the Competition Notice - already submitted - with the transmission of the ISEE Parificato by **30.11.2023** (see attachment 4) with the warning that the application integrated in the income data after the closing date and by 30.11.2023 will be evaluated only after the integration has taken place and the possible allocation of a place in the event of eligibility will take place within the limits of the remaining availability of the place reserve for non-EU students following the shortlisting already carried out.

WARNING:

For the sole purpose of ascertaining eligibility for the study grant, students who have already received a study grant in the year 2021 must compulsorily inform the CAF when processing the DSU for the issue of the 2023 Isee Certificate and must compulsorily enter the amount of the study grant, as indicated in the DSU, in the "INCOME DATA COMPLETEMENT" area of the application for benefit.

The declared grant amount will not be taken into account for the purpose of calculating the ISEE for the DSU but will be deducted from the ISEE figure for the purpose of verifying eligibility for the benefit.

Only students transferred from another Institution, not belonging to ESU of Padova, or those enrolled in the first year of the two-year course at the Conservatoires, if they graduated in different venues, must produce suitable documentation (Single Certification) indicating the amount of any scholarship received in the year 2021 at their institution of origin.

Students must report their situation by means of a ticket at <https://myesupd.dirittoallostudio.it> > Student Desk and upload their documentation in the "UPLOAD DOCUMENTS" area of the Student Desk.



1.3.2 - MERIT REQUIREMENTS

1.3.2.1 - STUDENTS ENROLLED IN THE FIRST YEAR

For students enrolled in the first year of three-year courses in the A.Y. 2023/2024, the right to inclusion in the eligibility lists is determined solely by the economic condition requirement.

For the scholarship, the merit requirement is assessed ex-post, taking into account the credits accrued during the academic year in question.

The grant is paid out in 2 instalments, the second of which is conditional on the achievement, **by 10.08.2024, of at least 20 credits (10 credits if enrolled part-time)**, with no recognition from previous careers.

This provision **does not apply to students with disabilities between 66% and 100% and/or with a recognised disability pursuant to Article 3, paragraph 1 of Law no. 104/1992** (see Annex no. 2).

*In all cases, if the above-mentioned students do not achieve 20 credits by **30 November 2024**, they will have to return the full amount of the scholarship and pay the amount equivalent to the value of the service actually enjoyed at an eligible rate.*

1.3.2.2 - STUDENTS ENROLLED IN SUBSEQUENT YEARS

In order to determine eligibility for inclusion in the eligibility lists, the merit requirements are defined as follows:

- for students of the three-year degree courses (I level) of the Conservatoires and the degree courses of the Higher Schools for Linguistic Mediators and CIELS, overcoming **10.08.2023**:

Level I (three years) Year of enrolment	No. Credits	No. Credits Partial Time
Second year	25 credits	12 credits
Third year	80 credits	25 credits
Last semester	135 credits	60 credits
5th three-year period (T.P. only)	---	80 credits
VI three-year period (T.P. only)	---	110 credits
VII three-year period (T.P.)	---	135 credits

- for students of the Conservatoires' 2nd level courses (two-year courses), overcoming on **10.08.2023** of:

Level II (two-year) Year of enrolment	No. Credits	No. Credits Partial Time
Second year	30 credits	15 credits
Third year	80 credits	30 credits
4th year (T.P. only)	---	60 credits
5th year (T.P. only)	---	80 credits

Credits are only valid if they are recognised for the course of study for which students apply, even if different from the previous year.





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Validated credits from training activities carried out outside the institution to which the student belongs (vocational training courses, seminars, internships, etc.) and validated credits from previous completed courses of study (e.g. Single Courses) do not count towards the determination of merit for the purposes of eligibility for accommodation and scholarships.

The merit requirements for access to benefits for students enrolled in the second year also include the fulfilment of any educational obligations (**OFAs**), where stipulated at the time of admission to the courses.

Possible eligibility for the competitions is, therefore, also conditional on passing these OFAs within the terms provided for by the regulations of one's own institution.

It is the student's responsibility to **ensure that all credits obtained by 10 August 2023 have been registered** by the relevant teaching secretariats.

Any **checks on the credits** obtained must be carried out by the interested parties by contacting the competent **Teaching Secretariat** of the respective Conservatoire or Higher School and the relevant data must be aligned **by 10.10.2023**.

For **students with disabilities there** are special criteria for determining merit and income (see Point 5 - *Students with disabilities*)

1.3.3 - BONUS CREDITS

Students enrolled in the years following the first year may use a bonus in addition to the credits they have actually earned in order to meet the merit requirements.

ATTENTION: the bonus makes it possible to meet the merit requirements and be considered eligible, but the merit coefficient (see point 2.3.1 below) is calculated considering the credits actually acquired by the student (without the bonus).

This bonus can only be used once in the entire course of study and is of different value depending on when it is applied, as shown below.

Year since registration	Bonus
Second year	5 bonus credits
Third year	12 bonus credits
Last semester/major	15 bonus credits

If the bonus is not used in full, the surplus quota may be used in subsequent years. The unused portion of the bonus for the Bachelor's degree may also be used in one of the years of the Master's degree.

For students lacking CFUs (university credits) to reach the merit threshold for eligibility for the benefit, the application of the bonus is automatic on the part of the Office (without prior request from the student).

Students enrolled in years subsequent to the first year of a Master's degree who have obtained a Bachelor's degree at another university **must communicate** any bonus used in the Bachelor's degree course as well as the university of previous attendance by means of a ticket at <https://myesupd.dirittoallostudio.it> > Student Desk after completing the application form.

The **bonus does not apply to the fulfilment of merit requirements by students enrolled part-time**.

In addition, it does not apply to students enrolled in second-level degree courses (two-year courses) from the old system (higher courses).

1.3.4 - SCHOLARSHIP FUNDING

The funds earmarked for the disbursement of regional scholarships for A.Y. 2023/2024 are derived from:

- a. revenue from the Regional Tax (TR) for the Right to University Studies (DSU);



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- b. by the share of the State Supplementary Fund specifically established pursuant to Legislative Decree No. 68/2012 and the Prime Ministerial Decree of 9 April 2001;
- c. from the Veneto Region's own resources pursuant to Legislative Decree No. 68/2012;
- d. European Union funding - Next Generation EU

The resources from the proceeds of the TR for the DSU, the Supplementary Fund and additional regional resources are allocated using the following criteria:

- a. **30% to students enrolled for the first time in the first year of bachelor and master/master degree courses**, of which only 5% as a maximum limit, reserved for non-EU students enrolled for the first time in the first year of bachelor degree courses;
- b. **70% to students enrolled in years following the first year of all courses.**

1.3.5 - SCHOLARSHIP AMOUNTS AND PAYMENT METHODS

The amount of the scholarship is equal to:

Student status	Maximum amount	Minimum amount
Off-campus students	€ 6.656,52	€ 3.328,26
Commuter students	€ 3.889,99	€ 1.944,99
On-site students	€ 2.682,77	€ 1.341,38

For students enrolled on a **part-time basis**, the amount of the grant is paid entirely in cash and is equal to

Student status	Maximum amount	Minimum amount
Off-campus students	€ 3.328,26	€ 1.664,13
Commuter students	€ 1.944,99	€ 972,49
On-site students	€ 1.341,38	€ 670,69

The grant is paid in full to students with ISEE less than or equal to Euro. 17.537,50.

In order to help economically disadvantaged students, students with an ISEE less than or equal to **€ 13,153.12 are granted a 15% increase in the amount of the grant.**

For ISEE between **€ 17,537.50** and **€ 26,306.25**, the grant is reduced proportionally up to the minimum amount indicated in the table.

The amount of the grant is increased by 20% for **students enrolled in several courses at the same time** (Art. 6, section 3, Ministerial Decree no. 1320/2021).

For the purposes of increasing the amount of the grant, the student must maintain the merit requirements for eligibility for the grant on both courses on which he or she is enrolled.

For eligibility for the increased benefit, in the case of enrolment in years subsequent to the first, the merit requirement is not attainable with the use of bonuses.

The above 15% and 20% increments are not cumulative.

The first allocation of scholarships will be paid:



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- in a single instalment by 31.12.2023 for those enrolled in the higher courses of the Conservatories of Music, in the following years of the I and II level courses of the Conservatories of Music and in the following years of the three-year and five-year degree courses of the Higher Schools for Linguistic Mediators and CIELS;
- in two instalments for those enrolled in the first year of the I and II level courses of the Music Conservatories and the three-year and master's courses of the Schools for Linguistic Mediators and CIELS:
 - 1st instalment, 50% of the grant by 31.12.2023
 - 2nd instalment, 50% of the grant after verification that the 20 credits have been passed by 10.08.2024.

Scholarship recipients enrolled in the first year (three-year and master's degree courses) of the Scuola Superiore and the three-year and two-year courses of the Conservatories for the A.A. 2023/2024, who will not achieve **20 credits** by 10.08.2024 and will achieve them by **30.11.2024** (**10 credits** if enrolled on a part-time basis) will **only** keep the first instalment of the scholarship.

Appropriate communication will be sent to each student beneficiary regarding the timing and method of disbursement of the amounts due.

Grants after the first allocation will depend on the availability of additional resources provided by the Veneto Region and the MUR.

Those participating in **international mobility programmes** retain their original regional grant (out-of-country/off-campus/off-campus grant) in all cases without the possibility of increasing it.

If part of the grant is paid in services, the amounts are determined as follows:

Type of withholding	Amount in Euro
Accommodation only (if ESU)	€ 1.600,00
Food only (one meal per day)	
Away student	€ 760,00
commuter student	€ 540,00
Board (one meal per day) + accommodation	€ 2.360,00

These amounts will be deducted in full from the amount of the first instalment of the grant due.

Any scholarship student awarded accommodation whose tuition fees are less than the amount deducted will be reimbursed the difference due on the IBAN indicated in the application or in the dedicated area.

If the scholarship student assigned accommodation, whose tuition fee is higher than the deduction made, the student shall pay the difference in accordance with the deadlines and procedures specified in the General Regulations of University Residences.

See Annex 1, an integral and essential part of this notice, for details of fees and payment methods.

A student who obtains a degree within the timeframe envisaged by his or her educational system will receive a scholarship supplement equal to half of that obtained in the last year of the course, subject to available resources following the payment of all scholarship-eligible students enrolled in the academic year in question. For **students enrolled** in the last semester of their degree courses, the amount of the grant and deductions will be allocated at 50% of their value.

PLEASE NOTE: with regard to the part of the **grant paid in services**, it is **not possible to ask for its payment in cash even if the service itself is not used.**





1.3.6 - WITHDRAWAL OF THE GRANT

The loss of eligibility for the scholarship entails the revocation and return of the sums received and the obligation to pay for the DSU services enjoyed i.e. the full amount of the scholarship, the amount of the Regional DSU Fee reimbursed, the amount for accommodation services (at the eligible accommodation rate) and catering services (at the B rate) actually enjoyed.

- **Scholarship recipients enrolled in the first year** (three-year and master's degree courses) of the Scuola Superiore and the three-year and two-year courses of the Conservatories for the A.Y. 2023/2024 who do not achieve **20 credits** by **30.11.2024** (**10 credits** if enrolled on a part-time basis) will have their scholarships **definitively revoked with the consequent obligation to repay the amounts indicated above**.
Esu, in exceptional and documented cases, notified to the Veneto Region, may postpone the deadline for achieving the minimum levels of merit required to avoid revocation by no more than three months.
- **Scholarship recipients enrolled in subsequent years** do not have their scholarships withdrawn for merit reasons.
- **All students receiving a grant** who have applied to withdraw their studies or to transfer to another Conservatoire/School of Higher Education/Academic Institution, not belonging to this Company, during the 2023/2024 academic year or in any case by 30 September 2024, regardless of the number of credits achieved, incur in the revocation of the grant.
Those who renounce their studies and wish to compete again for the grant in a possible future career at the same level as the one they have renounced, must send an explicit request to renounce the benefit by ticket to <https://myesupd.dirittoallostudio.it> > Student Desk, in order to return the grant received (including service fees enjoyed and Regional Tax).
- Scholarships are revoked for students with accrued and unsettled debts to the company.
- Students who make false declarations or have made false declarations in previous years have their grants revoked. They will be excluded from receiving benefits for the duration of their studies.

1.4 - COMPETITION ACCOMMODATION PLACES AND RESERVES

For the academic year 2023/2024, ESU is offering a competition for 20 beds, subject to unforeseeable situations, in its accommodation facilities listed in Annex 1, an integral and essential part of this notice.

When completing the application, residences must be indicated in order of **preference**, but the **allocation of accommodation is not bound by the preference expressed**.

However, it is not possible to express a preference for a single or double room.

1.4.1 - ALLOCATION AND RESERVATION OF BEDS

The beds put up for competition are distributed on a percentage basis and reserved according to the student's origin and year of enrolment as follows:

Registration	Percentage	
Subsequent years	70%	
Early years	30%	80% students from EU countries
		20% students from non-EU countries



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PLEASE NOTE: students enrolled on a PARTIAL-TIME basis on degree courses, master's degree courses and single-cycle master's degree courses may access the housing service once the list of eligible students has been exhausted, at the "ineligible" rate.

1.4.2 - FEES CHARGED AND METHOD OF PAYMENT

The tariffs applied to participants in the competition are identified in Annex 4, an integral and essential part of this provision, and applied according to the following criteria:

Full fare:

- Students **away from home benefiting from a regional grant for whom the** accommodation deduction has been made from the regional grant;
- Scholarship students from autonomous provinces, regions, public bodies/institutions;
- Off-campus students eligible for the housing competition and who did not apply for a scholarship;

Reduced Fare:

- **Out-of-country** students **eligible for a regional grant but not beneficiaries due to lack of funds.**

Suitable commuter rate:

- **Commuter students who** meet the eligibility requirements. They may only be allocated after the ranking lists of out-of-state students have been exhausted, on any available places.

Tariff Not Suitable:

- Students admitted to the ranking list and assignees who subsequently lost the eligibility requirements.

To the Full, Reduced, Commuter Eligible and Non Eligible fares, the surcharge as per the table included in Annex 1, an integral and essential part of this notice, must be added.

Rates include utilities and the use of accessory services in the residences, e.g. internet connection, air conditioning (where present), concierge service, etc.

Any interruption of these services does not entitle the customer to refunds or reductions in fees.

WARNING:

The Plan for the implementation of the Right to University Studies (DSU) for A.Y. 2023/2024 approved by Dgr 863 of 11 July 2023 envisages that students who are beneficiaries of a regional scholarship, **off-site**, and assignees of accommodation will have € 1,600.00 deducted from their scholarship (reduced by 50% for students enrolled in the last semester) to pay their accommodation fees.

For the scholarship student assigned accommodation, whose tuition due is less than the deduction made, a refund of the difference due will be made to the IBAN indicated in the application or in the dedicated area. Refunds will be made ex officio within 90 days of the end of the assignment and regular check out.

In the case of a scholarship student who has been allocated accommodation and whose tuition fee is higher than the amount withheld, the student shall pay the difference in accordance with the deadlines and procedures specified in the General Regulations for University Residences.

See Annex 1, an integral and essential part of this notice, for details of fees and payment methods.



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2 - HOW TO COMPETE

2.1 - ONLINE COMPETITION APPLICATION

The application must be completed exclusively by accessing the ESU of Padova online services from the institutional portal <https://myesupd.dirittoallostudio.it> and includes the following steps:

- 1) **ACCESS:** 'LOGIN with MyID, SPID or CIE';

Italian students and foreign students in possession of an Italian identity card and residence permit are required to log in with SPID or CIE.

International students, not in possession of a valid Italian identity document, and not in possession of a tax code cannot log in with SPID. The above-mentioned students must proceed with ACCREDITATION by using the username and password of the person concerned and uploading a valid Passport, compulsorily in PDF format. This access allows the opening of "Esu Padova - Student Desk" from which it is possible to activate all areas of interest.

- 2) **COMPILING THE APPLICATION** from the student counter in the "STUDENT STUDENT STUDY GRANT/SSML APPLICATION" area; The student may modify/complete his/her application (e.g. status, personal details, income data...) **no later than the application deadline;**

- 3) **CONFIRMATION:** The application for participation in the competition is completed by CONFIRMATION by the closing date and time indicated in the notice.

The ESU online services information system guarantees receipt of the application by the deadline, assigning a protocol number which the student can download 24 hours after CONFIRMATION from the area **RECEIVED APPLICATIONS 2023/2024** in the Student Desk home page.

ATTENTION: The application protocol number will be used for the publication of the scholarship ranking list.

- 4) **APPLICATION INTEGRATION: once** the application has been CONFIRMED, the student **MUST ENTER** the "INCOME DATA COMPLETEMENT" area, where he/she must enter the economic data taken from the **ISEE 2023 or ISEE Parificato universitario 2023 certificate** relating to subsidised benefits for the Right to University Study.

- a. Students resident in Italy must enter the identification data of the ISEE Attestation (INPS protocol number and date of issue) and the ISR, ISP and ISE values resulting from the ISEE Attestation.
- b. foreign or Italian students resident abroad must enter the date of issue and the ISPEU and ISEEU values resulting from the ISEE Parificato 2023 Certificate.

The "INCOME DATA COMPLETEMENT" area remains active even after the application deadline. The student may therefore complete the data relating to ISEE even after the application deadline, provided that the DSU has been submitted by the application deadline and the relative data has been reported in the "RICHIESTA ALLOGGIO STUDENTI UNIVERSITÀ PADOVA".

WARNING:

- it is the student's responsibility to verify the correctness and completeness of all data entered
- Failure to indicate or incorrectly indicate the protocol number of the ISEE Certificate on the Form and/or failure to complete the aforementioned area determines NON-ELIGIBILITY for the Competition.

Only for students enrolled at the same time in two or more degree courses at any university institution in Italy: dual enrolment must be reported by accessing the "**SIMULTANEOUS ENROLLMENT**" area.



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- 5) **UPLOAD DOCUMENTS** in the "UPLOAD DOCUMENTS" section, where you must enter any required documents (e.g. a copy of the rental contract/subrogation/extension contract and registration with the Agenzia delle Entrate, a copy of the accommodation contract in the case of accommodation at a university or religious college, a copy of the rental contract stipulated abroad in the case of participation in mobility programmes, ISEE Parificato certificate, etc.)

All communications relating to the Accommodation Competition and allocations will be sent to the student by e-mail and/or ticket to the address indicated in the application. It is the student's responsibility to check all communication channels, including the e-mail spam folder.

The data entered in the application are declared in accordance with Presidential Decree 445/2000 for which the declarants are responsible for their truthfulness. By submitting the application online to the Portal (<https://myesupd.dirittoallostudio.it>), in the manner set out in the Competition Notice - either with access via SPID or with credentials issued by ESU - the accommodation application is considered digitally signed.

All information about the online application is available at the Student Desk <https://myesupd.dirittoallostudio.it>.

Applications submitted after the deadline will not be admitted to the competition.

2.2 - VERIFICATION OF REQUIREMENTS

The credits earned by each student are transmitted telematically by the secretariats of the AFAM Institutions. It will be the student's responsibility to ensure that all credits obtained by 10 August 2023 have been registered.

Verification of the income requirement for students resident in Italy will be done by accessing the INPS database.

It is the student's responsibility to verify the correctness and completeness of all data entered.

In the event of incorrect entry of the ISEE protocol number, discrepancies in the ISEE presented or other errors that render the ISEE irregular, the student will be considered "ineligible" due to the absence of the income requirement.

2.3 - RANKINGS

2.3.1 DETERMINATION OF RANKINGS

The ranking lists of potential beneficiaries are as follows:

- For those enrolled in the first year of the first and second level courses of the Conservatoires and the three-year courses of the Higher Schools for Linguistic Mediators and CIELS as well as the two-year second cycle courses of the CIELS of Padova, on the basis of the increasing Equivalent Economic Situation Indicator (ISEE).
- For those enrolled in years subsequent to the first year of the Conservatoires' and CIELS' Advanced Schools for Linguistic Mediators' courses, on the basis of merit:

$$c = \frac{n^{\circ} \text{ crediti studente} - \text{soglia minima}}{\text{soglia massima} - \text{soglia minima}}$$

In the event of a tie, economic values (ISEE) will be taken into account in ascending order to determine the position in the ranking list.

- **Non-EU international students enrolled in first years**, based on:
 - ISEE Parificato universitario crescente;
 - Increasing age at equal ISEE Parificato universitario.

2.3.2 PUBLICATION OF SCHOLARSHIP COMPETITION RANKINGS

There are **three different rankings for the Scholarships**:



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- Students with EU citizenship enrolled in the first year of all courses and non-EU students enrolled in the first year of the two-year course;
- Students with non-EU citizenship enrolled in the first year of three-year degree courses;
- Students enrolled in Music Conservatories and Higher Schools of Language Mediation, in the second and subsequent years of all degree courses;

The rankings will be published on the portal <https://myesupd.dirittoallostudio.it> > **Online Services**, which can be consulted using one's credentials (username and password) at the Student Desk:

- **provisional rankings** by **19 October 2023**: interested parties may make their observations on the suitability/status assessment and report any errors using the appeals area by **30 October 2023**.
- **final rankings of those** eligible for the regional scholarship by **14 November 2023**.
The final rankings will also be published on the institutional website in anonymised form (application protocol number).

In the final ranking, students' positions will be matched to the following outcomes:

1. **Beneficiary**: students meet the requirements of the call for applications and are first-time grant winners;
2. **Eligible**: students who meet the requirements set out in the call for applications but were not awarded a grant in the first assignment due to a lack of funds; they may be awarded a grant in subsequent assignments;
3. **Suspended**: students who do not meet the requirements due to the following reasons:
 - a. bursary applicants as first-year undergraduate students awaiting a bachelor's degree in the last sessions of the AA 22/23;
 - b. students who have applied for validation (for change of course or transfer from another university) and for whom the universities are unable to proceed with a validation decision by the date of publication of the final rankings;
4. **Ineligible**: students do not meet the requirements set out in the notice or have not rectified through appeal the material errors in the application, which they discovered following the publication of the provisional ranking list.

Eligibility for the scholarship does not guarantee payment of the benefit, which depends on the available financial resources.

The position in the final ranking determines the priority of the scholarship award.

REIMBURSEMENT OF REGIONAL TAX

Students who are eligible or beneficiaries in the final ranking list for the study grant are entitled to full reimbursement of the regional tax for the right to study amounting to €184.00 paid at the time of enrolment at their institution of reference.

Reimbursement is made ex officio with the following deadlines:

- students enrolled in subsequent years of bachelor and master degrees by January 2024;
- students enrolled in the first year of their Bachelor's and Master's degree, following the disbursement of the second grant instalment.

2.3.3 PUBLICATION OF RANKING LISTS IN THE HOUSING COMPETITION

For the housing competition there will be a single ranking list taking into account the division of places indicated in 1.4.1 above

The ranking positions of students eligible for the competition and those allocated a place will be visible from **15 September 2023 in the** personal area <https://myesupd.dirittoallostudio.it> > **Online Services**, which can be consulted using their credentials (SPID or username and password) at the Student Desk.



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The positions in the ranking list will be updated on the basis of periodic assignments made if there are any renunciations to allow the ranking list to be adjusted.

Accommodation places will be allocated to students already enrolled/registered for A.Y. 2023/2024 and to enrolling students who will have to prove regular enrolment **by 31 January 2024**.

2.4 - ALLOCATION AND ACCEPTANCE OF ACCOMMODATION

A total of 20 beds are reserved in the ESU residences listed in Point 10 for students off-site and commuter students enrolled in the Adria, Castelfranco Veneto, Padova, Rovigo and Vicenza Conservatoires of Music, the Vicenza High School for Linguistic Mediators (including the Belluno campus) and the Padova High School for Linguistic Mediators-CIELS.

The benefit is granted as a priority to off-site students meeting the appropriate merit and income requirements.

2.4.1 - SUBMITTING AN OFFER

The allocation of accommodation to the successful students in the competition will be made on **15.09.2023**. Confirmation of the assigned place is conditional upon payment of the deposit (**euro 380.00**) by **19.09.2023**. Any subsequent allocations will be made from the following week, with the places made available after the previous allocation.

Due to unforeseen needs, the indicated allocation date may change. Notice will be given on the institutional website.

Once **the payment deadline has expired** without the student having paid the deposit, the student **forfeits the assignment** and the place is returned to availability for subsequent assignments.

The deposit will be converted into a **security deposit once you** take possession of the bed.

For details on the regulation of the deposit, see Annex 1, an integral and essential part of this notice.

The student who has taken possession of the accommodation is required to comply with the General Regulations for University Residences, published on the institutional website.

2.4.2 - ACCESS IN RESIDENCE

Students who were successful in the competition and assigned a bed will be able to access the residences from **26.09.2023**.

Before entering the residency, allottees will receive a link to a video presentation and information on residency services.

PLEASE NOTE: it will only be possible to check in at the residences during the opening hours of the porters' lounges which, in some residences, will not be open 24 hours a day (See Annex 1, an integral and essential part of this notice).

Allottees must show their identification document when entering the residence.

By signing the room key collection form, the assignee accepts the room and the General Regulations of the University Residences.

Students will have access to the Residences until 10 a.m. on 26/07/2024.

Students who plan not to arrive on **26.09.2023** are required to notify their arrival date by opening a ticket in the portal <https://myesupd.residenze.it> > Residence > General Information by the same day.

2.5 - FIRE SAFETY MANAGEMENT SUPPORT ACTIVITIES

Interested students will be able to give their availability to support the concierge and the residence manager with regard to fire alarm management.

Up to 5 students per residence will be selected. The selected students will have to participate in an 8-hour medium-risk fire-fighting training course, to be held in person and with the issue of a certificate after passing a final test. The certificate must be obtained by 15 November 2023. The course will be organised by Esu di Padova and there will be no charge for the students.



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Selected students will be required to attend the course on pain of exclusion from the fire-fighting support activity.

Students will be selected by the Residencies Department in an unquestionable manner on the basis of certain requirements such as:

- Excellent knowledge of the Italian language;
- Non-participation in international mobility programmes, off-site placements or other activities involving the renunciation of accommodation during the year or prolonged absence (excluding holidays);
- Not expected to graduate by 26/07/2024.

Selected students will enjoy a 10% discount on the annual cost of their place.

Students will be able to apply by filling in the form via the link that will be sent with the assignment confirmation.

The selection will be made by 30 September 2023 and interested parties will be notified.

2.6 - UNSUCCESSFUL APPLICANTS - 'APPLICATION FOR A NON-COMPETITION PLACE

Once the allocations of students eligible for the AFAM Student Accommodation Competition and the Unipd Student Accommodation Competition are exhausted, the rankings lapse for all purposes. Any remaining lodgings may be assigned to students who submit an application in the appropriate **form (area "Application for non-competition place")** at the Student Desk according to the procedures that will be published on the website after 1 December 2023. These students, if assigned, will be charged the **"Not Eligible" rate**.

3 - OTHER INFORMATION

3.1 - DECLARATIONS: CORRECTIONS, CHECKS AND PENALTIES (ART. 71 DPR 445/2000)

The student applies for the benefit by providing information on financial, personal and merit conditions by means of self-certification pursuant to Presidential Decree no. 445/2000.

The student must promptly notify ESU's Office for the Right to Study of any change in the self-certified conditions that occurs after the application for benefits has been submitted and that is relevant to eligibility for the benefits requested.

Esu is obliged to verify the truthfulness of the information self-certified by the student by carrying out both random and targeted checks if reasonable doubts arise as to the truthfulness of the self-certification.

Ex officio checks are carried out annually on at least 20% of those eligible for the benefits applied for and awarded and in carrying out these checks ESU may request appropriate documentation to prove the completeness and truthfulness of the data declared, also in order to correct any material errors.

By way of example but not limited to, for the purposes of verifying the student's status as a non-resident, the student, who has declared himself to be a non-resident, may be asked to provide documentation of the rental contract, the take-over contract or the extension of a contract stipulated in previous years, as well as the registration with the Inland Revenue Office, or a copy of the accommodation contract in the case of accommodation in a university or religious college, or a copy of the rental agreement concluded abroad in the case of participation in mobility programmes, or a copy of the receipt for payment of the rent for the last month of validity of the rental agreement, or for the month of September 2024 in the case of contracts with later expiry dates.



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When checking the economic conditions, ESU may carry out the appropriate investigations also by requesting information from the Public Administrations concerned by carrying out checks on databases (SIATEL, INPS, Agenzia delle Entrate) to verify the truthfulness of the declared family situation.

In addition, it may provide requesting institutions with data on students benefiting from subsidies for the Right to University Studies and, vice versa, request such data for the purposes of the checks to be carried out, as well as provide INPS, the Agenzia delle Entrate and the Guardia di Finanza with lists of students awarded accommodation at reduced or full rates or beneficiaries of scholarships.

Please note that, pursuant to Article 10 OF LEGISLATIVE DECREE NO. 68/2012, anyone who, without being in the conditions established by the relevant laws, takes advantage of the benefits referred to in this call for applications as a result of untrue declarations made by him/herself or his/her relatives, loses the right to obtain all the benefits and/or services provided by ESU, for the duration of the course of study, without prejudice in any case to reporting the matter to the judicial authorities (art. 75 and 76 d.p.r. no. 445/2000) in the event of an offence being committed, and is subject to an administrative penalty consisting of the payment of a sum three times the amount due.

3.2 - INFORMATION ON THE USE OF PERSONAL DATA (GDPR)

Pursuant to Article 13 of the European Regulation 2016/679 (GDPR), the data acquired in self-certification as well as those contained in the requested documentation are intended for all the operations aimed at drawing up the lists and rankings of students for the allocation of university accommodation as per L.R. no. 8/1998.

The provision of data is necessary for participation in the competition; failure to submit it will result in exclusion from the competition.

The data collected may be communicated to other public entities if such communication is necessary for the performance of ESU's institutional functions or to comply with the law.

The processing of personal data will be based on principles of correctness, lawfulness, transparency and protection of the rights of the person concerned.

The processing of data will be carried out in automated and/or manual form, in compliance with the provisions of Article 32 of the GDPR 2016/679 on security measures, by authorised persons and in compliance with the provisions of Article 29 of the GDPR.

The data collected may be used for statistical purposes for the production of studies and research on the right to study or, in any case, for in-depth studies relating to the institutional competences of Esu.

They may also be used to inform students about initiatives and projects carried out by Esu or entities collaborating with Esu.

Data subjects are granted the rights provided for in the Regulation, in particular: access to personal data; rectification/deletion/limitation of processing (Articles 16-17 and 18 of the GDPR); objection and proposal of complaint (pursuant to Article 77 of the GDPR) to the Data Protection Authority.

The data will be kept for the period of time necessary to achieve the purposes for which they are collected and processed, in compliance with the principles of lawfulness and minimisation, in any case for a period not exceeding 10 years. The data will not be transferred outside the territory of the European Union.

The General Information Notice can be found on the website <https://www.esu.pd.it/it/Pagine/privacy.aspx>

The data **controller of the** personal data collected by ESU is ESU of Padova - AZIENDA REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO with head office in via S. Francesco 122 - 35121 Padova (esu@cert.esu.pd.it)

Data Protection Officer (DPO), pursuant to Article 37 of the GDPR, who can be contacted at the following address: dpo@esu.pd.it

3.3 - NORMATIVE REFERENCES

- Right to University Studies



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- Prime Minister's Decree of 9 April 2001 "Uniformity of treatment on the right to university studies", pending the determination by the State of the essential levels of services on the subject of the Right to University Studies and without prejudice to the application of subsequent different provisions on the subject for those enrolling in the 2023/2024 academic year;
- Regional Law No. 8 of 7 April 1998 'Regulations for the implementation of the right to university study';
- D. Legislative Decree No. 68 of 29 March 2012 to the extent applicable;
- Regional Law No. 7 of 22 February 1999;
- Regional Law No. 5 of 28 January 2000 ;
- Regional Council Resolution No. 2668 of 27 July 1999;
- Regional Council Resolution No. 2694 of 4 August 2000;
- Regional Council Resolution No. 3550 of 14 November 2003;
- MUR Decree No. 1320 of 17.12.2021;
- Veneto Regional Council annual resolution no. 863 of 11.07.2023
- Prime Ministerial Decree No. 159/2013
- Presidential Decree No. 445 of 28 December 2000
- DM of 7 November 2014
- INPS Circular No. 171 of 18 December 2014, as amended.
- DL 28 January 2019 No. 4, converted into Law No. 26/2019

For all matters not covered by this notice, please refer to the relevant laws and regulations in force, to the annual Veneto Regional Decree on the Right to Study, and to the General Regulations for Residences.

Administrative Procedure Manager (art. 4 Law no. 241/1990 and subsequent amendments and supplements): Mr. Stefano Pedron

N.B. This notice is also translated into English for dissemination purposes only. For the application and settlement of any disputes and for all legal purposes only the Italian version is valid.

This measure may be challenged before the Regional Administrative Court within 60 days of its publication or, alternatively, appealed to the Head of State within 120 days of its publication.

3.4 - INFORMATION

For information on services and facilities for the right to study, please contact the Right to Study Department, preferring online channels via ticket and telephone.

Appointments must be booked from the ESU personal area - Student Desk.

Right to Study Sector

Via Ospedale Civile no. 19 - Padova

ticket: <https://myesupd.dirittoallostudio.it> > Single Accommodation and Scholarship Competition (Non-UNIPD Students)

telephone: 0497430610 - 0497430611

TELEPHONE RECEPTION HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
MORNING	9,00 - 11,00	9,00 - 11,00	9,00 - 11,00	9,00 - 11,00
AFTERNOON	15,00 - 17,00	15,00 - 17,00	15,00 - 17,00	

Padova, 18th July 2023

The Director
Dr Gabriele Verza



ANNEX 1 - RESIDENCES: OFFER AND MODALITIES OF USE

LIST OF ESU RESIDENCIES IN COMPETITION

Residence	Address	Type (genre)	Reserve places (students with disabilities)
Residence	Address	Type (genre)	Reserve places (students with disabilities)
Agripolis	Viale dell'Università, 12 - Legnaro	mixed	1
Camplus	Via Delù, 8 - Padova	mixed	
Carli	Via Martiri Giuliani Dalmati 25, Padova	mixed	
Ceccarelli	Via Monte Cengio, 19 Padova	mixed	6
Colombo	Via L. Einaudi, 10 Padova	mixed	4
Copernico	Via Tiepolo, 54 Padova	mixed	6
Copernico Villette	Via Tiepolo, 54 Padova	mixed	
Cornaro	Via Curzola, 10 Padova	mixed	
Goito	Via Goito, 70 Padova	mixed	
Nievo	Via C. Moro, 4 Padova	mixed	
Gattamelata	Via Gattamelata, 29	mixed	
Minio	Via Tiziano Minio, 38	mixed	
Rovigo*	Via Vincenzo Chiarugi, 115 - Rovigo	to be defined	
San Raffaele*	Viale Dieci Giugno, 10 - Vicenza	mixed	

Available in Competition only for students with disabilities			
Nord Piovego	Via Venezia 20, Padova	mixed	10

ATTENTION

1) *Students enrolled on a course based in Vicenza or Rovigo will be assigned to the San Raffaele and Rovigo residences, regardless of the preference expressed and subject to availability.

Any assignment in residence in Padova resulting from an incorrect declaration by the student regarding the place of study will result in an ex officio transfer to Vicenza or Rovigo within the limits of availability.

In the event of unforeseen management needs, Esu may remove some residences and/or add additional places for students with disabilities from the competition availability.

2) It will only be possible to check in at the residences during the opening hours of the gatehouses, which are:





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Residence	Concierge opening hours
Ceccarelli - Colombo - Copernico - Copernico Villette - Nord Piovego	24h - 7 days a week
Carli - Cornaro - Goito - Nieve - Gattamelata - San Raffaele	8 am to 3 pm - 7 days a week
Agripolis - Camplus Delù - Rovigo	No concierge service, key collection to be arranged with the Residential Sector by sending ticket
Minio	No concierge service, key collection in Cornaro during concierge opening hours

TARIFFS

Type of accommodation and Monthly Rates

Type of accommodation	Scholarship Eligible (Off site) Reduced fare	Scholar (Offsite) Full fare	Suitable Commuter Full fare	Unsuitable
Single room	68.00 euro	136.00 euro	166.00 euro	260.00 euro
Double room	55.00 euro	110.00 euro	140.00 euro	210.00 euro

For details on the allocation of tariffs see section 1.5.

Monthly surcharges

Residence	Single S (private bathroom)	Single (shared bathroom)	Double
Agripolis		105,00 €	
Camplus Delù			160,00 €
Carli	130,00 €	105,00 €	
Ceccarelli A/B			80,00 €
Ceccarelli C/D/E	130,00 €		- €
Colombo A		80,00 €	80,00 €
Colombo B	160,00 €	105,00 €	
Copernico	130,00 €	105,00 €	80,00 €
Copernico Villette		105,00 €	80,00 €
Cornaro	130,00 €	105,00 €	80,00 €
<i>Galilei (not allocated)</i>		160,00 €	130,00 €
Gattamelata	130,00 €		80,00 €
Goito		105,00 €	
Minio	160,00 €		130,00 €
Nieve		80,00 €	80,00 €
San Raffaele	130,00 €	105,00 €	80,00 €
Rovigo		130,00 €	105,00 €

Available in Competition only for students with disabilities			
Nord Piovego	160,00 €		130,00 €



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Summary of annual rates by residence, room type and student status (for 10 months)

Residence	Scholarship holder (off-site)			Scholar (off-site)			Suitable (commuter)			Unsuitable		
	Single S	Single	Double	Single S	Single	Double	Single S	Single	Double	Single S	Single	Double
Agripolis		1.730 €			2.410 €			2.710 €			3.650 €	
Camplus Delù			2.150 €			2.700 €			3.000 €			3.700 €
Carli	1.980 €	1.730 €		2.660 €	2.410 €		2.960 €	2.710 €		3.900 €	3.650 €	
Ceccarelli A/B			1.350 €			1.900 €			2.200 €			2.900 €
Ceccarelli C/D/E	1.980 €			2.660 €			2.960 €			3.900 €		
Colombo A		1.480 €	1.350 €		2.160 €	1.900 €		2.460 €	2.200 €		3.400 €	2.900 €
Colombo B	2.280 €	1.730 €		2.960 €	2.410 €		3.260 €	2.710 €		4.200 €	3.650 €	
Copernico	1.980 €	1.730 €	1.350 €	2.660 €	2.410 €	1.900 €	2.960 €	2.710 €	2.200 €	3.900 €	3.650 €	2.900 €
Copernico Villette		1.730 €	1.350 €		2.410 €	1.900 €		2.710 €	2.200 €		3.650 €	2.900 €
Cornaro	1.980 €	1.730 €	1.350 €	2.660 €	2.410 €	1.900 €	2.960 €	2.710 €	2.200 €	3.900 €	3.650 €	2.900 €
Galilei		2.280 €	1.850 €		2.960 €	2.400 €		3.260 €	2.700 €		4.200 €	3.400 €
Gattamelata	1.980 €		1.350 €	2.660 €		1.900 €	2.960 €		2.200 €	3.900 €		2.900 €
Goito		1.730 €			2.410 €			2.710 €			3.650 €	
Minio	2.280 €		1.850 €	2.960 €		2.400 €	3.260 €		2.700 €	4.200 €		3.400 €
Nievo		1.480 €	1.350 €		2.160 €	1.900 €		2.460 €	2.200 €		3.400 €	2.900 €
Nord Piovego	2.280 €		1.850 €	2.960 €		2.400 €	3.260 €		2.700 €	4.200 €		3.400 €
Rovigo		1.980 €	1.600 €		2.660 €	2.150 €		2.960 €	2.450 €		3.900 €	3.150 €
San Raffaele	1.980 €	1.730 €	1.350 €	2.660 €	2.410 €	1.900 €	2.960 €	2.710 €	2.200 €	3.900 €	3.650 €	2.900 €

*Short stays (up to three months and 'Not eligible' rate only):
add € 50.00 per month for a place in a single room and € 30.00 per month for a place in a double room*



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Off-site students who, after taking part in the Accommodation Competition, have been found eligible for a regional grant but are not beneficiaries due to a lack of funds, are subject to the reduced fee set out in point 1.5 added to the specific surcharge relating to the assigned residence.

Please note that utilities (e.g. water, electricity, gas, etc.) are included in the monthly fee; any abnormal consumption, caused by improper behaviour, will be charged to the assignees, even if the author of the abnormal consumption is not identifiable.

With the allocation of the bed space, the conventional room furnishings are guaranteed, **excluding bed linen** (sheets, pillowcases, towels and pillow), which must be provided by the assignee (General Rules of the Residences).

In accordance with the Rules and Regulations, the assigned student is required to participate in courses and activities on safety in the residence hall and any other training events deemed of interest for particular activities (e.g. on inclusion and disability, etc.). Assigned students are also required to sort their waste correctly, as per the Rules and Regulations, with a view to environmental sustainability.

DEPOSIT AMOUNT

Confirmation of the allocated place is conditional on the payment of the deposit within the terms indicated in point 2.5. **The amount of the deposit is set at € 380.00.**

The deposit will be converted into a **security deposit once you** take possession of the bed.

RENUNCIATION OF THE BED AND RETURN OF THE DEPOSIT/DEPOSIT

The return of the deposit in the event of cancellation is regulated as follows:

1) Waiver by 31-10-2023:

- If the place is cancelled before 30 September and without the student having collected the room key, the deposit will be refunded in full;
- If the renunciation occurs between 1 and 15 October and without the student having collected the room key, half a month's rent will be deducted from the deposit at the "ineligible" rate;
- If cancellation occurs after 15 October and without the student having collected the room key, the deposit will be retained in full;
- If the student has withdrawn the room key, the deposit will be retained in full regardless of the date on which the withdrawal was notified.

2) Renunciation after 31-10-2023:

- It is only permitted for valid and documented reasons with notification to be sent by opening a ticket on the portal <https://myesupd.residenze.it> > Residence > Renunciation at least 30 days prior to departure and in any case no later than 28 February (for details see art. 7 of the General Residence Regulations).

METHOD OF PAYMENT OF DEPOSIT AND TUITION FEES

Payment of the deposit must be made via the PagoPa-MyPay procedure, by logging on to <https://myesupd.dirittoallostudio.it>, as stated in the General Rules of the Residences.

Accommodation fees will be paid in the same way, according to the deadlines specified in the General Regulations for University Residences.

Other payment methods (e.g. bank transfer) may only be permitted in exceptional cases, following a reasoned request sent via ticket in the portal <https://myesupd.residenze.it> > Residence > General Information.

For further details, please refer to the General Regulations for University Residences A.Y. 2023/2024.



ANNEX 2 - STUDENTS WITH DISABILITIES

Students with disabilities, recognised pursuant to art. 3, paragraph 1 of Law no. 104 of 05/05/1992, or with a disability recognised by the National Health Service at $\geq 66\%$ and duly documented, are subject to special treatment procedures:

- Students with a **mobility or visual impairment** can participate in the accommodation competition regardless of status (Off-site, Commuter, On-site).
- In consideration of the number of years for which they can compete for the benefit. Students with disabilities between 66% and 100% may apply for a different number of years/semesters, starting from the year of enrolment, according to the following table:

Degree Course	Number of years
Triennial	5 years
Magisterial	4 years
Single-cycle master's degree	Legal course duration + 2

- In the determination of merit to be acquired by 10 August 2023 according to the following tables:

Bachelor's Degree

Year since registration	Disability between 66% and 80%	Disability between 81% and 100%.
Second year	20 credits	15 credits
Third year	64 credits	48 credits
Fourth year	108 credits	81 credits
Last semester	144 credits	108 credits

Master's Degree

Year since registration	Disability between 66% and 80%	Disability between 81% and 100%.
Second year	24 credits	18 credits
Third year	64 credits	48 credits
Last semester	96 credits	72 credits

Single-cycle Master's Degree

Year since registration	Disability between 66% and 80%	Disability between 81% and 100%.
Second year	20 credits	15 credits
Third year	64 credits	48 credits
Fourth year	108 credits	81 credits



Fifth year	152 credits	114 credits
Sixth year	196 credits	147 credits
Seventh year	240 credits	180 credits
Last semester	288 credits	216 credits

In order to meet merit requirements, students with disabilities may use, in addition to the credits actually earned, a **bonus** accrued on the basis of the course year attended. This bonus can only be used once during the entire course of study and is of different value depending on when it is used, according to the table below:

Year since registration	Disability between 66% and 80%	Disability between 81% and 100%.
Second year	4 bonus credits	3 bonus credits
Third year	9 bonus credits	7 bonus credits
Fourth year	12 bonus credits	9 bonus credits

ATTENTION: the bonus makes it possible to meet the merit requirements and to be considered eligible, but the calculation of the merit coefficient (see point 2.3.1 below) is made considering the credits actually acquired by the student, without taking the bonus into account.

If the bonus is not used in full, the surplus can be used in subsequent years.

The portion of the bonus not used during attendance at a Bachelor's degree may also be used in one of the years of attendance at a Master's degree.

For students lacking CFUs (university credits) to reach the merit threshold for eligibility for the benefit, application of the bonus is automatic.

Students enrolled in years subsequent to the first year of a Master's degree who have obtained their Bachelor's degree at another university **must communicate** any bonus used in the Bachelor's degree course as well as the university of previous attendance by sending a ticket to <https://myesupd.dirittoallostudio.it> > Student Desk after filling out the accommodation application form.

BED VERIFICATION

Before taking possession of the accommodation, the student with disabilities or a member of his or her family must make a declaration stating that he or she has no objection to being accommodated in the accommodation assigned and must also declare how he or she intends to provide personal services on a 24-hour basis if the student is unable to do so independently. If he/she finds elements incompatible with his/her state of disability that the organisation cannot remove and does not have, as an alternative, suitable accommodation to propose, the benefit cannot be granted.

Inspection arrangements can be made by opening a ticket at the Student Counter <https://myesupd.residenze.it> > Residence > General Information.



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ACCOMPANYING PERSON REQUEST

Students with disabilities who require one or two accompanying persons for accommodation must indicate this in the online application and notify the ESU Residence Department of the names of their accompanying persons, if any, by opening a ticket at the Student Desk <https://myesupd.residenze.it> > Residence > General information.

Any notice of appointment or change of accompanying person must be sent at least 7 days prior to the date of the accompanying person's check-in so that the necessary registration procedures can be carried out, the accommodation offer sent, the security deposit paid and the registration process carried out.

For students without an accompanying person, ESU makes available to interested parties the list of students who have indicated their willingness to act as an accompanying person in the online application.

Only students with an established motor disability may have 2 accompanying persons.

All students with disabilities must contact the Residence Department for special needs related to community living **by 6 September 2023.**

The Right to Education Department may request documentation proving the disability status for possible checks.

A student with disabilities who is eligible for the ESU Accommodation Competition is not required to pay additional fees for the accommodation of an accompanying person.

DISABLED STUDENTS NOT ELIGIBLE FOR THE COMPETITION

ESU may admit **students with disabilities who are ineligible for the competition to the** accommodation, by way of exception to the allocation of places, within the limit of the available equipped places with the "**Not Eligible**" rate.

The rate for the accompanying person's bed will be the same as for the disabled student who is not eligible for the competition.

ESU will grant the disabled student who is not eligible for the competition a contribution based on his/her ISEE indicator for each accompanying person, according to the following table:

ISEE (disabled student)	Esu Contribution for Accompanying Person
≤ of euro 26,306.25	100% tuition due for accompanying person(s)
> of euro 26,306.25 and ≤ of euro 70,000.00	50% tuition due for accompanying person(s)
> of euro 70,000.00	No contribution

Accompanying persons will benefit from free catering throughout the activity period.

It is the responsibility of the student with a disability, who uses an accompanying person(s), to inform the Residence Department in good **time** of their name(s) or any substitutions by opening a ticket on the portal <https://myesupd.residenze.it> > Residence > General Information.



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ANNEX 3 - ISEE

WHO TO CONTACT

In order to obtain the ISEE certificate for subsidised benefits for the Right to University Studies, it is necessary to contact an authorised CAF/professional or through the INPS website, after filling out the **Dichiarazione Sostitutiva Unica (DSU)** made by the student to the CAF or INPS (by connecting to the website <https://servizi2.inps.it/servizi/lseeriforma/home.aspx>) for the determination of the economic situation of the family unit of the applicant for subsidised social benefits, in accordance with Prime Ministerial Decree no. 159 of 5/12/2013 and subsequent amendments and additions.

Once the DSU has been submitted, the declarant is given a receipt of submission, but not the calculated ISEE.

For the ISEE calculation, the acquisition of the other data by INPS and the Agenzia delle Entrate must be completed.

ATTENTION

It will not be possible to accept Ordinary and Parified ISEE Certificates referring to DSUs submitted after the application deadline. The "Income Data Completion" area remains active even after the application deadline. The student may therefore complete the ISEE data even after the application deadline, as **long as the DSU has been presented by the application deadline and the relative data has been reported in the "RICHIESTA ALLOGGIO STUDENTI UNIVERSITÀ PADOVA"**.

The time required to issue the ISEE PARIFICATO certificate can be very long. It is the responsibility of the interested party to obtain the ISEE and necessary information/documents in time to meet the deadlines for participation in the Accommodation Competition.

ESU accepts no liability for erroneous or late PARIFIED ISEEs.

DEFINITION OF HOUSEHOLD FOR ISEE PURPOSES

ISEE (Indicator of Equivalent Economic Situation) is the indicator that summarises the economic and financial situation taking into account income, assets and the size of one's household.

The declarant's family unit is made up of the members of the registered family on the date on which the Dichiarazione Sostitutiva Unica is submitted, but the student is part of his parents' family unit, even if he does not live with them on a registered basis, pursuant to Article 8 of Prime Ministerial Decree no. 159/2013.

An ISEE certificate referring only to the student concerned is only admissible if the student is an independent student.

Independent student status, whose household does not include family members of origin, is granted if both of the following requirements are met:

- residence outside the housing unit of the family of origin, for at least two years from the date of submission of the application, in accommodation not owned by a member of the family;
- tax-declared income from employment or assimilated work for the last year ascertained by means of an income tax return for the 2022 tax period, not less than EUR 9,000.00 per year, with reference to a household of one person.

If both of the above requirements are not met, the applicant's household is integrated with the original household, and the incomes are added together for the purpose of calculating the ISEE, therefore the income received by the members of the original household must also be indicated in the ISEE statement.

For the composition of the family unit of students enrolled in PhD courses, please refer to Article 8 paragraph 4 of the aforementioned Prime Ministerial Decree no. 159/2013.



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A married student who does not have adequate personal income capacity may be considered independent if his or her income, added to his or her spouse's income, is not less than €9,000 per year, and if the requirement, set out in point a) above, of residence outside the family unit of origin is also met; otherwise, the student must also indicate in the ISEE certificate the income received by members of his or her family of origin.

CASES OF STUDENT-ONLY HOUSEHOLDS

Persons living in a registered partnership, or cohabiting for religious, care, military, prison or similar reasons, constitute a separate family unit.

A student who does not qualify as independent under section 2.1 above may nevertheless submit an ISEE certificate relating to his or her financial situation if he or she is the orphan of both parents.

If the student is in one of the following situations: orphan or person in a registered partnership, he/she must indicate this condition via ticket from the Student Desk. In the event that the student has been established to be estranged from a parent in terms of emotional and financial relations, the student concerned must produce a copy of the order issued by the judicial authority or social services attesting to the estrangement or abandonment by the parent.

ISEE REQUIREMENTS

The **ISEE to be applied for is the one for subsidised benefits for the Right to University Studies**, valid on the date of entry and confirmation of the application;

Any omissions and/or discrepancies in the ISEE statement must be remedied by requesting and obtaining the issue of a new statement by the application deadline.

The ISEE certificate, issued during a given calendar year, is valid until 31 December of the same year and refers to income and assets of the student's household for the previous two years (Example: ISEE certificate issued during 2023 expires on 31 December 2023, and refers to income received in 2021 and assets owned as at 31/12/2021)

WHICH ISEE TO APPLY FOR

- **ORDINARY ISEE:** They must apply for ORDINARY ISEE:
Italian students resident in Italy;
International students with residence in Italy and an earned income of more than 9,000.00 Euro).
- **ISEE PRECOMPILATO** With the ISEE precompilato online service, it is possible to telematically send the Dichiarazione Sostitutiva Unica (DSU) to INPS and obtain the pre-filled ISEE certificate, avoiding going to the CAF.
- **CURRENT ISEE:** this is an indicator calculated from an ISEE for the Right to University Study with the above-mentioned requirements, but referring to income over the last twelve months, and can only be requested if the conditions imposed by the relevant regulations are met (for more information, contact a CAF/professional). The relative DSU must in any case be signed by the deadline and the certificate must have the above-mentioned characteristics.
- **PARIFIED ISEE FOR INTERNATIONAL STUDENTS:** a different certification is required for:



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- international students residing abroad with a family unit residing abroad (SEE ANNEX 4);
- international students resident in Italy, but with an earned income of less than €9,000.00 and with a household resident abroad;
- Italian students residing abroad, whether or not they are enrolled in the Anagrafe Italiani Residenti all'Estero (AIRE).

DOCUMENTS TO BE SUBMITTED

The documents to be submitted to the CAF for the ISEE calculation are as follows:

- Valid identity document;
- Tax code issued by the Internal Revenue Service;
- Possible certificate of disability of the student recognised as over 66% (medium, severe, non-self-sufficient disability).
- University of Padova matriculation number (if already enrolled) and degree course.
- For foreign students resident in Italy, DSU and ISEE certificate
- The amount of any scholarship received in the year 2021 only if received outside Unipd; any certificates attesting the death of one or both parents any divorce certificate;
- Family status/ composition of the student's household on the date of submission of the DSU (relating to the year 2022) indicating the surname, first name, date of birth and relationship of all persons belonging to the household.
- Income received by each member of the household, referring to the year 2021;
- Any other sums received from public administrations by way of welfare, social security and allowances;
- Amounts received or paid as child support in case of legal separation or divorce.
- Real estate assets relating to buildings owned in Italy and/or abroad (the absence of assets must be expressly specified in the documentation).
- If the household resides in rented accommodation, document the value of the annual rent stipulated in the rental contract.
- Securities assets, consisting of the balance as at 31/12/2021 and average balance for the year 2021, of current accounts, deposits, passbooks, bank and/post office accounts held abroad and in Italy and balance as at 31/12/2021 for any other type of investment (securities, shares, life insurance, etc.).



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ANNEX 4 - INTERNATIONAL AND ITALIAN STUDENTS LIVING ABROAD

Students in the following conditions:

- Foreigners with a family nucleus not resident in Italy;
- Foreigners resident in Italy (but with a salaried income of less than € 9,000.00) and with a household resident abroad;
- Italians resident abroad, whether or not registered with the Italian registry office resident abroad (AIRE)

for the purpose of certifying the income requirement, they can apply for the **ISEE PARIFICATO UNIVERSITARIO** to the CAF affiliated with ESU and the University of Padova with an exclusively online procedure.

CAF CIA PADOVA

E-mail: caf-iseeunipd@ciapadova.it

The student must fill in and sign an appropriate proxy, which can be found on the Ateneo page www.unipd.it/isee; it is recommended that the e-mail address be clearly and comprehensibly indicated, in order to facilitate the sending of communications and the transmission of the ISEE, which will take place exclusively online.

Access to the office in presence, which is quite exceptional, must be authorised in advance by the CAF itself.

The student, with the complete documentation including the proxy, must **first** upload the documents on the CAF CIA portal.

To access the portal, students must request credentials by communicating their tax code and telephone number by e-mail to caf-iseeunipd@ciapadova.it.

Exceptionally, international students enrolled in a first-year course may supplement their application for accommodation by submitting a university-approved ISEE by 30/11/2023. These applications will be assessed - at a later date - according to the criteria already established for first-year students and the allocation of accommodation will take place on the basis of any remaining available beds.

ATTENTION

To process the Isee Parificato, the CAF will ask the student to sign the Dichiarazione Sostitutiva Unica (DSU).

It will not be possible to accept ISEE Parificati referring to DSUs submitted after the application deadline. The "Income Data Completion" area remains active even after the application deadline. The student will therefore be able to complete the data related to the ISEE Parificato even after the application deadline, as long as the DSU has been submitted by the application deadline and the related data has been included in the online application.

The time required to issue the ISEE PARIFICATO certificate can be very long.

It is the responsibility of the interested party to obtain the ISEE and necessary information/documents in time for the deadlines for participation in the Accommodation Competition.

We would like to point out that for non-EU students enrolled/enrolling in the first year, the number of available places is very limited and they are usually exhausted in the first allocation; consequently, the ISEE Parificato presented after the first allocation largely reduces the possibility of receiving an offer.

ESU accepts no liability for erroneous or late PARIFIED ISEEs.



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DOCUMENTS REQUIRED FOR THE PROCESSING OF THE UNIVERSITY-APPROVED ISEE

Pursuant to Article 8, paragraph 3, of Legislative Decree no. 68 of 29/03/2012, the economic status of foreign students or Italian students resident abroad is defined by means of the Indicator of the Equivalent Economic Situation abroad, calculated as the sum of the income received abroad and 20 per cent of the assets owned abroad, assessed in the same way and on the basis of the average euro exchange rate in the reference year, defined by decree of the Ministry of Finance pursuant to Article 4, paragraph 6, of Italian Decree no. 227 of 04/08/1990.L. 28/06/1990, no. 168, converted, with amendments, by L. 04/08/1990, no. 227.

In addition to documentation on any income and assets produced and held in Italy, the following documents are required

- A certificate defining the composition of the household with the personal data of each member (in case of divorce or death, a copy of the judgment or death certificate is required);
- The certification of the total income received in 2021 by all household members aged 18 and over or the unemployment certificate;
- The certification of the movable and immovable assets owned as at 31.12.2021 by all members of the household, in particular in the case of ownership of dwellings, the square footage of these;
- Possible rental contract for property used as the main residence of the family unit, valid on the date of the ISEE application.

Tables on the average euro exchange rate are available at: <http://www.unipd.it/borse-studio-alloggi>.

All documents must be issued by the competent authorities of the country where the income was generated and the assets held and translated, in Italian, by the competent Italian diplomatic authorities (Embassies or Consulates) in the country of origin.

Students from countries where there are difficulties in obtaining the documentation from the Italian Embassy or Consulate abroad may request it from the foreign diplomatic or consular representations in Italy, and have it legalised by the Prefecture.

SPECIAL CASES

- 1) Students from countries with low human development (a list of these countries is published on the University of Padova's website <https://www.unipd.it/borse-studio-alloggi>) may also submit certification that they do not belong to a family known to be of high income and high social status.

Certification must be requested:

- Italian Diplomatic Authorities (Embassies or Consulates) in the country of origin.
 - if the student is enrolled at a university in his or her country of origin, linked by Agreements or Conventions with the Enrolment Institutions, also at the university from which he or she comes.
 - in the case of students enrolling in the first year of degree courses only, to Italian organisations authorised to provide guaranteed financial coverage; in this case, the organisation issuing the certificate undertakes to return the grant on behalf of the student in the event of withdrawal. The student is in any case obliged to declare any income and assets held in Italy by his household.
- 2) For students recognised as **POLITICAL OR APOLID REFUGEES**, only income and assets possibly held in Italy are taken into account.

For details <https://www.unipd.it/isee> - Documents to be submitted to the CAF for the ISEE PARIFICATO calculation.



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ATTENTION

For the purposes of checks, Esu may ask the student to provide the documentation made available to the CAF.

OTHER DOCUMENTS

Students with political or complementary refugee status (subsidiary protection...) or stateless persons must enter "LOAD DOCUMENTS" in the appropriate area of the Student Desk:

- pdf of the certification of its condition (Dir. 2004/83 EC of 29/4/04 - Legislative Decree 251/2007).
- pdf of the valid residence permit.

For the purposes of access to benefits:

- foreign students, with a residence permit for study purposes, are in any case considered to be off-campus students, regardless of their place of residence in Italy ;
- foreign students with a family nucleus resident in Italy, in order to be considered off-site, must meet all the "off-site" requirements set out in Article 4, paragraph 8, letter c) of D.P.C.M. 9/4/2001, i.e. they must reside in municipalities/locations more than 80 km away from the course attended and/or have travel times (by public transport) of more than 80 minutes (for distances or travel times between 40 km/minutes and 80 km/minutes the status is that of commuter, below that the status is that of "in situ" - see point 1.1 of this notice of competition).

Non-EU foreign students must be in possession of a valid residence permit and registration with the university for the purpose of admission.

With regard to the provisions of the Consolidation Act on Immigration (Article 4 of Legislative Decree 286/1998), with particular reference to the minimum means of subsistence provided for by the Directive of 1 March 2000, they are understood to be fulfilled with the possession of a residence permit issued by the competent Questura.

Students who fail to submit complete documentation and/or self-certify false data are not eligible for ESU accommodation at the reduced/full rate and may be subject to penalties under the law.



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ANNEX 5 - EXTRACT FROM THE GENERAL REGULATIONS FOR UNIVERSITY RESIDENCES

Article 1 - Allocation of accommodation

You must be enrolled or in the process of enrolling at the University of Padova and present a valid identity document at the time of allocation.

When signing the **Key Withdrawal Form**, the student subscribes that he/she has read and undertakes to accept the rules set out in these "General Regulations for University Residences".

Students taking part in the competition, if they do not accept the accommodation place allocated by ESU within the deadlines set out in the notice, renounce the benefit for the academic year in question.

Failure to take **possession of the accommodation place on the days scheduled for acceptance** must be communicated and justified by opening a ticket to "RESIDENCE - General Information" at <https://myesupd.dirittoallostudio.it> by the day before the day of acceptance. ESU may authorise late admission, which is permitted **up to 15 consecutive days from the date of the opening of the residences** or of allocation (if admission is during the year).

Beyond this deadline, failure to enter **results in forfeiture of the accommodation place and loss of the deposit**.

Article 2 - Access to accommodation

On arrival at the residence, the assignee **receives and signs the handover report for the key and the room**, containing information on the condition of the room/apartment and the furnishings assigned. **Within forty-eight hours of arrival at the residence, the assignee** must return the handover report indicating any non-conformities found.

The person in charge of the residence will verify the discrepancies found by countersigning the report.

Damage or reports found after the above deadlines will be considered to have been caused by the assignee.

Failure to sign the handover report implies automatic acceptance of the good condition of the delivered accommodation and furnishings.

With the allocation of a bed place, the conventional room furnishings and the room kit consisting of blankets, bedspread, mattress cover are guaranteed. Bed linen and personal room equipment (sheets - pillowcases - towels - pillow) will be provided by the assignee himself/herself.

Art. 7 - Renunciation and forfeiture due to loss of eligibility

Renunciation of the berth of competition winners and "Other users": only permitted for valid and documented reasons.

The renunciation must be submitted at least thirty days before departure, but no later than 28 February. The accommodation must be released no later than 31 March. The contract will always be closed at the end of the month.

After 28 February, withdrawals are only accepted if the reason is academic in nature (e.g. participation in internships, traineeships, study programmes or other equivalent cases at other universities, cities, regions, foreign states, authorised by the university at any time during the academic year).



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If the waiver is not for the valid reasons listed above or is submitted after the deadline, **Esu will retain the security deposit.**

N.B: In order to receive the grant as a student away from home, it is necessary to prove that you have an accommodation contract of at least 10 months' duration (a parameter subject to change according to the "Annual Regional Plan for the Implementation of the Right to Study"). **The renouncing student assumes all responsibility for any revocation of the grant resulting from his/her renunciation.**

Forfeiture due to graduation: if the assignee terminates his/her studies before the end of the contract, he/she must leave at the end of the month in which he/she graduated and pay the full month's salary. It is possible to request to **remain** in the residence even **after graduation**. In this case, ESU may authorise him/her to use the accommodation until the expiry date specified in the notice, **with the application of the "Ineligible" rate.**

ALL REQUESTS SHOULD ALWAYS BE SUBMITTED BY TICKET TO "RESIDENCY - Waiver of bed space" or "RESIDENCY - Notification of graduation" at <https://myesupd.dirittoallostudio.it>.

Article 8 - Payment Modalities

The assignee undertakes to pay the envisaged accommodation fee for the entire period of assignment according to the different statuses and prices defined in the notice of competition by means of the PAGOPA procedure at <https://myesupd.dirittoallostudio.it>.

In exceptional cases of technical impossibility to use the PAGOPA portal, reported by ticket to "RESIDENCE - General Information" at <https://myesupd.dirittoallostudio.it> it will be possible to pay the accommodation fee by other indicated systems.

The deadlines for payments are as follows:

- **Eligible off-campus students: payment in three instalments**
 - First instalment: by 31 December in an amount equal to 35% of the annual fee;
 - Second instalment: by 28 February for an amount equal to 35% of the annual fee;
 - Third instalment: by 30 April in full, equal to 30% of the annual fee.
- **Eligible commuter students, eligible doctoral students and all other users: payment in monthly instalments in advance.**

The amount corresponding to the monetary value of the service, the amount of which is defined by the Veneto Regional Council with the approval of the Right to University Study Plan (DSU) for A.Y. 2023/2024 (reduced by 50% for students enrolled in the last semester) will be withheld by the University from the student away from home who is the beneficiary of a study grant, and ESU will therefore only request payment of the portion of the fee in excess of the amount withheld.

A late payment penalty of €25.00 shall be applied for each late payment. If the late payment continues beyond 30 days, an administrative penalty of €50.00 shall be applied as per Article 18.

Tariffs are monthly and cannot be fractioned; if the assignee - other than the winner of the competition - becomes available after the 16th of the month, the tariff for the first month will be halved. No reduction will be made if the accommodation is made available on or before the 16th and if the assignee vacates the accommodation before the end of the month.

Requests for instalments are only considered if they are sent by opening a ticket to 'RESIDENZA - General Information' at <https://myesupd.dirittoallostudio.it> before the instalment is due, in order not to incur late payment.



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Art. 9 Release of accommodation

The accommodation place must be vacated **no later than 10 a.m. on the last day of allocation.**

The assignee undertakes to notify the Residence Manager by ticket, with **advance notice of minimum of 7 days**, the date of one's departure. This notice is necessary in order to organise the joint inspection, during which the assignee will sign the "release report" and hand over the room keys. The premises in use must be returned free of all personal belongings and in a clean condition such as to allow other people to enter; in particular: remove the linen from the mattress, thoroughly clean furniture and floors, bathrooms and kitchens (including electrical appliances) if present. Otherwise the deposit will be retained. Any damage must be paid for before departure, otherwise the deposit will be retained in full.

Art.10 Release of security deposit

The deposit paid shall be released only after

- a. Verification of tuition fees and any overdue payments/sanctions;
- b. Verifica of the carried out procedure for the release of the accommodation (relevant room and common rooms) by the service staff in the manner provided for in Article 9;
- c. Return of keys and equipment by the assignee.

The deposit will be returned within 60 days from the deadline in the assignment form by bank transfer, **net of bank charges**, to the Iban / account indicated by the assignee.

In exceptional and justified cases and only in the case of releases made from Monday to Friday (on weekdays) by opening a ticket in "RESIDENCE - General Information" at <https://myesupd.dirittoallostudio.it> other return methods will be possible.