



**Regional Company for
the Right to University
Education**

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COMPETITION ANNOUNCEMENT
FOR THE ALLOCATION OF ESU UNIVERSITY ACCOMMODATION FOR STUDENTS
ENROLLED / ENROLLING AT THE UNIVERSITY OF PADOVA FOR THE
- ACADEMIC YEAR 2019 / 2020 -
PERIOD 24TH SEPTEMBER 2019 (STUDENTS OF FOLLOWING YEARS) > 24TH JULY 2020
PERIOD 27TH SEPTEMBER 2019 (STUDENTS OF FIRST YEAR) > 24TH JULY 2020



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DEADLINES

The applications can be sent starting from 3rd July h.13:00 (ITALIAN time)

The students who are enrolled/enrolling in the University of Padova and want to participate in the accommodation competition must fill in the online application, following the modalities stated in this document, before h. 13:00 (Italy) of the day indicated in the table.

Type of students	Application must be filled out before	Obtaining the accommodation
Students/PhD students of following years	20th August 2019	24th September 2019
Students of the first year of the master EU	30th August 2019	27th September 2019
Students of the first year of the master extraEU	30th August 2019	27th September 2019
Students of the first year EU	30th August 2019	27th September 2019
Students of the first year extraEU	30th August 2019	27th September 2019
PhD students of the first year	30th August 2019	27th September 2019

The deadlines are final and therefore it will not be possible to fill out or add information to the application after those terms.

The electronic system of the ESU online services certifies the date and time when the online application was sent.

It is important to provide the Dichiarazione Sostitutiva Unica (DSU) to the Centri di Assistenza Fiscale (tax assistance centres - CAF) for the elaboration of the ISEE certification in time for the deadlines.

From the A.Y. 2019/2020 the information on the students DSU/ISEE certification will be sent to INPS for validation.

Foreign students or Italian students residing abroad must request the ISEE to the following CAF: LABOR (Via Belzoni n.48 – Padova) before the deadlines.

ISEE certifications requested after the deadline will not be accepted.



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It is important to read the information on the accommodation competition and the General regulations of the residences before accessing the area “Students accommodation University of Padova” in the students section (<https://myesupd.dirittoallostudio.it>).



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1 – INFORMATION ON THE SERVICE PROVIDED

The accommodation service is an intervention for the Right to University Education, which benefit is attributed through competition to the students who meet the merit and economic requirements determined by the regulation.

1.1 WHO IS ELIGIBLE

Eligibility to access ESU accommodation services for the academic year 2019/2020 is available to students who fall into the categories of “Non-residents” and “Commuters”, enrolled/enrolling in the University of Padova for the academic year 2019/2020 in the following courses:

- three-year course
- master course (two-year course, i.e. laurea magistrale)
- single-cycle master course (Lauree magistrali a ciclo unico or combined Bachelor and Master’s degrees)
- specialization (*non-medical area*)
- PhD

Students who suffer from **visual and motor disabilities** can participate - *regardless of their residence*.

The benefit is only granted for the attainment of the first title for each degree level and **priority** is given to **non-resident** students.

Once the students enter the residence, they must be enrolled in the University for the academic year 2019/2020.

Non-resident students	reside in towns more than 80 km far from the town or city where the courses take place and/or the journey on public transport to reach the place of study requires more than 80 minutes.
Commuter students	reside in municipalities or local areas which enable them to transfer daily; reside in municipalities or local areas between 40 and 80 km far from where courses take place and / or the journey on public transport to reach the city where the courses take place requires between 40 and 80 minutes.

Per definition Non-resident and Commuter students must refer strictly to the tables of residence locations published by ESU and the University, available on the website:

<http://www.unipd.it/borse-studio-alloggi-sussidi-straordinari>

The students who graduate in a three-year course / higher course by the last graduation period of the academic year 2018/2019 and enrol in the first year of the two-year master course in the academic year 2019/2020, must compile the online form as students of the first year of the two-year course. They will have access to the residences after the verification of the pre-enrolment status for the A.Y. 2019/2020 or the graduation application. If they do not graduate by such date they will have to promptly communicate it through the website: (<https://myesupd.dirittoallostudio.it> > sportello studente > diritto allo studio).

The students **coming from another University** can participate in the “spare” accommodation competition and obtain one if there are residual rooms available, after the consignment of the benefit to the eligible students, non-residents and commuters.

Their situation will be outstanding and the tariff will depend on the evaluation of the scholarship application (eligible, ineligible): **reduced, total or other DSU users. (TABLE. 4),**



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These students can confirm the enrolment on the website <https://myesupd.dirittoallostudio.it> > sportello studente > diritto allo studio (<https://myesupd.dirittoallostudio.it> > student portal > right to education).

STUDENTS WHO GRADUATE BY 31ST DECEMBER 2019 (A.Y. 2018/2019) BUT DO NOT ENROL IN THE A.Y. 2019/2020 may obtain an accommodation at the Ederle residence with priority to the eligible students A.Y. 2018/2019. The “Other users” tariff will be applied to these students.

1.2 WHO IS NOT ELIGIBLE

The following shall not be considered eligible to access the accommodation services:

- students who in the previous academic years were revoked of the accommodation service or students who have a pending revocation procedure;
- students who have been awarded the accommodation services for the A.Y. 2015/2016 and did not comply with the payment of the fee, namely students with situations of debt to the Company;
- students who withdrew from the studies and have already received benefits for the same year;
- students incurring in legal penalties as a result of controls on their self-declared income certification.
- Students who did not provide a Dichiarazione Sostitutiva Unica (DSU) – ISEE Certification for the year 2019 created by INPS or CAF LABOR before the deadline.

1.3 WHO IS ENTITLED TO SPECIAL RATES

To be entitled to special rates, students must meet the following requirements:

ENROLLED IN THE FIRST YEAR	ECONOMIC REQUIREMENTS ONLY (from the ISEE/ISEE equivalent certification, ANNEX 2)
ENROLLED IN THE FOLLOWING YEARS	MERIT (within 10th August 2019) AND ECONOMIC (ISEE) REQUIREMENTS

According to the course of study, students can apply for ESU accommodation services at a special rate for a variable number of years, starting from their first year of enrolment, as shown in **TABLE 1**.

Dropouts are not considered, unless the student had received a scholarship during his/her previous career. Any credits acquired during the previous enrolment will not be taken into account for the merit requirements for the benefits.

The degrees obtained in other courses of other universities, be them Italian or foreign, will be taken into account.

If the student dropped out of a three-year course, this do not impair their master degree career.

1.4 ESU ACCOMMODATIONS AVAILABLE BY COMPETITION AND RESERVES

ESU provides for the A.Y. 2019/2020 about 750 rooms in their residences. See TABLE 2

RESERVES OF ACCOMMODATION BY COMPETITION

70%	STUDENTS OF FOLLOWING YEARS
30%	STUDENTS OF FIRST YEAR (all courses)



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The following reservations are provided within the number of beds available in the competition:

- for students enrolled in **doctoral and specialization programmes**, up to a maximum of **10%** (*monthly instalments*);
- for students with **certified motor disabilities: 20** equipped beds (**TABLE 2**);
*The eligible students with other types of disabilities will receive dedicated accommodation if available.
(Contact Residence sector before 6th September 2019).*

30% of the accommodation reserved to students of the first year is distributed as follows:

80%	EU STUDENTS OF THE FIRST YEAR
20%	EXTRA EU STUDENTS OF THE FIRST YEAR (all courses)

20% of the accommodation reserved to **extra EU students of the first year** is distributed as follows:

- 50% to students enrolled in three-year courses and single-cycle master course
- 50% **to students enrolled in master courses**

The accommodation reserved to **extra EU students of the first year (three-year course, single-cycle course)** is distributed as follows: 40% to students from non-European countries, 25% to students from African countries, 25% to students from Asian countries, 10% to students from other countries.

OTHER RESERVES

Other types of accommodation may be assigned to **commuter students** who meet the merit and income requirements established in the competition, up to a **maximum of 10%** of the places available.

The assignation of these places in favour of such users **is conditioned**, unswervingly, to the availability of places after the allocation of the eligible non-resident students, and will be notified on the web site.

These students will have to pay the fee monthly.

1.5 RATES AND TERMS OF PAYMENT

For the duration of the academic year, the accommodation rates are so fixed:

full special rate: for **non-resident** students benefitting of the regional scholarship and for whom the relevant service has been monetized and for non-resident students awarded housing who meet the eligibility requirements. This rate also includes students receiving a scholarship from the autonomous provinces, regions, public institutions and doctoral students / trainees (non-medical area).

Commuter students with the eligibility requirements will pay the full special rate plus **26 euro** per month.

partial reduced rate: equivalent to 50% of the special rate, only for **non-resident** students who after the competition, are eligible for the regional scholarship, but cannot benefit due to lack of funds. The partially reduced rate will be applied after the publication of the results of the regional scholarships ranking. Before the publication of such results, students must pay the full special rate, except in case of subsequent adjustment.

other users rate: for the students who do not meet the requirements for the benefit, or exceeding the reserves established, that will receive accommodation after the eligible students, after having requested it online (*Paragraph 2.6*).

The **rates**, depending on the type of room (single and double) and the **monthly charges** of each residences, are shown in **TABLE 4 and TABLE 5**

Rates include the use of the facilities found in the residences, i.e.: Internet connection (supplied by external company), air conditioning, telephone services etc.. Any disruption of these services does not entitle to refunds or reductions of tariffs.



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TERMS OF PAYMENT

Payment must be made through **PagoPa-MyPay**, by logging in on <https://myesupd.dirittoallostudio.it> as stated in the **Residences General Regulation** http://www.esupd.gov.it/it/Documents/Residenze/ITESUPD_Regolamento_residenze.pdf

Different payment methods could be allowed in certain cases, after motivated request to RESIDENCE SERVICE <https://myesupd.dirittoallostudio.it>

DEDUCTION FOR REGIONAL SCHOLARSHIP

The University will deduct the amount of **1,500.00 Euro** = on an annual basis (750.00 Euro for students enrolled in last semester) from students benefitting of a non-resident regional scholarship as payment for the accommodation service. Such students shall pay ESU the corresponding difference in the case of higher fees.

The scholarship, winner who has been awarded the accommodation services and whose fees are lower than the deduction, will receive a reimbursement for the difference.

PRIVATE AFFILIATED RESIDENCES

If students benefit from accommodation services in a private residence affiliated with ESU, and receive a Regional Scholarship as a non-resident student, they may request the reimbursement, with appropriate form, of the amount paid for such accommodation. The application must be made within **31/10/2019** to the Benefits and Operations Sector of the Right to University Education. They can request the amount to be credited by the **Private Residence** Administration, asking for the amount to be withheld from rate applied (**TABLE 3**).

2 – HOW TO PARTICIPATE

2.1 ONLINE APPLICATION

The application must be completed, within the deadline, **exclusively** by accessing the **Online Services** of Padova's ESU from the institutional portal <https://myesupd.dirittoallostudio.it> and completing the following steps:

- **REGISTRATION** using the username (CF) and password;
- **UPLOAD** a valid personal identity document in PDF (e.g., ID, Passport, Driving Licence);
- Once the application is confirmed, in order to make it valid, it must be completed by adding the information in these areas:

- **INCOME REQUIREMENTS 2019/2020** where the economic information found in the ISEE certification must be added;

- **UPLOAD DOCUMENTS** where the required documents must be added (e.g., ID, regional tax payment receipt, rental contract)

The students can edit their application up until the deadline on 30th August 2019, by logging in and entering the areas:

- **PERSONAL DATA** to edit the personal information
- **IBAN** if the bank account has changed
- **INCOME REQUIREMENTS 2019/2020** to edit the economic information
- **ACCOMMODATION AND SCHOLARSHIPS FOR CONSERVATORIES/SSML**

The students can download the confirmation receipt in the area RECEIVED APPLICATIONS 2019/2020 in the Studente's Portal home after 24 hours from the CONFIRMATION.

The electronic system of the ESU online services certifies the date and time when the application is sent.



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Important: the information in the application are declared in accordance with the Presidential Decree n. 445 dated 28th December 2000, the students are responsible for their veracity.

All the information on the online application are available in the Student's Portal, accessible by logging in on the website: <https://myesupd.dirittoallostudio.it>

The online application must include:

- for the students living in Italy, the DSU on the Prestazioni Sociali Agevolate (Facilitated Social Services) for the right to University education (DSU) in order for INPS to create their ISEE,
- for the foreign or Italian students living abroad, the ISEE and ISPE values created by CAF (CAF LABOR srl – Via Belzoni n. 48 Padova), found in the **2019** ISEE certification (referring to the income of 2019 and the assets of 2018) **for the benefits for the Right to University Education.**

The accommodations must be indicated in progressive order of preference in order to allow the allocation of a bed. **The preferences expressed are not a reservation of the accommodation and do not entitle to a specific accommodation.**

The application sent after the **deadline** are not admitted to the competition.

2.2 APPLICATION EVALUATION

In order to determine student eligibility, ESU shall acquire the information relative to the merit requirement online, as indicated by the IT system of the University of Padova.

It is the responsibility of the student to ascertain **that all credits earned within 10th of August 2019 are duly recorded** and are available in UNIWEB before the deadline of this notice and the assignment of the accommodation.

For the criteria relative to merit evaluation, please check **ANNEX 1**.

For students with disabilities, particular criteria of merit and income are contemplated. For information consult **ANNEX 3**.

2.3 PUBLICATION OF ELIGIBLE STUDENT RANKINGS

The rankings of eligible students shall be available on the company website <https://muesypd.dirittoallostudio.it>. They can be checked by logging into the account using username and password.

2.4 CONFIRMATION OF RESERVATION – DEPOSIT PAYMENT

The eligible students will obtain an accommodation on the dates established (**TABLE 6**).

The accommodation will be attributed to eligible students depending on the following criteria:

- **following year** depending on merit criteria and then economic criteria (ISEE) in case of tie
- **first year** depending on the ISEE.

The student assignee of the accommodation will find the offer on <https://myesupd.dirittoallostudio.it> > sportello student (student's portal) and the deposit (euro 300.00) on Pago PA-MyPay and the terms for the payment which shall be made through PAGO PA-MyPay.

Following the payment of the deposit, the student shall receive specific communication from ESU through certified email (with indications on how to sign the accommodation contract) and the place allocated will be made unavailable to others.

Otherwise, after the expiry of the deadline for the acceptance, if the student has not paid the deposit, the accommodation will be lost, and the place shall be made available to others.

The deposit will be converted into a security deposit upon signature of the accommodation contract.



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For subsequent needs ESU may assign the students an alternative bed or defer the opening of a residence. In case of unavailability, ESU shall return the deposit to the student.

RETURN OF THE DEPOSIT

In case of failure to enrol at the University (e.g. failing the entrance test) students will be able to request the return of the deposit, paid to book the accommodation, upon payment of the fee for the period of use by applying the full, “Not facilitated – Other users” tariff. The deposit shall be returned within 60 days from the end of the accommodation contract on the bank account provided by the student.

EXTRA EU FIRST YEAR STUDENTS

The allocation of accommodation for eligible extra EU first year students is automatic, according to ranking, and reads as follows:

- a – based on the ISEE amount (for the Right to University Education)
- b – if the ISEE is equivalent to another non-EU student, based on an **Italian language test**.

In the event that it becomes necessary to take an **Italian language test**, the students will receive adequate communication.

2.5 SIGNING OF THE RENTAL AGREEMENT

Eligible students enrolled in the University of Padova A.Y. 2019/2020 shall access the residences on these dates:

- **24th September 2019 > FOLLOWING YEARS** (all courses, PhDs)
- **27th September 2019 > FIRST YEAR** (three-year courses, single-cycle course, master course)

Exceptionally, in case of anticipated start of the lessons, students can request to access the accommodation on 24th September on <https://myesupd.dirittoallostudio.it> > accommodation service.

First year students who do not know the results of the admission tests on the date of access to the residences, may be admitted with reserve. If they do not enrol **by 31st October 2019** they will have to pay the “Other Users” tariff and leave the residence.

The assignee students, before entering the residence, must sign, on said dates, the rental agreement, from 10:00 to 17:00, at Residence “Cittadella dello Studente” in via Venezia n. 20.

**The signing of the agreement constitutes acceptance of the room assigned.
The residences are accessible until h. 10:00 of 24th July 2020.**

Whoever fails to sign the **rental agreement** within these deadlines shall be considered a **dropout**, and the deposit will not be returned, except for serious/motivated circumstances that have to be communicated through the portal: <https://myesupd.dirittoallostudio.it> > accommodation services.

The students who postponed the access for serious and motivated circumstances and do not collect the key by 15th October will be considered dropouts and they will have to pay the entire month of October. The deposit will not be returned.

Upon assignment of the accommodation, students shall be provided the standard furniture, except for bed linen (sheets, pillowcases and towels). In addition, students and guests are required - in accordance with the Residences General Rules - to attend a **Safety Course** organized by ESU and any other course deemed necessary for certain activities (e.g., For inclusivity and to become a carer for students with disabilities...) and to properly dispose of the garbage, as stated in the Regulation.



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2.6 NON-ELIGIBLE CANDIDATES

Once the assignment of housing to eligible students is completed, the rankings cease to be valid. The remaining beds shall be assigned to the students who compile the **form** (“extra housing competition” area) in the Student’s Portal, in the terms and modalities published on the website after **15th October 2019**. These students will have to pay the “**Other Users**” tariff.

3 – OTHER INFORMATION

3.1 ASSESSMENT OF ECONOMIC CONDITIONS (ART. 71 ITALIAN PRESIDENTIAL DECREE NO. 445/2000)

For the purpose of assessing the economic conditions, ESU shall carry out random surveys in order to verify the real conditions of the students. Should any false statement be discovered, ESU has the right to immediately proceed with the revocation of the accommodation service and the application of the sanctions established by law.

For this purpose, in addition to requiring all student's original documentation, ESU can enforce all the investigations deemed appropriate to obtain information, such as, but not limited to, running checks on databases (i.e. Siatel, Inps) and shall send to the Provincial Command of the Italian Financial police – in accordance with the Memorandum of Understanding – the list of students who have benefited from accommodation services at a discounted rate.

Anyone who, without holding the conditions specified by the relative laws, benefits from the service referred to in this notice as a result of false statements, made by them or their relatives, automatically loses the right to get any of the benefits and / or services provided by ESU for the entire duration of their studies.

In any case, anyone declaring the false will be notified to the judicial authorities (as established by art. 75 and 76 of *Italian Presidential Decree no. 445/2000*), depending on the severity of the unlawful act they shall be subject to administrative sanctions consisting in the payment the triple amount of the sum due (Art. 10 *Italian Legislative Decree no. 68/2012*).

3.2 PRIVACY TERMS AND CONDITIONS (GDPR)

According to art. 13 of the European Regulation 2016/679 (GDPR) the data acquired through self-declaration as well as that contained in the required documentation, will be stored for operational use by electronic and automated means, aimed at drawing up the ranking and the lists of the students for the allocation of university accommodation in accordance with the Regional Law no. 8/1998.

The submission of the required data is necessary for the participation in the ranking; anyone who does not provide such data will be excluded from the ranking.

The rankings containing the names of the eligible students will be published in the dedicated area on the institutional website.

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

The external data processor is In4matic via Breventano 12 – 27100 Pavia.

The processing of personal data will be based on principles of correctness, lawfulness, transparency, protection of your rights.

Data processing will be carried out in an automated and / or manual form, in compliance with the provisions of art. 32 of the GDPR 2016/679 regarding security measures, by authorised parties and in compliance with the provisions of art. 29 of the GDPR.

The collected data may also be used to produce statistical studies and research on the right to study, in any case, to conduct further research on subject of institutional competence for ESU.

The data may also be used to keep students informed about initiatives and projects undertaken by ESU's partners.

Those concerned are entitled to the rights provided for by the Regulations, in particular: access to personal data; correction/cancellation/limitation of processing; opposition and proposal for a claim (pursuant to article 77 of the GDPR) to the Guarantor for personal data protection, who can be contacted here:



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<https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/4535524>, or to another competent European control 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, however for a period not exceeding 10 years.

Data will not be transferred outside the territory of the European Union.

The general terms and conditions can be read on the website (<http://www.esupd.gov.it/it/Pagine/privacy.aspx>).

Holder of the processing of personal data collected by the ESU is:
ESU of Padova - REGIONAL COMPANY FOR THE RIGHT TO UNIVERSITY STUDIES
office in via S. Francesco 122 - 35121 Padova (esu@cert.esu.pd.it)

Data Protection Officer (DPO), pursuant to art. 37 of the GDPR, can be contacted via dpo@esupd.gov.it.

3.3 REFERENCES TO THE LEGISLATION

Right to University Education

- Decree of the Italian President of the Council of Ministers dated 9th April 2001 "*Uniformity of treatment regarding the right to higher education*"; pending the determination by the state, of the basic level of performance on Study Right, subject to the subsequent application of different provisions for those enrolling in the academic year 2019/2020;
- *Italian* Regional Act dated 7th April 1998, no. 8 "*Rules for the Implementation of the Right to Education*";
- *Italian* Legislative Decree dated 29th March 2012, no. 68 for what applicable;
- *Italian* Regional Committee resolution dated 17th May 2016, no. 676 "Annual plan for the implementation of interventions for the right to university study for the academic year 2019/2020" ("Piano annuale degli interventi di attuazione del Diritto allo studio universitario per l'Anno Accademico 2019/2020").

Dichiarazione Sostitutiva Unica - Single Substitute Declaration

- *Italian* Presidential Decree dated 28th December 2000, no. 445
- Decree of the *Italian* President of the Council of Ministers dated 5th December 2013, no. 159
- *Italian* Labour and Social Politics Ministry Decree dated 7th November 2014
- INPS Circular dated 18th December 2015, no. 171 *and subsequent modifications*.
- Legislative Decree dated 28th January 2019 no. 4, converted into Law no. 26/2019

For matters not covered in this notice, please refer to relevant laws and regulations in force, the annual DGR on the right to study and the General Residential Rules..

Responsible for Administrative Proceedings (Article 4 of Law no. 241/1990 and subsequent)
Dr. M. Cristina Betteto, Head of the Economic Benefits Sector

This competition, reserved to the students of the Conservatories of Music and the HE School for Linguistic Mediators, for the allocation of ESU accommodation and regional scholarships for the academic year 2019/2020 is held by Decree of Special Commissioner no. 50 dated 24th June 2019.

NOTE: Please note that this is a translation from Italian language. The version in Italian language is to be considered legally binding.

Opposing this provision can be done via judicial appeal in front of the T.A.R. within 60 days of its publication or, alternatively, appeal to the Head of State within 120 days of its publication.



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ESU FRONT-DESK FOR THE RIGHT TO UNIVERSITY EDUCATION

At the Economic Benefits Sector there is a FRONT-DESK for information on services and facilities for the right to University Education.

It is also open to students with disabilities for specific interventions and information.

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Director
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TABLES

• TABLE 1 – COURSES / N° OF YEARS FOR WHICH THE BENEFIT IS AVAILABLE

course	Number of years
Bachelor Degree (three-year course, first cycle degree)	4 years
Master Degree (two-year course, second cycle degree)	3 years
Single-cycle Degree	Equal to the legal length of course + 1
PhD/Specialization course (non-medical)	Equal to the number of years prescribed by law

The benefit is only granted for the attainment of the first title for each degree level and

• TABLE 2 – ESU RESIDENCES*

Residence	Address	Type (gender)	Places for disabled people
Agripolis	Viale dell'Università, 12 - Legnaro	mixed	
Ceccarelli A + B	Via Monte Cengio, 19 Padova	mixed	6
Colombo	Via L. Einaudi, 10 Padova	mixed	
Copernico	Via Tiepolo, 54 Padova	mixed	6
Copernico <i>Villette</i>	Via Tiepolo, 54 Padova	mixed	
Cornaro	Via Curzola, 10 Padova	mixed	
Goito	Via Goito, 70 Padova	mixed	
Nievo	Via C. Moro, 4 Padova	mixed	
Carli	Via Martiri Giuliani Dalmati 25, Padova	mixed	
Nord Piovego**	Via Venezia 20, Padova	mixed	8

* Due to emerging operational needs, ESU may: remove the availability or add more places for the disabled.

** The residence is available by competition only to students with disabilities.

• TABLE 3 – PRIVATE RESIDENCES AFFILIATED WITH ESU

COLLEGE	ADDRESS
Collegio Bottani	Via Pietro Bembo 61/b - Padova
Collegio CUAMM	Via San Francesco, 126 - Padova
Collegio Don Mazza: Residenza Giuseppe Tosi	Via Savonarola - Padova
Collegio Don Mazza Residenza Isabella Scopoli	Via Belzoni 146 - Padova
Collegio Don Mazza: Residenza S. Marco	Via B. Canal 14 - Padova
Collegio Forcellini	Via Forcellini 172 - Padova
Collegio Gregorianum	Via Proust 10 - Padova
Collegio Murialdo	Via Grassi 42 - Padova
Collegio Sorelle della Misericordia	Prato della Valle 103 - Padova
Centro Universitario Padovano	Via Zabarella 82 - Padova



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• **TABLE 4 – TYPE OF ACCOMMODATIONS AND RATES**

TYPE OF ACCOMMODATION	ELIGIBLE SCHOLARSHIP RESIDENTS FOR NON- REDUCED RATE	RECIPIENT OF SCHOLARSHIP NON-RESIDENTS TOTAL RATE	ELIGIBLE COMMUTER TOTAL RATE + €26.00	OTHER USERS RATE
Single room	68.00 euro	136.00 euro	162.00 euro	230.00 euro
Double room	55.00 euro	110.00 euro	136.00 euro	190.00 euro

• **TABLE 5 – MONTHLY EXTRA CHARGES (in euro)**

Residence	single	double
Agripolis	55.00	
Ceccarelli	65.00	35.00
Colombo A + B	35.00 > 45.00	35.00
Copernico	55.00	45.00
Copernico <i>Villette</i>	65.00	55.00
Cornaro	45.00	35.00
Goito	45.00	
Nievo	25.00	15.00
Carli	55.00 > 65.00	
Nord Piovego*	85.00	75.00

* The residence is available by competition only to students with disabilities.

TABLE 6: DATES

PUBLICATION LIST OF ELIGIBLE / WINNERS AND DEADLINE CONFIRMATION DATES

Students, PhD/Specialization students	1 ST ASSIGNMENT	DEADLINE*	2 ND ASSIGNMENT	DEADLINE*
FOLLOWING YEARS	28th August	2nd September	10th September	14th September
FIRST YEAR (EU AND EXTRA EU)	11th September	15th September	20th September	23rd September

* DEADLINE FOR THE DEPOSIT PAYMENT

Note: the 2nd and following assignments will be done with the remaining places.



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ANNEXES

ANNEX 1

REQUIREMENTS TO COMPLY TO BE ELIGIBLE FOR ESU ACCOMMODATION AT SPECIAL RATES

In order to obtain ESU accommodation services at special rates, the non-resident and commuter students shall comply with the income and merit requirements established by this announcement.

For students with disabilities, see **ANNEX 3**.

ECONOMIC REQUIREMENTS

The economic conditions are identified on the basis of the nature and amount of the income, assets and the extent and type of household, as established in Decree of the *Italian* President of the Council of Ministers dated December 5th, 2013 no. 159 and sequent amendments.

The **limit values** set for the academic year 2019/2020 are:

Equivalent Economic Indication ISEE (for the Right to University Education)	23,508,78 euro
Equivalent Real Estate Indicator ISPE (ISP/equivalence scale)	36,218,63 euro

The income earned abroad should be evaluated on the basis of the average exchange rate of the Euro in the reference year.

The family of the student is defined in the manner prescribed by the *Italian* Prime Minister's Decree no. 159/2013 (ref. article no. 8).

In the presence of parents not living together, the applicant is part of the household of one of the parents unless both of the following requirements are met:

- Residency outside the original family for at least two years before submitting the request for the first time. The residence of the applicant must not be property of a family member;
- Income from employment or other similar, duly declared, from at least two years, not inferior to €6,500.00, with reference to a one-person household.

For the PhD students the family is defined as described in art.8, paragraph 4 of the Primer Ministerial Decree no.159/2013.

The Extra European Union student enrolling/enrolled in the first year of the Bachelor will have to demonstrate to have means of subsistence for the duration of the stay and demonstrate to be able to return to the country of origin (former Article 4 *Italian* Legislative Degree 186/1998).

MERIT REQUIREMENTS

STUDENTS ENROLLING IN THE FIRST YEAR

Students enrolled in the first year of a first-cycle degree, a second-cycle degree, a single-cycle degree or a doctorate do not need any merit requirements to be considered eligible for the assignment of ESU accommodation.



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Nonetheless, if they do not obtain 20 credits by 30th November 2020 they will have to return the entire amount of the scholarship and the amount equivalent to the service enjoyed in full tariff. (art. 5 comma 5 DGR n. 761/2019).

STUDENTS ENROLLED IN FOLLOWING YEARS

TABLE A 1.1

First cycle degree (Bachelor degree, three-year course)	Year of enrolment	N° of credits on 10/08/2019
	Second year	25 credits (plus any relative OFA – study debts)
	Third year	80 credits
	Further semester	135 credits

Second cycle degree (Master degree, two-year course)	Year of enrolment	N° of credits on 10/08/2019
	Second year	30 credits
	Further semester	80 credits

Single-cycle degree	Year of enrolment	N° of credits on 10/08/2019
	Second year	25 credits (plus any relative OFA – study debts)
	Third year	80 credits
	Fourth year	135 credits
	Fifth year	190 credits
	Sixth year	245 credits
	Further semester	55 credits more than the ones for the last year

Students enrolled in following years must have the credits indicated in the tables. The credits are valid only if approved by the course of study for which they are claiming the benefit, even if different from that of the previous year.

The validated credits from training activities undertaken outside the University (professional training courses, seminars, internships, etc.) and those validated from previous courses do not contribute to the determination of merit requirements in order to apply for accommodation services.

Students enrolled in degree programs of the new system, may use a **bonus** to achieve the merit requirements, in addition to the credits they actually acquired.

This bonus can be used only once in the entire course of study and is valued differently depending on when it is applied:

TABLE A 1.2

Enrolment year	bonus
Second year	5 bonus credits
Third year	12 bonus credits
Further semester / specialization	15 bonus credits



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If the bonus is not fully used, its surplus can be used over the following years. The share of the bonus which is not used for a first cycle degree can also be used in one of the years of the second cycle degree. The application of the bonus is automatically granted to those who, in the absence of credits, can achieve the threshold of eligibility for obtaining the expected benefit. The credits are valid only when considered in the student's curriculum and recognised for the course of study for which the benefit is required, even if different from the previous academic year. ESU shall acquire, electronically, the situation of the students as well as resulting from the information system of the University of Padova. It will therefore be responsibility of the student to ensure that by that date all the credit obtained prior to **10th August 2019** are duly recorded by the university secretariat. When considering student's curriculum, Erasmus-out and aptitude tests are excluded..

The merit requirements for the access to the benefits for the students enrolled in the second year include the fulfilment of the formation obligations (OFA), when required for the admission to the courses.

The eligibility to the accommodation competition depends, therefore, on the fulfilment of said OFAs in the terms stated in the regulation of the Institution.

Students enrolled in **PhD and specialization courses** are only required to be regularly enrolled in the relative academic year.

ANNEX 2

ISEE – BRIEF OVERVIEW

The **Dichiarazione Sostitutiva Unica - Single Substitute Declaration (DSU)** is the declaration made by the student at the CAF (Tax Assistance Centre), municipality or INPS (information on the web site <http://servizi2.inps.it/servizi/lseeriforma/home.aspx>) for the determination of the economic situation of the applicant's household for social benefits, in accordance with Decree of the *Italian* President of the Council of Ministers dated 5th December 2013, no 159.

Once the DSU has been submitted, the declarer shall receive a receipt but not the ISEE declaration. To obtain the ISEE calculation the person requesting it has to complete the acquisition of the other data from INPS and the Inland Revenue.

The **ISEE certification** – calculated **for the services for the Right to University Education** – is an official declaration, **issued by INPS**, containing information relating to the data presented in the Single Substitute Declaration, calculated indicators, the value of the equivalence scale applied, number and submission date.

Students will get free ISEE calculation and certification in one of the tax assistance centres (CAF) or from any other competent body (art. 4 paragraph 10 of the *Italian* Regional Council Decree no. 676/2016).

NOTE: expect to need about 15 working days to obtain the ISEE Certification, starting from the submission date of the DSU.

It is the individual's responsibility to obtain the ISEE and all relative information / documents required in time, in order to meet the deadlines of the Accommodation Competition.

ANNEX 3

STUDENTS WITH DISABILITIES

EVALUATION OF ELIGIBILITY CONDITIONS

Students with a disability recognized by the Italian National Health Service are subject to special terms of treatment:

- when considering the Equivalent Economic Situation Indicator (ISEE) and Equivalent Estate Situation Indicator (ISPE);



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- when considering the number of years they can compete for. Students with disabilities between 66% and 100% can compete for a number of years, starting from the year of registration (see **TABLE A3.1**);
- when evaluating merit (**TABLE A3.2**).

TABLE A3.1

Degree course	Number of years
Three-year degree (Bachelor)	5 years
Two-year degree (Master)	4 years
Single-cycle degree	Equal no. to the legal length of the course + 2

MERIT REQUIREMENTS EVALUATION

Students with disabilities enrolled in the degrees below listed must have the number of credits shown in the **TABLE** by 10th August 2019:

TABELLA A3.2 – First cycle degree (Bachelor)

Enrolment year	Invalidity between 66% and 80%	Invalidity between 81% and 100%
second year	20 credits	15 credits
third year	64 credits	48 credits
fourth year	108 credits	81 credits
further semester	144 credits	108 credits

TABELLA A3.3 – Second cycle degree (Master)

Enrolment year	Invalidity between 66% and 80%	Invalidity between 81% and 100%
second year	24 credits	18 credits
third year	64 credits	48 credits
further semester	96 credits	72 credits

TABELLA A3.4 – Single cycle degree

Enrolment year	Invalidity between 66% and 80%	Invalidity 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
further semester	288 credits	216 credits

To comply with the merit requirements, students with disabilities may use, in addition to the credits actually achieved, a **bonus** based on the year of the course attended. This bonus shall be used only once within the entire curriculum and is of different value, according to when it is used, as shown in **TABLE A3.5**:



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TABELLA A3.5

Enrolment year	Invalidity between 66% and 80%	Invalidity 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

If the "bonus" quota was only partly used in the academic year of reference, the remaining part can be used in subsequent years.

The amount not used during the bachelor degree course can be used in one of the master degree course.

The bonus is automatically applied for the students who could reach the merit requirements for the eligibility.

SPECIAL INTERVENTIONS REQUESTS

Students with disabilities who have special necessities, such as, for example, the presence of a carer at the lodging, must notify it in the web application and specify their necessities to the *Ufficio Benefici ed Interventi* (Benefits and Operations Office) of ESU

In the case of **motor disability**, ascertained by the University Disability Office, students can request 2 carers in the online application.

When reporting potential carers "preference" will be granted to students staying in ESU accommodation and to those who possess special training certificates.

All the students with disabilities must contact the Lodging Sector as soon as possible for special requests, by 6th September.

Disabled students who are eligible for ESU Accommodation are not required to pay any tariff supplement for hosting the carer.

Students with disabilities not eligible for the competition

ESU can admit in its accommodation facilities **disabled students not eligible in accordance to the requirements set by the competition, subjected to availability of spaces**. The required fee is defined as "**Other Users - Non-Eligible**".

ESU will grant the disabled student, non-eligible, a contribution for his/her carer, based on the reference ISEE indicator:

ISEE	ESU contribution per Carer
≤ euro 23,508.78	100% fee required for carer/s
> euro 23,508.78 and ≤ euro 70,000.00	50% fee required for carer/s
> euro 70,000.00	No contribution

While accompanying, the carer of an eligible (according to the requirement of the present announcement) disabled student will be granted a free meal at the relative canteens. Similarly, the carer of the disabled student who has not been declared eligible for the accommodation services but lives in ESU structures, will be granted free meals. In both cases these benefits will be applied only for the actual period of the caring service.

It is up to the disabled student, to whom the carer is assigned, to promptly communicate their names or any changes to the Residence service on: <https://myesupd.dirittoallostudio.it>.



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ANNEX 4

FOREIGN STUDENTS/PHD STUDENTS – ITALIANS RESIDING ABROAD

According to article 8, paragraph 3, of *Italian* Legislative Decree dated 29th March 2012, no. 68, the Indicator of the Equivalent Economic Situation of foreign students or of Italian citizens residing abroad is calculated as the sum of income earned abroad, and 20% of all assets owned abroad, evaluated in the same manner and on the basis of the average exchange rate of the euro in the reporting year, as defined by the Decree of the *Italian* Ministry of Finance, article 4, paragraph 6, of the *Italian* Legislative Decree dated 28th June 1990, no. 168, converted, with modification, by Law 4th August 1990, no. 227.

The tables on the average euro exchange rate can be found at:

<http://www.unipd.it/servizi/supporto-studio/borse-premi-studio/borse-studio-alloggi-sussidi-straordinari?target=Studenti>

Foreign students with household abroad; foreign students residing in Italy (not independent) and with household residing abroad; Italian students residing abroad, must go – in order to obtain the ISEE certification – to CAF LABOR in Via Belzoni n. 48/50 – phone. 049 772167 iseeparificatounipd@gmail.com.

The documents created by CAF must be final and original.

The documentation can be sent to CAF by courier or postal service with the proxy attached and the ISEE certification should be requested before the application deadline.

DOCUMENTS TO PRESENT CAF TO OBTAIN THE EQUIVALENT ISEE

In addition to the documentation concerning any income and assets produced and held in Italy, it is necessary to show documentation, for each member of the family nucleus, as follows:

- a certification that defines the family composition (dated after 01 January 2018);
- the certification of the total income received in 2017 by all members of the family or income from unemployment benefits (dated after 01 January 2018);
- the certification of all assets held at 31 December 2018 by all members of the household, in particular in the case of possession of dwellings and the dimensions of the same (dated after 01 January 2018)
- any rent agreement abroad.

Such documents, issued by the competent Authorities of the country where such income was generated, must be translated into Italian by the competent Italian Diplomatic Authorities for the area (Embassies or Consulates). For the students coming from countries where there are particular difficulties in obtaining a certification by the local Italian Embassy/Consulate, the aforesaid documentation may be produced by competent diplomatic authorities or consular posts in Italy and then legalized by the Prefecture.

In case of controls, ESU may ask the students to provide the documentation submitted to the CAF.

Particular cases

Students from countries where **human development is low** (a list of these countries is published on the page <http://www.unipd.it/borse-studio-alloggi-sussidi-straordinari>) may also submit a certification attesting that they do not belong to high-income families or have a high social level.

The certification should be requested to:

- to Italian Diplomatic Authorities (Embassies or Consulates) in the country of origin;



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- if the student is enrolled in a University in his/her country of origin, which is related with agreements or conventions to the University of Padova, also to such University;
- only students enrolled in the first year of the bachelor courses, to Italian financial aid institutions entitled to offer economic guarantees; in these cases the institution issuing the certificate agrees to return the scholarship on behalf of the student in case it is revoked; The student must, in any case, declare his/her income and assets if produced or held in Italy by his/her household.

FOR STUDENTS RECOGNIZED AS POLITICAL OR STATELESS REFUGEES, ONLY INCOME AND ASSETS HELD IN ITALY ARE CONSIDERED.

Students with political or complementary refugee status (subsidiary protection, etc.) will have to produce appropriate certification regarding their condition (Dir. 2004/83 EC no. 2974/04 – Italian Legislative Decree 251/2007).

Those who:

- do not present all the documents
- self-declare fake information

As well as being subject to legal sanctions, they will not benefit from ESU accommodation at a reduced rate.

With regards to access to benefits, foreign students are considered non-resident students, regardless of the location of their residence in Italy, except in the case where the family of the student resides in Italy. In any case, to be considered non-residential, the student must meet all the off-site requirements provided in article 4, paragraph 8, letter c), of the Decree of the *Italian* President of the Council of Ministers dated 4th September 2001 and art. 3 paragraph 7 / c - Annex A of the *Italian* Regional Decree n. 761/2019.