Competition for the award of regional scholarships for students enrolled for the 2016/17 Academic Year

Students eligible to participate in the competition

Students enrolled for the 2016/17 Academic Year at the University of Padova, with the appropriate economic and merit requisites, may participate in the competition for regional scholarships. Depending on the degree course attended, the students may compete for the scholarship for a various number of years or semesters starting from the year of first enrollment:

- For first cycle degree courses: seven semesters (seven years for students enrolled in part-time regime);
- For second cycle degree courses: five semesters (five years for students enrolled in part-time regime);
- For single cycle, second cycle degree courses: eleven semesters (thirteen semesters for the Medicine and Surgery degree course);
- For single cycle, second cycle degree courses: eleven semesters;
- For old-system degree courses: a number of years equal to the legal duration of the course plus one;
- For PhD courses and schools: three years, if not recipients of other scholarships.

The student who, after having withdrawn from his or her degree course previously, enrols in another University degree course, for the purposes of the merit requirement envisaged by this notice of competition, is considered enrolled for the first time and does not cumulate the years of previous enrollment, running from the date of first enrollment, provided that the above-mentioned student has not received a scholarship during the previous enrollment or, if received, has renounced to it and consequently returned it.

If this is not the case, or if the student has previously received a scholarship and then returned it following withdrawal, the scholarship based on merit cumulates the years of previous enrollment and any University Educational Credits (CFUs) acquired during the previous career cannot be considered in terms of merit for the purpose of awarding the scholarship during the new career.

The scholarship can be granted just for the achievement of the first cycle degree for each level of study.

How to participate

Application

The application for participating in the competition must be completed exclusively on line through the specific “Richiesta di Agevolazioni Economiche Unica” procedure available in your Uniweb private area; following the path “Diritto allo studio - Certificazioni di disabilità/dislessia, Corsi estivi”; a guide to the use of the web procedure can be found on www.unipd.it/isee and as annex to this notice (Annex A).

An Internet Point at the Ufficio Immatricolazioni at via Venezia 13 - 35129 Padova is also available for students who would like to submit their application. The online procedure also allows students who have not yet enrolled to submit their application by entering their Italian tax ID code (codice fiscale).

Students obtaining a first cycle degree during the 2016/17 academic year and pursuing their studies by enrolling for a second cycle degree course must communicate their new enrollment number to the Servizio Diritto allo Studio e Tutorato, by e-mail (at service.studenti@unipd.it), or by fax (at +39 049.827.5030) always stating their first and last name.

The online procedure will be active for everybody from 18th July 2016 until midnight on 30th September 2016. For students who have to enrol in the first year of a PhD course the terms for submitting the application will coincide with the terms fixed for making the enrolment official; after 30th September 2016, these students shall communicate their wish to participate in the competition to the Servizio Diritto allo Studio e Tutorato, by e-mail (at service.studenti@unipd.it), or by fax (at
The interested party must notify the Servizio Diritto allo Studio e Tutorato of any technical problems that prevent the application being submitted online, by e-mail (at service.studenti@unipd.it), or by fax (at +39 049.827.5030), always stating their first and last name, registration number or, if not yet assigned, their Italian tax ID code, by the deadline set for the submission of the application, therefore by midnight on 30th September 2016.

Once confirmed, the application cannot be modified directly by the applicant through the online procedure any more. Any requests for data modification be made by 21st October 2016, by e-mail (at service.studenti@unipd.it), or by fax (at +39 049.827.5030) always stating their first and last name, registration number or, if not yet assigned, their Italian tax ID code.

The data entered by the student in the application confirmed electronically are subject to verification pursuant to article 71 of Presidential Decree no. 445 dated 28th December 2000; if the scholarship is granted, direct checks might be made by the Guardia di Finanza to verify the truthfulness of the information provided, either at banks or other financial intermediaries who manage moveable assets pursuant to art. 11 paragraph 6 of President of the Council of Minister’s Decree no. 159 of 5th December 2013. Checks may also be made regarding the truthfulness of the family situation declared and the consistency of declared income with assets held.

Please note that anyone guilty of making false declarations, forging or making use of forged documents is punished in accordance with the criminal code and relevant specific laws.

- Entering the IBAN code of your current account.

The student must enter the IBAN code of a current account in the name of the student, or co-owned by the student, on his or her Uniweb pages after clicking on “Didattica – Dati personali”, by 31st October 2016.

Failure to provide this information will result in a suspension of payments due until the actual submission and communication of compliance by the student.

The University of Padova’s treasury bank, Cassa di Risparmio del Veneto, provides students with a “SUPERFLASH” stored value card in the holder’s name with the IBAN code where the amount of the benefit due can be accredited. The card is free of charge. It is possible to collect one’s “SUPERFLASH” card at the CRV Branch at via VIII Febbraio 1848 no 20 (open from Monday to Saturday from 1 p.m. to 7 p.m.). After collecting it, enter the relevant IBAN code in the section of the Uniweb indicated above.

- Economic Requisites: Equivalent Economic Status Index (ISEE – Indicatore della Situazione Economica Equivalente) and Indicator of University equivalent assets situation (ISPE - Indicatore Situazione Patrimoniale Equivalente)

ISEE calculated for the services provided for the Right to University Education of not exceeding Euro 23,000.00.

For the sole purpose of assessing the student’s suitability for the competition, any regional scholarship granted in 2014 will be separated from the value of the ISEE. The verification will be made by the University. Only students who enrol for the first year of a second cycle degree course, if they graduated from a different University or transferred from another University must produce suitable documentation indicating the amount of any scholarship received in 2014 at the respective Universities of origin at the Servizio Diritto allo Studio e Tutorato by e-mail (service.studenti@unipd.it), or by fax (at (+0039) 049.827.5030).

ISPE - Indicatore Situazione Patrimoniale Equivalente not exceeding Euro 35,434.78. (The ispe value, given by ISP/equivalence scale, will be calculated directly by the University).

The calculation of the ISEE might be requested electronically from INPS (income tax office) after obtaining the online PIN (www.inps.it), or from a Tax Assistance Centre (CAF) or any other competent agency in compliance with the Dichiarazione Sostitutiva Unica by specifically requesting the ISEE calculated for the services provided for the Right to University Education.
The ISEE certification data will be imported directly from the INPS database following the completion of the “Richiesta di Agevolazioni Economiche Unica” and will only be considered valid by the University if the Dichiarazione Sostitutiva Unica (DSU) is completed by 30th September 2016.

- **Foreign Students**
  A different certification is required for foreign students with family NOT residing in Italy and for foreign students residing in Italy and with family living abroad, but with an earned income not exceeding € 6,500.00.
  In these cases, the procedure is given in the guide to the online procedure for the Richiesta di Agevolazioni Economiche Unica, available on [www.unipd.it/isee](http://www.unipd.it/isee) and as annex to this notice (Appendix A); by 30th September 2016 foreign students must submit the Richiesta di Agevolazioni Economiche Unica and must select the “ISEE Parificato”, after requesting it, prior to an appointment with the approved CAF AIC at Galleria Ognissanti n. 25/27 – tel. +39 049.772167.

**Documentation to present to the CAF to obtain the ISEE parificato**

- Certification showing the student’s household;
- Certification of the overall income for 2014 earned by all household members over 18 or certification of unemployment.
- Certification of moveable assets and property possessed at 31.12.2015 by all household members and, should they own any residential building, the total useful area of the building itself.

All the documents must be issued by the competent authorities of the country where the income has been produced and the assets are possessed and they must be translated into Italian by Italian Diplomatic Authorities responsible for the relevant territory (Embassies and Consulates).

Students coming from countries where issuing documentation by the Italian Embassy or Consulate may be difficult can request such documentation from foreign embassies or consulates in Italy and have it legalised by the Prefecture.

**Special cases**

Students from countries with low human development (a list of these countries can be found on [www.unipd.it/fees-benefits](http://www.unipd.it/fees-benefits), following the “Borse e premi di studio - Borse di studio regionali, concorso alloggi, sussidi straordinari”) can also submit a certification certifying that the student does not belong to a family of notoriously high income and high social level.

The certification must be requested:
- To Italian Diplomatic Authorities (Embassies or Consulates) in the country of origin.
- To the University of origin, if the student is enrolled in a University in his or her country of origin having agreements or conventions in place with the University of Padova.
- ONLY For students enrolling in their first year of a degree course: to Italian agencies authorised to issue financial guarantees; in this case the agency issuing the certification undertakes to return the scholarship on behalf of the student in case of revocation.

The student is obliged however to declare the income and assets held in Italy by his or her family.

**Specific aspects in the calculation of the economic situation**

When completing the part relating to their income in the Dichiarazione Sostitutiva Unica, foreign students resident either in Italy or abroad must consider that:

- Any income earned abroad is assessed on the basis of the Euro average exchange rate in 2015; the exchange rate tables can be found on [www.unipd.it/fees-benefits](http://www.unipd.it/fees-benefits), following the path “Borse e premi di studio - Borse di studio regionali, concorso alloggi, sussidi straordinari”; the assets held abroad are valued only in the case of buildings for residential use and considered on the basis of the conventional value of Euro 500.00 per square metre;
- for students recognized as political refugees or stateless, only the income and assets held in Italy are taken into consideration.
Merit requisites

Students enrolled in the first year

Students enrolled in their first year of a first cycle degree course, a second cycle degree course, a single cycle degree course do not need specific merit requisites to obtain a regional scholarship; however:

- They must have obtained **20 credits by 10th August 2017**, regardless of their degree course (10 credits if enrolled on a part-time regime). If this number of credits has not been achieved by the date specified, they will not receive the second instalment of the scholarship and they will obtain only the semi exemption for the enrolment fee and tuition fees whereas, if they have already been reimbursed in total, they must refund the amount in excess (for students with disability between 66% and 100%, the provision subjecting the granting of the second instalment of the scholarship upon achievement of a certain number of credits by 10th August shall not apply);

- If they are recipients of a scholarship and have not obtained **20 credits even by 30th November 2017** (10 credits if enrolled on a part-time regime), they shall refund the entire amount of the scholarship and the amount of the value of the services actually enjoyed for lodging and meals.

Regardless of the number of credits, those who abandon their degree course during the 2016/2017 academic year or transfer to another University by 31st July 2017 or are in position of leave/suspension must refund the entire amount of the scholarship and the amount of the value of the services actually enjoyed for lodging and meals.

For the students enrolled in PhD courses, merit requisites are not required.

Students enrolled in subsequent years

In order to receive the scholarship, students enrolled in a first cycle degree course must have accumulated by 10th August 2016:

- For the second year, **25 credits**
- For the third year, **80 credits**
- For the further semester, **135 credits**.

In order to receive the scholarship, students enrolled in a first cycle degree course on a part-time regime must have accumulated by 10th August 2016:

- For the second year, **12 credits**
- For the third year, **25 credits**
- For the fourth year, **60 credits**
- For the fifth year, **80 credits**
- For the sixth year, **110 credits**
- For the seventh year, **135 credits**

In order to receive the scholarship, students enrolled in a second cycle degree course must, regardless of the date of enrolment, have accumulated by 10th August 2016:

- For the second year, **30 credits**
- For the last semester, **80 credits**.

In order to receive the scholarship, students enrolled in a second cycle degree course on a part-time regime must have accumulated by 10th August 2016:

- For the second year, **15 credits**
- For the third year, **30 credits**
- For the fourth year, **60 credits**
- For the fifth year, **80 credits**

In order to receive the scholarship, students enrolled in a single cycle degree course must have accumulated by 10th August 2016:

- For the second year, **25 credits**
- For the third year, **80 credits**
- For the fourth year, **135 credits**
- For the fifth year, **190 credits**
- For the sixth year, **245 credits**
- For the last year, **55 credits more than the number required for the last year.**
N.B. The determination of the academic year of enrolment (second, third etc.) depends on the number of years during which the student has been enrolled from the academic year of first enrolment.

The credits referred to in the paragraphs above are valid only if they are recognised for the degree course for which the students apply for the scholarship even if different from that of the year before.

The validated credits from educational activities outside the University (vocational training courses, seminars, internships etc.) and those validated from previous degree courses concluded do not contribute to determining the merit considered for the purposes of suitability for the scholarship.

In order to achieve the merit requisites, a bonus is given to students in addition to the credits actually obtained. This bonus is used just once in the entire degree course and its value varies depending on when it is applied:

- For the second year: 5 credits
- For the third year: 12 credits
- For subsequent years, for a further semester or for a second cycle degree course: 15 credits.

If the bonus is not used up entirely, the remaining part can be used in the following years. The residual amount of the bonus can also be used in one of the attendance years for the second cycle degree course.

The office applies it without prior request from the student.

For students enrolled in degree courses before MD 509/99 and MD 270/04, the merit requisites are assessed on the basis of the number of exams taken by the applicant by 10th August 2016 in relation to the average number of students enrolled for the same year on the same degree course in the last three years.

The tables showing the number of reference exams for each degree course and the year of enrollment can be found on www.unipd.it/fees-benefits, following the path “Borse e premi di studio - Borse di studio regionali, concorso alloggi, sussidi straordinari”.

No type of merit requisite is required for PhD students.

**Disabled students**

Students with disabilities recognized by the Italian Health Service receive particular financial assistance:

- in consideration of the number of years for which they can participate in the scholarship, students with disability assessed between 66% and 100% may compete for the award of the scholarship for a number of semesters or years starting from the year of enrolment in the University system (any years attended followed by the abandonment of the studies or disqualification are accumulated):
  - For first cycle degree courses: nine semesters.
  - For second cycle degree courses: seven semesters.
  - For the single cycle degree course: a number of years equal to the normal duration of the degree course plus three semesters;
  - For the single cycle degree course: a number of years equal to the normal duration of the degree course plus three semesters;
  - For the degree courses running under the previous degree course system: a number of years equal to the legal duration of the course plus two with reference to the year of first enrollment.

- in the assessment of merit:
  to receive the scholarship, disabled students enrolled in a first cycle degree course must have accumulated the number of credits indicated in the table by 10th August 2016:

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Degree of disability between 66% and 80%</th>
<th>Degree of disability between 81% and 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>second year</td>
<td>20 credits</td>
<td>15 credits</td>
</tr>
<tr>
<td>third year</td>
<td>64 credits</td>
<td>48 credits</td>
</tr>
<tr>
<td>fourth year</td>
<td>108 credits</td>
<td>81 credits</td>
</tr>
<tr>
<td>last semester</td>
<td>144 credits</td>
<td>108 credits</td>
</tr>
</tbody>
</table>

To receive the scholarship, disabled students enrolled in a second cycle degree course must have accumulated the number of credits indicated in the table by 10th August 2015:
to receive the scholarship, disabled students enrolled in a single cycle degree course must have accumulated the number of credits indicated in the table by 10th August 2015:

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Degree of disability between 66% and 80%</th>
<th>Degree of disability between 81% and 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>second year</td>
<td>24 credits</td>
<td>18 credits</td>
</tr>
<tr>
<td>third year</td>
<td>64 credits</td>
<td>48 credits</td>
</tr>
<tr>
<td>last semester</td>
<td>96 credits</td>
<td>72 credits</td>
</tr>
</tbody>
</table>

N.B. The academic year of enrolment (second, third etc.) is defined according to the number of years during which the student has been enrolled starting from the academic year of first enrolment.

To achieve the merit requisites a bonus is given in addition to the credits actually obtained. This bonus can be used just once over the entire degree course and its value changes according to the period it is actually used:

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Degree of disability between 66% and 80%</th>
<th>Degree of disability between 81% and 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>second year</td>
<td>4 bonus credits</td>
<td>3 bonus credits</td>
</tr>
<tr>
<td>third year</td>
<td>9 bonus credits</td>
<td>7 bonus credits</td>
</tr>
<tr>
<td>fourth year</td>
<td>12 bonus credits</td>
<td>9 bonus credits</td>
</tr>
</tbody>
</table>

If the bonus is not used up entirely, the remaining part can be used in the following years. The residual amount of the bonus can also be used in one of the attendance years for the second cycle degree course. The office applies it without prior request from the student.

For students enrolled in a degree course running under the previous degree course system, in calculating the "merit co-efficient" enrolment is considered as:
- postponed for a year with respect to the real one if disability is assessed between 66% and 80%,
- postponed for two years with respect to the real one if disability is assessed over 80%,

The table showing the number of reference exams for each degree course and year of enrollment is available on www.unipd.it/borse-studio-alloggi-sussidi-straordinari.

The Rector’s Delegate for Disability may intervene for a different merit assessment:
- If the student requests an individual assessment of his or her situation.
- In cases of temporary disability.
- For situations that require extraordinary measures.
Formation of the rankings

Scholarships are awarded on the basis of the position of the students in the rankings.

Before the formulation of the final rankings and, anyway, as soon as the ISEE Certificate for the Right to University Education has been acquired, the applicants will receive an email to their University email address indicating the assessment of suitability, any reason for exclusion, income and merit data processed; students are required to give notification if the email is not received. Students enrolled in the first year will only receive the mail after enrolment and once they have received their own enrollment number. If the data processed and indicated in the e-mail are not correct appropriate notification must be given by midnight on 21st October 2016.

Any errors concerning the number or the average of the exams taken and the enrolment status must be communicated to the Segreteria Student of the student’s Faculty at Lungargine del Piovego, 2 – Padova (at Viale dell’Università, 16 – Legnaro, at Agripolis, for the School of Agricultural Sciences and Veterinary Medicine).

Any errors regarding the ISEE or ISPE data, failure to enrol in the academic year or the condition of commuting/offsite/onsite student must be communicated to the Servizio Diritto allo Studio e Tutorato, at via Portello 31 - Padova, in person or by email at service.studenti@unipd.it, always stating first and last name and enrollment number.

- **Rankings**

Students enrolled on degree courses

The final rankings are available from 30th November 2016 on www.unipd.it/fees-benefits following the path “Borse e premi di studio – Graduatorie borse di studio regionali”.

The position in the final ranking determines the priority with which the scholarship is assigned.

Four types of scholarship are granted.

- **For students with EU citizenship enrolled in the first year** on degree courses, single cycle degree courses, second cycle degree courses, the ranking is formed based on the ISEE values in ascending order and, ISEE being equal, by considering the Baccalaureate examination mark (voto di maturità).

- **For students with citizenship outside the EU enrolled in the first year** on degree courses, single cycle degree courses, second cycle degree courses, the ranking is formed based on the ISEE values in ascending order and, ISEE being equal, by considering the Baccalaureate examination mark (voto di maturità).

- **For students enrolled in PhD courses and schools** who are not already benefitting from ministerial scholarships, the ranking is formed based on the ISEE values in ascending order.

- **For students enrolled in the second and subsequent years**, of all the degree courses, the ranking is formed based on the merit coefficient as defined below.

The merit coefficient is calculated by adding the percentage variation of the exams (annual calculations) or credits of the exams passed by the student by 10th August compared to the average established for his or her course/system (V%Exams) and the percentage variation of the student’s exams weighted mark average compared with that established for his or her course/system (V%Exam), divided by 2.

Namely: \[
(V\%\text{marks}) + \frac{(V\%\text{Exams})}{2}
\]

The average of exams or degree course/system is calculated as the sum of the number of exams passed or credits obtained by the students by 10th August having taken into account the number of enrolments of each student divided by the number of students enrolled on the degree course. The students must be enrolled on the above-mentioned degree course/system for a number of times not exceeding the specified duration + 1; students with no exams are excluded.

The weighted average mark of the degree course/system is calculated as the sum of the weighted average of the marks of the students enrolled on the same degree course/system, divided by the number of students enrolled, the students must be enrolled in the same degree course/system for a number of times not exceeding the specified duration + 1; students with no exams are excluded.

With the merit coefficient being equal, precedence is given to students with a lower ISEE.

The scholarship is granted anyway to eligible disabled students.

Students enrolled on PhD courses or schools

The final ranking is available from 31st January 2017 on www.unipd.it/fees-benefits following the path “Borse e premi di studio – Graduatorie borse di studio regionali”.

7
The amount of the scholarship is as follows:

<table>
<thead>
<tr>
<th>Maximum amount</th>
<th>Minimum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 5,124.00</td>
<td>€ 2,562.00</td>
</tr>
</tbody>
</table>

The scholarship is paid entirely to students with an ISEE lower than or equal to € 15,333.33.
For an ISEE between € 15,333.34 and € 23,000.00 (max ISEE) the scholarship is reduced proportionally down to the minimum amount indicated in the table.

**Provision of the scholarship**

The amount of the scholarship is as follows:

<table>
<thead>
<tr>
<th>Student status</th>
<th>Maximum amount</th>
<th>Minimum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>offsite students</td>
<td>€ 5,124.00</td>
<td>€ 2,562.00</td>
</tr>
<tr>
<td>commuting students</td>
<td>€ 2,827.50</td>
<td>€ 1,413.75</td>
</tr>
<tr>
<td>onsite students</td>
<td>€ 1,934.00 + one free meal a day</td>
<td>€ 967.00</td>
</tr>
</tbody>
</table>

For students enrolled in a part-time regime, the amount of the scholarship is paid entirely in cash and totals:

<table>
<thead>
<tr>
<th>Student status</th>
<th>Maximum amount</th>
<th>Minimum amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>offsite students</td>
<td>€ 2,562.00</td>
<td>€ 1,281.00</td>
</tr>
<tr>
<td>commuting students</td>
<td>€ 1,413.75</td>
<td>€ 706.88</td>
</tr>
<tr>
<td>onsite students</td>
<td>€ 967.00</td>
<td>€ 483.50</td>
</tr>
</tbody>
</table>

The scholarship is paid entirely to students with an ISEE lower than or equal to € 15,333.33.
For an ISEE between € 15,333.34 and € 23,000.00 (max ISEE) the scholarship is reduced proportionally down to the minimum amount indicated in the table.

**Offsite students** are students who reside in towns more than 80 km away from the University or the journey to reach the place of study require more than 80 minutes; for this reason, such students must rent an accommodation through a regular contract close to the University for at least 10 months.

Students who reside in towns more than 80 km away or more than 80 minutes away from the University who do not rent an accommodation are considered commuting students.

In order to access financial help, foreign students with a residence permit for study purposes are anyway considered offsite students regardless of their place of residence in Italy; however such students must pay for their accommodation near the University with a regular contract for a period of at least ten months, except in cases where the student's family resides in Italy (the provisions for Italian students shall then apply).

**Commuting students** reside in municipalities or local areas between 40 and 80 km away from the University or the journey to reach the place of study require between 40 to 80 minutes.

This category also includes students residing in a place that is more than 80 Km away from the University and a journey time of more than 80 minutes but who takes accommodation free of charge.

**Onsite students** are students who reside in municipalities or towns less than 40 km away from the University or the journey to reach the place of study require less than 40 minutes.

Students who participate in international mobility programmes keep their regional scholarship they were entitled to originally (offsite scholarship, commuting scholarship, onsite scholarship etc.), without the possibility of increasing the aforesaid scholarship.
Internationally mobile students who declare themselves as offsite students must be able to show they are paying for their accommodation in the period of mobility.
Obligations for the student in the declaration of their status:

- Check in which category your place of residence falls into by consulting the table of geographical distances published on www.unipd.it/fees-benefits, following the path “Borse e premi di studio - Borse di studio regionali, concorso alloggi, sussidi straordinari”.
- If you declare you are a non-resident student, you must be in possession of a rental contract (duly registered and renewed) or be lodged at the ESU halls of residence.

In their application, the student shall declare whether they are offsite, commuting or onsite students. If the student does not meet the requisites indicated, they are disqualified from any benefit obtained and are required, in addition to returning what was unduly received, to pay the costs for verification and related administrative fine. Please note that anyone guilty of making false declarations, forging or making use of forged documents is punished in accordance with the criminal code and relevant specific laws.

Students who graduate within the normal duration of their degree course shall benefit from a supplement to their scholarship equal to half of what was obtained in the last year of the course, according to the resources available. Any supplement of this nature is automatic and does not require the student to apply.

The scholarship and relevant services

Part of the scholarship is granted as services as follows:

- Offsite students. The ESU ensures lodging and meals services. The amount of the scholarship granted to the student in cash is therefore net of the costs of the services provided (indicated in the table). It is however guaranteed that the part granted in money is equal to at least € 1,100.00 (€550.00 for commuting or offsite students enrolled on a part-time regime).

<table>
<thead>
<tr>
<th>Lodging</th>
<th>€1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board and lodging (one meal a day)</td>
<td>€ 2,100 on an annual basis in relation to the months the services are actually provided</td>
</tr>
<tr>
<td>Canteen (one meal a day)</td>
<td>€600.00 on an annual basis in relation to the months the services are actually provided</td>
</tr>
</tbody>
</table>

- Commuting students. The ESU ensures meal services, one meal a day, the cost of the service is €. 400.00 The amount of the scholarship granted to the student in cash is therefore net of the costs of the services provided. It is however guaranteed that the cash part will total at least € 1,100.00.

Students enrolled in PhD courses or in PhD schools receive a scholarship for the amount calculated for offsite students and a withholding of € 400.00.

In terms of the part of the scholarship granted as services, it is not possible to ask for it to be paid as cash against the non-use of the above-mentioned service (except in particular and certified cases).

The scholarship and exemption from fees

Eligible students enrolled at regular years enjoy total exemption from tuition fees (with the exception of stamp duty and insurance); those enrolled as supplementary-year students (taking longer than the specified time) enjoy partial exemption (with the exclusion of stamp duty and insurance and half of the student fees).

The initial instalment of the fees paid is reimbursed automatically (for further details consult the exemption notice on www.unipd.it/fees-benefits, clicking on “Esoneri studenti”).


When is the scholarship granted

Students enrolled in the first year of a first cycle degree course, second cycle degree course, single cycle, second cycle degree course:

- First instalment by 5th December 2016.
- Second instalment after checking that 20 credits envisaged by 10/08/2016 have been obtained.

Students enrolled in the years following the first one

- Single instalment by 5th December 2016.

Students enrolled as PhD students


The award of scholarships following the first one depends on the availability of additional resources made available by Regione Veneto and MIUR.

How is the scholarship granted

The Regional scholarship is accredited exclusively to students who enter the IBAN code of their own current account, in their Uniweb page after clicking on "Didattica – Dati Personali". Their current account must be in the name of the student, or co-owned by the student otherwise the banking system will block the payment.

If the IBAN code changes, the student must inform the Servizio Diritto allo Studio e Tutorato. Failure to provide this information will result in a suspension of payments due until the actual submission and communication of compliance by the student.

It is furthermore appropriate to check the correctness of the contact data in the Uniweb area, in particular the cell phone number and the email address so as to be contacted easily by the University.

The equivalent of the amounts for the services is withheld proportionally to the instalments and paid to the ESU by the University.

Revocation and refund of the scholarship

The scholarship must be refunded by students who:

- if enrolled in the first year of the courses under the new system (either Ministerial Decree 509/99 or Ministerial Decree 270/04), have not obtained at least 20 credits by 30th November 2017 (10 credits if enrolled on a part-time regime); students enrolled in Education Sciences are required to obtain at least three years. The sums collected and the amount corresponding to the value of the services actually enjoyed (equivalent to the scholarship in cash) must be returned.
  For exceptional and documented reasons, the deadline for obtaining the credits may be postponed for at least three months. The application with the relative documentation must be sent to the Servizio Diritto allo Studio e Tutorato via Portello 31 - 35129 Padova;
- transfer to another University during the course of the 2016/17 Academic Year (before 31st July 2017);
- abandon their studies before 31st July 2017;
- are enrolled in a PhD program without scholarship who are later awarded a scholarship pursuant to L. 210/98;
- who have made false statements in previous years. These students will be excluded from the grant of benefits for the entire course of their studies.

Students who are recipients of a regional scholarship that fall into one of these categories must communicate it to the Servizio Diritto allo Studio e Tutorato, via Portello 31, 35129 Padova.
Riferimenti normativi:
Statuto DR. 27 giugno 2012
LR 18 giugno 1996 n.15
DPR 25 luglio 1997 n. 306
LR 7 aprile 1998 n. 8
DPCM 9 aprile 2001
DL 29.3.2012 n.68
DM 23 marzo 2016, n. 174
DM 29 marzo 2016, n. 201
DGR 17 maggio 2016 n. 676
Delibere del Consiglio di Amministrazione n. 48 e n.49 del 22 febbraio 2016
Delibera del Senato Accademico n. 64 del 3 maggio 2016
Delibera del Consiglio di Amministrazione n. 178 del 17 maggio 2016

Dichiarazione Sostitutiva Unica:
DPCM 5/12/2013 n. 159
Decreto del Ministero del Lavoro e delle Politiche Sociali del 7/11/2014

Servizio Diritto allo Studio e Tutorato
Via Portello 31 - 35129 PADOVA
Tel. 049.8273131 - Fax 049.8275030
e-mail: service.studenti@unipd.it

ESU – SETTORE BENEFICI E CONTRIBUTI DEL DSU
Via San Francesco, 122 – 35121 Padova
dirittoallostudio@esu.pd.it

Padova, 30/06/2016

Il Direttore Generale
Dott.ssa Emanuela Ometto

Il Rettore
Prof. Rosario Rizzuto
“Richiesta di Agevolazioni Economiche Unica”
Guide on how to use the online procedure

What economic benefits can be applied for with this procedure:

a) Regional scholarship;
b) Reduction of taxes and some types of exemption;
c) Part-time collaboration (200 hours);
d) Work involving support initiatives for disabled students;
e) Participation in No-Pay by Cus activities.

What to do to apply for these economic benefits:

1. Fill in the **DSU** (Dichiarazione Sostitutiva Unica) valid for “Prestazioni agevolate per il Diritto allo Studio Universitario” (2014 income - 2015 assets);
2. Fill in the “**Richiesta di Agevolazioni Economiche Unica**” available in the reserved area of the University Uniweb.

Who to contact regarding the DSU:

- **INPS (National Institute of Social Security)**, or **CAF (Tax Advice Centre)** for assistance in completing the application;
- **CAF AIC** in Padua, Via Galleria Ognissanti 25 - Tel. +39 049/772167, for foreign students.

When to fill in the DSU and the “**Richiesta di Agevolazioni Economiche Unica**”:

- Both by **30th September 2016** to apply for regional scholarships, part-time collaboration and for support initiatives for disabled students;
- Both by **30th November 2016** for the sole reduction of taxes and other types of exemption.
WEB PROCEDURE FOR THE RICHIESTA DI AGEVOLAZIONI ECONOMICHE UNICA

1. Access your reserved area in “Uniweb” and click on the link:
“Diritto allo studio, certificazioni di disabilità/dislessia, corsi estivi”
Then on: “Richiesta di Agevolazioni Economiche Unica”
in the menu on the left, click on “Procedi” once you have read the information;

2. Read it carefully and click on “Accetto”
3.1 If you are an ITALIAN STUDENT (or a foreign student residing in Italy and you do NOT fall into the criteria as per point 3.2)

Click YES on “ISEE - INPS”

(the ISEE certification data will be passed on to the University by INPS)

3.2 If you are a FOREIGN STUDENT:

- and your immediate family IS NOT resident in Italy;
- or you are resident in Italy, with an income of less than euro 6,500 and your immediate family is resident abroad

Click YES on “ISEE Parificato”

In order to obtain the “ISEE parificato”, the student will have to contact by prior appointment the approved CAF AIC exclusively, which will pass it on to the University (the service is free):

CAF AIC – PADUA - Via Galleria Ognissanti 25 – Cap 35129
Tel. +39 049/772167

In addition to the documentation relating to income and assets generated in Italy, the following documentation for each member of your immediate family must be shown to the CAF AIC:

- Personal data;
- Income (year 2014) generated abroad;
- Property assets (year 2015) owned abroad.

Such documentation must be:

- Issued by the competent authorities in the country where the incomes have been generated
- Translated into Italian by the Italian diplomatic authorities with regional responsibility
4 If you are also entitled to additional forms of exemption – student worker or having other members of your immediate family enrolled at the same time for the same A.Y. at the university – click on “yes” in the relevant fields.

Please note: if you just wish to apply for exemption as student worker, click on “NO” in sections 3.1 or 3.2 above, thus not authorising the University to receive the ISEE certification data from INPS or CAF. However, in doing so, the exemption will be applied to the maximum amount of student fees expected for your degree course, since no reduction will be applied based on your ISEE.

Please note: if you wish to apply for exemption for relatives enrolled at the University at the same time, click on “YES” in sections 3.1 or 3.2 above, so that the University can obtain the ISEE certification data and check the application requirement of the exemption.

If you need to apply for a regional scholarship and/or part-time collaboration and/or work in support initiatives to introduce disabled students to their degree course and/or participation in No-Pay by Cus initiatives, click on “yes” in the relevant fields and fill in the relevant ones for each individual type of economic benefit.

5 After completing the application, click on “Procedi” at the bottom of the page;
6 Read the information and click on “Conferma la Richiesta di Agevolazioni Economiche Unica”

OBLIGATION TO VERIFY THAT THE ISEE DATA HAS BEEN PASSED ON BY INPS

After the CAF/INPS have issued your ISEE certification, make sure that the University has received your data:

- from the day after completing and confirming the “Richiesta di Agevolazioni Economiche Unica” if the ISEE certification has been previously issued;
- NO earlier than 5 working days from the issuing of the ISEE certification if the certification itself has been issued after completing and confirming the “Richiesta di Agevolazioni Economiche Unica”.

It will be possible to CHECK the existence of such data by printing out the pdf of the “Richiesta di Agevolazioni Economiche Unica” from your “Uniweb” reserved area (Diritto allo studio, certificazioni di disabilità/dislessia, corsi estivi - Richiesta di Agevolazioni Economiche Unica).

The application for participation in University competitions with a deadline of 30th September will entail sending an e-mail with your suitability assessment to your University mailbox, once the financial data have been received from INPS or CAF.

N.B.:
IN CASE YOU HAVE APPLIED FOR THE STANDARD ISEE FORM ONLY (AND NOT FOR THE RIGHT TO UNIVERSITY EDUCATION ISEE FORM) INPS WILL NOT PASS ON YOUR DATA TO THE UNIVERSITY