



Appendix to Decree Ref. no.

Prot. no.

CONTRIBUTION TOWARDS HOUSING COSTS INCURRED BY UNIVERSITY STUDENTS FOR THE YEAR 2023

PREAMBLE

With this Call for Applications, the University of Padua (hereinafter, the University) regulates the allocation of the contribution towards housing rental expenses incurred by off-site students for the year 2023, in compliance with Italian Law no. 197 of 29 December 2022 (Budget Law for 2023).

ART. 1 ELIGIBILITY REQUIREMENTS

Students registered for the 2022/23 academic year in Bachelor's degree, Master's degree and single-cycle Master's degree programmes, Ph.D. courses and specialisation schools (non-medical) at the University may participate in this call for applications if they meet the following requirements (Article 1, paragraphs 526 and 527 of Italian Law no. 178/2020):

- a) ISEE for the Benefits for the Right to University Education required for the 2022/2023 academic year, in compliance with the requirements and **not exceeding € 20,000**, issued by the application deadline (current ISEE or equivalent ISEE may also be used);
- b) rental contract for a residential property located in a **municipality other than the municipality of residence** for the period from January to August 2023.
- c) active university career during the aforementioned rental period and regular payment of university fees for the 2022/23 academic year;
- d) being off-site, i.e. having one's permanent address, for the specified period, (i.e. only for the months for which support is requested), in a municipality other than the one where the rented property is located;
- e) **not benefiting from other forms of support for the right to university education**, i.e. subsidies for housing services, also in the form of a financial contribution/scholarship.

This contribution is therefore **incompatible** with:

- students who have been awarded a regional scholarship for the 2022/23 academic year as off-campus students, with the exception of final semester scholarship holders, for the months of March - August 2023 only. Those who have benefited from the regional scholarship as *commuters* or *on-site students* may also participate, but they cannot receive aid for rental support;
- other subsidies and reimbursements granted by other public or private housing authorities for the specified period: January-August 2023.

ART. 2 TERMS OF SUBMISSION AND DEADLINE

Students wishing to apply must submit their application **from 10 July to 30 August 2023** by completing the online procedure available in their UNIWEB personal area, under **INITIATIVES**.

From the portal, users can proceed in steps:

- **step 1: self-certification of** entry requirements as per Art. 1. The ISEE certificate data will be imported directly from the INPS database following the authorisation granted by the student in the application for benefits.
- **step 2: students must insert:**
 - a copy of the ISEE certificate required for the 2022/2023 academic year;
 - a copy of the rental contract and its registration with the Italian Revenue Agency (and possible registration of takeover and/or extension) or a copy of the hospitality contract at university colleges and religious institutions;
 - payment receipts for the months for which they request a reimbursement.



The rental contract must require a payment by the renter, it must relate to a building unit or portion thereof which is available for residential use and the student intending to benefit from the reimbursement must be the tenant.

The application may be cancelled and resubmitted at any time, provided that it is done within the deadline of the notice of call.

At the end of the procedure, it will be possible to view and print the confirmation of submission.

ART. 3 ASSIGNMENT OF REIMBURSEMENTS

Once the checks on the applications submitted have been carried out, the University will provide the data relating to the number of students entitled to the contribution to the Directorate General of MUR (the Italian Ministry of University and Research) by 30 September 2023, and the message must contain the following subject line: "Contribution for housing rental expenses for the year 2023, pursuant to Italian Law no. 197/2022 - Definitive number of beneficiaries".

On the basis of the available data, the Ministry of University and Research shall, by its own decree, determine the amount of the overall contribution due to each University and shall allocate to each individual University its share of the resources on the basis of the number of students reported to the Ministry. Based on the resources allocated by MUR, Universities will disburse the contribution to their eligible students.

The eligibility ranking list will be published by 30 September on the University's website at www.unipd.it/sostegno-canone-locazione.

The contribution is subject to taxation in accordance with current legislation.

Reimbursements will be credited exclusively to the student's current account (held individually or jointly) or prepaid card. The details thereof (IBAN or card data) must be entered by the student in his/her Uniweb personal area, under "Home, Master Data, Refund methods, Edit Bank Account Refund Data" (bank details of third parties, including parents, cannot be accepted).

If the student resides abroad (outside Italy), he/she must specify his/her temporary address in Italy in the UNIWEB personal area, under "Home, Master data, Modify domicile address"; otherwise it will be impossible to proceed with the reimbursement.

ART. 4 CHECKS

The following operations are the responsibility of the University:

- checking the declarations submitted;
- verifying that the student meets the requirements;
- managing and establishing possible review procedures.

The application for eligibility for the benefit, accompanied by information on economic and personal conditions, is submitted by the student using the self-certification option pursuant to Presidential Decree no. 445 of 28 December 2000.

The following persons will forfeit the contribution:

- those who obtained a similar benefit from another body;
- those who make false declarations (pursuant to Articles 75 and 76 of Presidential Decree 445/2000).

ART. 5 FINANCING

The resources will be allocated to the University according to the number of students who qualify. Italian Law no. 197 of 29 December 2022 (Budget Law for 2023), and specifically Article 1, paragraph 580, provides that "*The Fund referred to in Article 1, paragraph 526, of Italian Law no. 178 of 30 December 2020 shall be refinanced by € 4 million for the year 2023 and by € 6 million per year as from the year 2024*".

ART. 6 FINAL RULES

Pursuant to article 4 of Italian Law no. 241 of 7 August 1990 (*Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi*, New rules on administrative procedures and on the right of access to



administrative documents) and subsequent amendments, the Director of the Student Services Office, Alessandra Biscaro, will be appointed as the Person in Charge of the Administrative Procedure.

Candidates may exercise their right of access to the application documents according to the provisions of the Decreto del Presidente della Repubblica (Presidential Decree) no. 184 of 12 April 2006 (*Regolamento recante disciplina in materia di accesso ai documenti amministrativi in conformità al capo V della Legge 241/90*, Regulation governing access to administrative documents pursuant to Chapter V of Italian Law no. 241/90).

Personal data collected for the purposes set out in this notice is processed in compliance with the provisions of Regulation (EU) no. 679 of 27 April 2016 (General Data Protection Regulation, GDPR).

The "Data Controller" is the University of Padua, with registered office in Via 8 Febbraio, 2 - 35122 Padua. The full information notice is available from the Data Controller or at www.unipd.it/privacy.

N.B. This notice has been translated into English for information purposes only.

With regard to the handling and resolution of disputes, and for all legal effects, only the Italian version shall be considered valid.

STUDENT SERVICES OFFICE

Financial Benefits Sector

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The Rector

Prof. Daniela Mapelli

digitally signed pursuant to D.lgs (Legislative Decree) no. 82/2005

Person in charge of the administrative procedure Alessandra Biscaro Date	Executive Roberta Rasa Date	Director General Alberto Scuttari Date
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