

## “MILLE E UNA LODE” AWARDS – A.Y. 2023/24

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### PREAMBLE

For the academic year 2023/24, 1,000 Merit Awards, each worth 1,000.00 euro (gross percipient), have been established, reserved for the best students from each degree course (selected in proportion to the number of degree courses).

Merit Awards are granted following one of the following activities/options, as chosen by the students themselves:

- Educational activities carried out abroad
- Internship and/or traineeship activities
- Tutoring activities
- Benefit from a fee waiver up to a maximum amount of 1,000.00 euro

### 1. ELIGIBILITY REQUIREMENTS

Students will be selected by the University on the basis of the following requirements:

- **Enrolled for the academic year 2023/24** in a Bachelor's degree course, single-cycle degree programme and Master's degree course for a number of times not exceeding the normal duration of the course of study. Excluded are those students enrolling for the first time in the first year of a Bachelor's degree course or a single-cycle degree programme and students enrolled in the Scuola Galileiana;
- **Enrolled for the academic year 2022/2023** in a course at the University and one of the meritorious students based on the merit factor accrued as at 10 August 2023.

Students enrolled in the 2023/24 academic year who have the highest merit factor in the previous year's enrolment will then be selected. A representation of students selected from all courses of study and for all years will be guaranteed.

**Students do not have to submit an application since the selection is made ex officio.**

### 2. THE MERIT FACTOR CALCULATION

**Determining the reference values of each degree course**

Degree Course Average Credit:

Average student credits / no. of years enrolled = Annual average student credits

Hence, average annual sum of student credits / no. students



Degree Course Average Grade

Sum of average student grade / no. students

- a. Degree cohort: all students enrolled in the previous academic year up to and including 1 year behind schedule, excluding those with 0 examinations.
- b. Examinations to be taken into account: each examination which is regularly taken, i.e. which is not off-schedule or taken in default of fees or registration or a pre-requisite. Validated examinations (CO) are considered in the calculation only if they come from a transfer from another University or a change of degree course.

**Calculating the merit factor of all those enrolled in the new academic year of the degree programme**

The merit factor is calculated by summing the percentage change in the average number of credits passed by 10 August, compared to the defined average number of credits (or years) for that course/system (V%Exams) and the percentage change in the weighted average grade for the exams compared to the defined average for that course/system (V%Votes), all divided by 2.

$$\text{i.e.: } (V\%Votes)/2 + (V\%Exams)/2$$

The **examination average or examination average of the degree course/system** is calculated as the sum of the average number of examinations or credits passed by 10 August, taking into account the number of enrolments, divided by the number of enrolled students; students must be enrolled in the same degree course/system for a number of times not exceeding the stipulated duration + 1; students with zero examinations are excluded.

The **weighted average grade for the degree course/system** is calculated as the sum of the weighted average of the grades of the students enrolled in the same degree course/system, divided by the number of enrolled students; students must be enrolled in the same degree course/system for a number of times not exceeding the stipulated duration + 1; students with zero examinations are excluded.

### 3. RANKINGS AND DEADLINES

The ranking of winners will be published by **October** in the dedicated section of [www.unipd.it/esoneri-studenti](http://www.unipd.it/esoneri-studenti).

The successful students will be notified through their institutional email address ([nome.cognome@studenti.unipd.it](mailto:nome.cognome@studenti.unipd.it)) and will have to choose the type of Merit Award by accessing their Uniweb reserved area, under the **INITIATIVES** heading during the opening period of the procedure: from **8 to 22 January 2024**.

Those who fail to make a choice within the specified period will lose their right to the Merit Award.

The Student Services Office, the Projects and Mobility Office and the Career Service Office will provide the winning students, each for the option for which they are responsible, with the necessary information to enable them to make the most suitable choice.

### 4. MERIT AWARD OPTION CHOICES

#### 4.1 MERIT AWARD FOR STUDY ABROAD

(ref. Projects and Mobility Office - Mobility Sector - email [erasmus@unipd.it](mailto:erasmus@unipd.it))

The Merit Award for **study** abroad provides winners with a choice of:

- a supplement to the Erasmus+ study grant if a student is already a beneficiary of:
  - o a post for the academic year 2023/24, starting in the second semester (i.e. from January 2024 onwards and ending June/September 2024) or a long-term placement (i.e. with a 10/12-month grant); Short Mobility is excluded;
  - o one Erasmus+ post for the academic year 2024/25. Short Mobility is excluded;
- a stay abroad with the SEMP programme, if the student is already a beneficiary, with the same characteristics as the Erasmus+ programme as referred to in the previous paragraph;



- a stay abroad for those enrolled in a double degree programme (in or outside Europe) if this has the same characteristics as the Erasmus+ programme as referred to in the previous paragraph;
- a stay abroad with the ULISSE project, if the student is already a beneficiary, with the same characteristics as the Erasmus+ programme as referred to in the previous paragraph;
- a period of study abroad organised by the University's Departments, subject to an appropriate selection by or acceptance letter from the Department's reference lecturer and an acceptance letter from the foreign university, provided that an educational activity, with credits being recognised, is planned and documented. The period of study abroad must have the same timeframe as the Erasmus+ programme referred to in the previous paragraph. Short Mobility is excluded.

Students may only choose this type of grant if they are still enrolled at the University at the time of departure and remain enrolled for the entire duration of their stay abroad.

#### 4.2 MERIT AWARD FOR INTERNSHIPS AND TRAINEESHIPS

(ref. Career Service - Internship and Traineeship Sector tel. 049.827 3075 - email [stage@unipd.it](mailto:stage@unipd.it))

The Merit Award for internships and traineeships provides the winners with the opportunity for a curricular/extracurricular traineeship in Italy or abroad, with the University of Padua as the promoting body.

The traineeship must **not last less than 250 hours**, to be carried out continuously at the same facility, over a period of time not exceeding 6 months for graduates and not exceeding 12 months for students, starting in **January 2024**.

#### 4.3 MERIT AWARD FOR TUTORING ACTIVITIES

(ref. Student Services Office - Guidance and Tutoring Sector - email: [tutorato@unipd.it](mailto:tutorato@unipd.it))

The Merit Award for tutoring activities provides the winners with **50 hours** of teaching tutoring, aimed at activities for the students' educational success, such as, for example, organising study groups in their subject areas.

In the event that the winners of a tutoring award exceed the number of vacancies available, as defined by each University School, preference will be given to those students with the highest merit factor, while the second option will be followed for the others; such option must be indicated on Uniweb at the time of selection.

#### 4.4 MERIT AWARD FOR AN ALL-INCLUSIVE FEE EXEMPTION

(ref. Student Services Office - Financial Benefits Sector; email: [benefici.economici@unipd.it](mailto:benefici.economici@unipd.it))

The Merit Award provides an exemption from the all-inclusive fee for the academic year 2023/24, **up to a maximum amount of 1,000.00 euro**.

This exemption is deducted from the annual amount due, calculated on the basis of the student's personal, merit and income situation (if the amount of the contribution due is less than 1,000.00 euro, no compensation or refund can be claimed for the difference).

### 5. METHOD OF DISBURSEMENT AND TIMING

The disbursement of the selected Merit Award will be made by the competent office upon completion of the planned activities. Students must take advantage of the Merit Award and must complete their Award-related activities within two academic years and, in any case, by and no later than 30 September 2025.

If the Merit Award for an exemption is selected, it will be applied by the due date of the second instalment, i.e. by 15 February 2024.

These are the expected timelines:

- publication of ranking: **by October 2023**;
- period for choosing the type of Merit Award (on Uniweb): **8 to 22 January 2024**;
- transmission of the list of winners to the relevant offices: **by 05 February 2024**;
- implementation of activities and their conclusion: **by 30 September 2025**.



Merit Awards can be combined with Regional Scholarships, Mobility Grants and Student Collaboration Grants. In any case, payment of the Merit Award is not envisaged without the planned activities being carried out. A student may be a winner of several award editions.

The granting of a Merit Award will be mentioned in the Diploma Supplement.

Institutions outside the University can contribute to the “Mille e una lode” Award with a free amount (each scholarship is worth 1,000.00 euro) and have the option of choosing the specific study courses to which they want to allocate their additional funds.

## 6. PERSON IN CHARGE OF THE PROCEDURE AND PROCESSING DATA

Pursuant to article 4 of Legge (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 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 at Via 8 Febbraio, 2 - 35122 Padua, Italy.

The full information notice is available from the Data Controller or at [www.unipd.it/privacy](http://www.unipd.it/privacy).

*N.B. This notice has been translated into English for information purposes only. Only the Italian version is valid for all legal purposes.*

For more details, contact: Student Services Office - Via Portello, 19 35129 Padua - e-mail: [tutorato@unipd.it](mailto:tutorato@unipd.it)

The Rector  
Prof. Daniela Mapelli  
*digitally signed pursuant to D.lgs (Legislative Decree)  
no. 82/2005*

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|--|-----------------------------------|--|
| Person in charge of the administrative procedure<br>Alessandra Biscaro<br>Date | Executive<br>Roberta Rasa<br>Date | Director General<br>Alberto Scuttari<br>Date |
|--|-----------------------------------|--|