

Notice of competition for the award of Extraordinary Grants Academic Year 2023/2024

Application period:
from 05 December 2023 - 12:00 noon
to 06 February 2024 - 12:00 noon

Approved by Director's Decree No. 317 of 22/11/2023

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1 - FOREWORD

The extraordinary grant is an intervention intended to remedy situations of particular and exceptional economic hardship, such as to hinder or jeopardise the continuation of studies, as provided for by Article 3(1)(d) and Article 23 of Regional Law no. 8 of 7.04.1998.

This is a financial contribution reserved for students who find themselves in a situation of particular hardship caused by serious events that have affected them or their household (medical or economic events) such as to hinder the continuation of their course of study.

The extraordinary grant is a one-off intervention during the course of the student's studies, limited to the achievement of the first qualification for each level of study, and is of such an amount that, when added to any benefits enjoyed directly by the student (housing and catering services), it does not exceed the amounts fixed for the regional grant as per D. P. C. M. 9 April 2001 and the Regional Plan for the Implementation of the Right to University Studies for the A. 2023/2024, approved by Deliberation of the Veneto Regional Council no. 2023/2024.P.C.M. 9.4.2001 and the Regional Implementation Plan for the Right to University Study for the 2023/2024 academic year, approved by Veneto Regional Council Resolution no. 863 of 11.07.2023

The amount of the extraordinary subsidy is fixed in three brackets:

- € 2,500.00 per non-resident student enrolled full-time;
- € 1,500.00 per commuter student enrolled full-time;
- € 1,000.00 per In Sede student enrolled full-time.

For students enrolled on a part-time basis, the amount will be paid at the rate of 50%.

The disbursement of the benefit in favour of the students who will be assessed as eligible will take place within the limits of the available funds allocated by ESU Padua

The total amount of funding for extraordinary grants for A.Y. 2023/2024 is set at € 15,000.00.

2 - SITUATIONS OF PARTICULAR AND EXCEPTIONAL ECONOMIC, PERSONAL AND/OR FAMILY HARDSHIP

The events from which the student's situation of particular and exceptional economic, personal and/or family hardship relevant to eligibility for the extraordinary grant may result may be

- serious illness of the student;
- serious illness or death of family members living with the student;
- serious care and assistance needs for a dependent member of the household to which the student has to devote himself/herself;
- Serious and unforeseeable worsening of the student's family or personal economic conditions (dismissal; resignation; redundancy; loss of social security, welfare or indemnity benefits; cessation of activity by the student or by a member of the household whose sole or main contribution to the family income is significant ...).

ATTENTION: the events that can justify the request for extraordinary benefit must occur in the periods indicated in art. 4 below, must be strictly causally related to the hardship situation and must be extraordinary and non-recurring in nature. In the case of prolonged and continuous events (e.g. redundancy fund, mobility, family assistance) only those occurring in the periods indicated in art. 4 below may be taken into consideration

Motivations and events that do not result in a close causal/temporal relationship with the lack of merit requirements, or that refer only to the income/assets data of the ISEE 2023 Certificate without any other income reference that proves the worsening, will NOT be evaluated for eligibility purposes.

3 - WHO CAN PARTICIPATE - ADDRESSEES

Registration:

Students regularly enrolled for the 2023/2024 academic year in **a year following the first year** may apply for the extraordinary grant:

1. at the University of Padua for a number of years, starting from that of first enrolment, equal to the legal duration of the course plus one year
2. courses of the higher period at the Adria, Castelfranco Veneto, Padua, Rovigo and Vicenza Conservatories of Music for a number of years equal to the legal duration of the course attended, with reference to the year of first enrolment plus one year
3. to first- and second-level ordinal/experimental courses activated at the Conservatories of Music respectively pursuant to Ministerial Decree 8.10.2003 prot. no. 629/AFAM/2003 and 8.01.2004 prot. no. 1/AFAM/2004 for the period indicated below:
 - a. Ordinary/experimental first-level courses for seven semesters (seven years for part-time students) with reference to the year of first enrolment;
 - b. Ordinary/experimental second-level courses for five semesters (five years for part-time students), with reference to the year of first enrolment.

4. degree courses at the Higher Schools for Linguistic Mediators in Padua, Vicenza and CIELS Padua, including students enrolled at the Milan and Rome campuses (LIMEC and CIELS Rome) belonging to CIELS Padua
5. Master's degree courses at the CIELS Padua School for Linguistic Mediators, including students enrolled at the Milan and Rome campuses pertaining to CIELS Padua, activated pursuant to Ministerial Decree no. 243/2020 for a period of five semesters starting from the year of first enrolment.

Please note: students applying for the extraordinary subsidy must be in order to pay the Regional Fee for the Right to University Studies A.A. 2023/2024 of € 184.00.

Enrolments belonging to careers that ended with a waiver of studies or forfeiture of studies are **not counted**, provided that the student did not receive any scholarship during the previous enrolment or, if received, renounced the same with the consequent return of the sum and service fees paid. Any educational credits acquired in the previous enrolment may not be counted for merit purposes in the new course of study.

The withdrawal from studies that may have occurred during a three-year degree programme does not affect the career of a master's (two-year) degree programme.

Situations of family and economic hardship:

With reference to situations of family and economic hardship, for the purposes of eligibility for the extraordinary benefit, they may submit the relevant application:

- a) Students **in possession of the financial condition required** for access to regional scholarships pursuant to Regional Decree no. 863/2023 and the relative Announcement of Competition for the 2023/2024 academic year who **do not meet the merit requirements** for access to the aforementioned benefit, merit not achieved for
 - serious documented **personal reasons** (certified serious illness and comparable causes);
 - serious documented **family reasons** (death or serious illness, certified, of a member of the household and comparable causes, with documented need for assistance);
 - **for interruption or suspension of studies due to serious** documented **reasons** that prevented them from studying and/or attending classes;
- b) Students meeting **the merit requirements** for access to regional scholarships pursuant to DGR no. 863/2023 and the relative Announcement for A.A. 2023/2024 (including, for students enrolled in a second year of a Bachelor or Combined Bachelor and Master of Science degree programme, the fulfilment of any educational obligations, where envisaged at the time of admission to the courses) **whose financial condition**, after the deadline for access to the study grants, **has suddenly worsened** and become that envisaged for access to the aforementioned benefits, which is no longer permitted and such as to jeopardise the continuation of their studies;
- c) Students who, despite **meeting the financial and merit requirements** for access to regional scholarships, **did not participate in the Call for Entries for the award of** regional **scholarships** for A.Y. 2023/2024 due to **serious** documented **personal or family reasons** (certified serious illness and comparable causes of the student or death or serious illness, certified, of a family member and comparable causes, with documented need for assistance).

Worsening economic condition

If the reason for applying for extraordinary allowance is a worsening of the economic condition, it must be either a loss of income of more than 25% or a reduction in assets of more than 20% ascertained by the **CURRENT ISEE**.

The Isee Corrente (Current Isee) allows you to update the income and assets data referring to the last 12 months with respect to the ISEE Ordinary University Attestation for the current year, which reports the main information on the personal, income and assets situation of the household.

In this regard, the student must contact a CAF and, if he/she already has an **Ordinary ISEE 2023 or 2024 Attestation issued for the Right to University Study**, submit a Current Isee request referring to the Ordinary Isee 2023 Attestation or Ordinary Isee 2024 Attestation by signing the appropriate supplementary form (Current Isee necessarily presupposes a previous valid Ordinary Isee Attestation).

ATTENTION: international students with family income produced abroad must be in possession of Isee Parificato for the right to university study 2023 and/or 2024 issued by the Caf convenzionato CIA Padova.

The international student may NOT apply for Current Isee.

In order to prove the financial deterioration, the international student must apply to the CAF and sign a new Isee Parificato in which the variation in income of more than 25% with respect to the previous one or the reduction in assets of more than 20% can be verified by submitting consular documentation also for the part that has undergone modification/reduction

CAF affiliated with the University of Padua and ESU:

CAF CIA PADOVA

E-mail: caf-iseeunipd@ciapadova.it

Attention: the ISEE Ordinary/Current/Parified certificate is not taken into account:

- if it contains omissions/defects reported by INPS that have not been remedied;
- if it is not claimed for subsidised benefits for the right to university study.

According to the justification supporting the application for the benefit, the documentation to be attached to the application is as follows:

1. If the motivation is a **worsening of economic condition** (loss of income of more than 25% or reduction of assets of more than 20%)
 - Student with income generated in Italy:
 - a) Ordinary Isee certificate 2023 and/or 2024 for the Right to University Studies
 - b) Current Isee referred to the Isee 2023 or 2024 Certificate for the Right to University Studies
 - Foreign student with a family nucleus not resident in Italy / Foreign student resident in Italy with a family nucleus resident abroad / Italian student resident abroad:
 - a) Isee Parificato 2023 certificate for the Right to University Studies
 - E**
 - b) Isee Parificato 2024 certificate for the Right to University Studies
2. If the motivation consists of an **event of a personal and/or family nature** (illness, death, care, etc.)
 - Student with income generated in Italy:

- a) Ordinary Isee certificate 2023 for the Right to University Studies
- Foreign student with a family nucleus not resident in Italy / Foreign student resident in Italy and with a family nucleus resident abroad / Italian student resident abroad:
 - a) Isee Parificato 2023 certificate for the Right to University Studies

4 - LIMITATIONS AND INCOMPATIBILITIES

Limitations:

The events relevant to the assessment of suitability will be those occurring during the periods:

- **students under point 3 letter a): 01/10/2022 - 10/08/2023** i.e. A.A. 22/23 period in which to acquire merit for access to A.A. 23/24 scholarships
- **students under point 3 letter b): 01/07/2023 - 02/10/2023** period of opening of the call for tenders Regional scholarships granted by ESU for students enrolled in Conservatories and AFAM Schools
- **students under point 3 letter c): 01/07/2023 - 02/10/2023** opening period of the call for applications for regional scholarships granted by the University of Padua to its members.

Incompatibility:

The extraordinary grant is incompatible with the scholarship awarded with funds allocated by the Veneto Region, the University of Padua, the Ministry of Foreign Affairs, special statute Regions, Autonomous Provinces or with any other intervention, even extraordinary, granted by any other public or private body for the current academic year.

Therefore, should the candidate be awarded another grant/contribution/funding for the same academic year after the awarding of the grant referred to in this notice, he/she must immediately inform this Company, stating whether he/she intends to maintain the extraordinary grant awarded or opt for another grant/contribution/funding.

The **extraordinary subsidy may NOT be granted** to those who:

- are **enrolled in the first year of each course**
- are **A.A. 2023/2024 scholarship recipients**
- are **eligible for the A.A. 2023/2024 regional scholarship but not beneficiaries due to lack of funds;**
- **have already been beneficiaries of extraordinary subsidies in previous years;**
- are **enrolled in single courses, master's, specialisation and doctorate courses;**
- are already in possession of a university degree (pre-reform university courses) and are enrolled at university to pursue a bachelor's degree;
- are already in possession of a university degree (pre-reform university courses) and are enrolled at university to pursue a bachelor's degree, master's degree or single-cycle master's degree;
- already hold a bachelor's degree and are enrolling at university to pursue a further bachelor's degree;
- are already in possession of a bachelor's or master's degree and are enrolling at university to pursue a bachelor's, master's or single-cycle master's degree.

5 - SUBMISSION OF THE APPLICATION: DEADLINE AND MODALITIES

Terms

From 05 December 2023 (12:00 noon - deadline for opening the procedure for receipt of online applications) to 06 February 2024 (12:00 noon - closing date for receipt of online applications)

The application for extraordinary benefit must be submitted exclusively online during the period indicated above and **MUST BE OBTAINED BY A WRITTEN AND SUBSCRIPTABLE REPORT BY THE STUDENT** detailing the facts/reasons (i.e. the event) that caused the hardship.

The report must be accompanied by all documents proving the event, such as medical certificates, certificates of hospitalisation, death, letters of dismissal, redundancy, redundancy, mobility, etc.

Attention: completing the online application does NOT replace the written report signed by the student

Please note: extraordinary grant applications that are not submitted online or any documental integrations submitted later than the deadline indicated in a communication via ticket sent by the competent Right to Study Office during the processing of applications received will not be taken into consideration.

Mode

The application must be filled out, by the above deadline, by accessing the ESU of Padua Online Services from the institutional portal <https://myesupd.dirittoallostudio.it> and includes the following steps:

1. LOGIN with MyID, SPID or CIE' **ACCESS**
2. **SPORTELLO STUDENT:** "CONCORSO SUSSIDI STRAORDINARI" fill in the online application
3. **AFTER CONFIRMING** the application, it **MUST BE OBTAINED** by accessing the area **UPLOAD DOCUMENTS** area where the following documents must be inserted:
 - a) **WRITTEN REPORT, SUBMITTED BY THE STUDENT**, describing in detail the reasons why he/she is requesting the award of the extraordinary grant;
 - b) **Documents proving the event that** caused the state of particular and exceptional hardship (medical certificates, hospitalisation, death, letters of dismissal, redundancy, redundancy pay, mobility.....)
 - c) **Ordinary Isee certificate 2023 for the right to university study and/or Ordinary Isee certificate for the right to university study 2024 + Current Isee 2023 or Current Isee 2024** or
 - d) **Isee Parificato 2023 certificate for the right to university study + Isee Parificato 2024 certificate for the right to university study**
 - e) **Copy of the regular rental contract at the university seat attended for the student away from home** for status verification purposes: for the allocation of the extraordinary subsidy to the maximum extent, the student away from home must demonstrate, pursuant to Law Decree 14/08/2020 no. 104 (art. 33 par. 2) as an exception to art. 4, par. 8 letter c) of the Prime Ministerial Decree 9.04.2001, to stay, for consideration, at the university seat attended (or in the municipality where the university seat attended is located or in a municipality classified as a seat) using public residential facilities or other accommodation provided by private individuals or organisations **for a period of no less than 6 months in the academic year**, producing a copy of a lease contract for consideration that has **been** duly registered and/or renewed with the Inland Revenue Office. In the **event of failure to submit such documentation, the student will be considered PENDOLAR.**

A copy of the contract is not required if it has already been uploaded previously in the "upload documents" area for another application: e.g. scholarship application.

Independent students - as identified by Ministerial Decree no. 1320/2021 in students who constitute a single independent household by themselves when they meet both requirements:

- residence outside the family unit of origin for at least 2 years since the signing of the DSU for Isee Ordinary 2023 or 2024 attestation for the right to university study (Equivalence Scale 1) in accommodation not owned by a member of the family unit of origin
- adequate income capacity expected to be € 9,000.00 per year documented (income declaration, CU...)

are considered to be off-site regardless of the distance between their place of residence and the location of the course attended.

Foreign students - with a residence permit for study purposes - are in any case considered to be off-campus students, regardless of their place of residence in Italy. They must, in any case, prove that they are staying on the university premises with a regular contract, for a period of no less than six months. An exception is made for cases in which the student's family unit resides in Italy, for which the rules applied to Italian students apply.

For students recognised as political refugees or stateless persons, only income and assets that may be held in Italy are considered. Students with political refugee or stateless status (subsidiary protection...) will have to produce appropriate certification of their status (Dir. 2004/83 CE of 29/7/04 - D.Lgs. n. 251/2007).

For foreign students from particularly poor countries, the list of which is defined by a specific Provision - Ministry of Education, Ministry of University and Research Decree no. 62 of 6.05.2020 - the provisions of the Prime Ministerial Decree of 9.4.2001 and the relevant regulations apply.

Uploaded documents must be named as follows:

- Last Name First Name
- Last Name First Name_Documents
- Last name First name_ISEE
- Last name First name_Contract of lease

During the preliminary investigation phase, ESU may request additional documentation to prove the completeness and truthfulness of the student's declaration.

The student may personally modify his or her application by logging in and accessing the area: <https://myesupd.dirittoallostudio.it>, **only by the submission deadline.**

After the deadline, only the data in the areas outside the application can be modified:

- ANAGRAPHICAL (for changes regarding your personal data)
- IBAN (in case of updating bank references)
- COMPLETION OF INCOME DATA 2023/2024 (to change economic data)

The student, **24 hours after CONFIRMATION** of the application, will be able to download the relevant receipt from the APPLICATION RECEIPTS area in the Student Desk home page.

ESU's electronic online services system certifies the date and time of the online application submission.

Important: the data entered in the application are declared in accordance with Presidential Decree 445/2000; students completing it are responsible for their accuracy.

6 - ASSESSMENT OF APPLICATIONS

Commission

All applications duly received will be assessed by the single Commission constituted as per the Decree approving this Call for Proposals.

The administrative and minuting activities of the meetings are entrusted to an employee from the Right to Education Sector, who is responsible for the processing of applications for benefits, and who acts as secretary.

The Commission will meet to evaluate the applications within two weeks after the closing of the online procedure.

Prerequisite

For the purposes of assessing applications, the Commission will first assess the **existence and validity of the event as declared and documented by the student in support of the application.**

The event is therefore a prerequisite for the substantive assessment of the application.

The absence of the event, the absence of documentation to prove it, the lack of temporal and/or causal correspondence in relation to the hardship situation complained of by the student will result in the application being ineligible.

Evaluation Parameters

(a) merit:

the ranking for the allocation of the benefit to eligible students is drawn up according to the absolute coefficient of merit thus calculated:

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

N.B. any bonus used by the student is not taken into account in the evaluation of credits earned.

(b) Isee

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

The results of the competition will be published on the website www.esu.pd.it by **29 February 2024** by means of anonymised rankings, in compliance with the GDPR, indicating the **application protocol number**.

The Company will send written notification of the outcome of the application to the students concerned.

7 - MODALITIES OF DISBURSEMENT - WITHDRAWAL OF OBTAINED BENEFIT

Delivery

The extraordinary grant will be paid to students assessed eligible for the benefit within the limits of the funds available allocated by ESU Padua as specified in Point 1 above and will be paid in a single instalment by **15 March 2024**.

Revocation

The extraordinary subsidy will be **withdrawn**, with a consequent obligation to repay the sums received, in the event of

- renunciation of studies by 30 September 2024
- ascertained untruthful declarations by the student with application of the sanctions set out in Articles 75 and 76 of Presidential Decree no. 445/2000 and loss of the right to obtain other benefits for the duration of the course of study.

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

Pursuant to Art. 13 of the European Regulation 2016/679 (GDPR), the data acquired in self-certification as well as those contained in the requested documentation are intended for all the operations aimed at processing the competition results for the allocation of the extraordinary subsidies under Regional Law no. 8/1998.

The provision of the required data is necessary for participation in the competition; failure to do so will result in exclusion from the competition.

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

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

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

Data subjects are granted the rights provided for in the Regulation, in particular: access to personal data; rectification/deletion/limitation of processing; opposition and proposal of complaint (pursuant to Art. 77 of the GDPR) to the Garante per la protezione dei dati personali.

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 data controller of the personal data collected by the ESU is:

ESU of Padua - REGIONAL AZIENDA FOR THE RIGHT TO UNIVERSITY STUDY

with head office in via S. Francesco 122 - 35121 Padua (esu@cert.esu.pd.it)

General information can be found on the institutional website (<http://www.esu.pd.it/it/Pagine/privacy.aspx>).

Data Protection Officer (DPO), pursuant to Article 37 of the GDPR, dpo@esu.pd.it.

9 - VERIFICATION OF DECLARATIONS (ART. 71 PRESIDENTIAL DECREE 445/2000)

ESU of Padua may carry out spot checks on the truthfulness of the declarations in lieu of certification and affidavits submitted, also by requesting ex officio information from the Administrations concerned.

To this end, it may consult databases (Siatel, Inps...) for appropriate checks on self-certifications as well as request specific information on the composition of the household from the municipal offices in charge.

If, in the course of the checks, irregularities or omissions emerge that are detectable ex officio and do not constitute falsities, the person in charge of the procedure - pursuant to Article 71(3) of Presidential Decree

445/2000 - will inform the interested party, who must regularise/supplement the declaration within the deadline set. In the absence of such regularisation, the procedure is concluded with a negative outcome.

Substitute declarations made pursuant to Articles 46 and 47 of Presidential Decree 445/2000 are deemed to have been made to a public official (Article 76(3) of Presidential Decree 445/2000).

To anyone who makes false statements without fulfilling the conditions laid down by the relevant laws for requesting such extraordinary intervention, Esu:

- will not grant the benefit if the assessment is made before the benefit is granted (preliminary investigation phase);
- declares the forfeiture of the benefit if it has already been disbursed, with the consequent initiation of procedures for the recovery of the sums paid and notification to the competent Public Prosecutor's Office (attaching a copy of the declaration and indicating the elements of untruthfulness).

For matters not provided for in this Call for Proposals, reference is made to the relevant laws and regulations in force, as well as to the Regional Policy Plan and the Regional Guidelines.

10 - NORMATIVE REFERENCES

Right to university study (DSU)

- Ministerial Decree No. 1321/2021
- L. R. no. 8/1998 Art. 3(1)(d) and Art. 23
- Regional Law No 7/1999
- Regional Law No 5/2000
- Prime Ministerial Decree of 9 April 2001 'Uniformity of treatment on the right to university studies'.
- D. No. 68 of 29 March 2012, as applicable
- D.G.R. no. 1267 of 20 April 1999 'Approval of criteria for the granting of extraordinary subsidies to students in situations of particular and exceptional economic hardship. Articles 3, d) and 23 - R.L. 8/1998'.
- D.G.R. no. 1636 of 6 November 2018 "Update of the objective criteria for the disbursement of extraordinary subsidies in favour of university students in situations of particular and exceptional economic hardship D.G.R. no. 2668 of 27 July 1999
- D.G.R. no. 2694 of 4 August 2000
- D.G.R. No 3550 of 14 November 2003
- D.G.R. No 1266 of 3 September 2019
- D.G.R. No. 863/2023

Single Substitute Declaration

- Presidential Decree No. 445 of 28 December 2000
- Prime Ministerial Decree No. 159 of 5 December 2013
- Ministry of Labour and Social Policy Decree of 7 November 2014
- INPS Circular No. 171 of 18 December 2014
- INPS Circular No. 137 of 25 July 2016
- D. Legislative Decree No. 4 of 28 January 2019, converted into Law No. 26/2019



Azienda Regionale
per il Diritto allo
Studio Universitario

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Administrative Procedure Manager (Art. 4 Law No. 241/1990 as amended)

Head of the Right to Education Sector - Stefano Pedron

N.B. This notice is also translated into English for dissemination purposes only. Only the Italian version is valid for the application and resolution of any controversy and for all legal effects. Appeal against this measure may be brought before the Regional Administrative Court within 60 days of its publication or, alternatively, appeal to the Head of State within 120 days of its publication.

INFO

Right to Study Sector

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Padua, 22/11/2023

The Director
Dr Gabriele VERZA